How to upload documents to the HREA and SSA in ERM
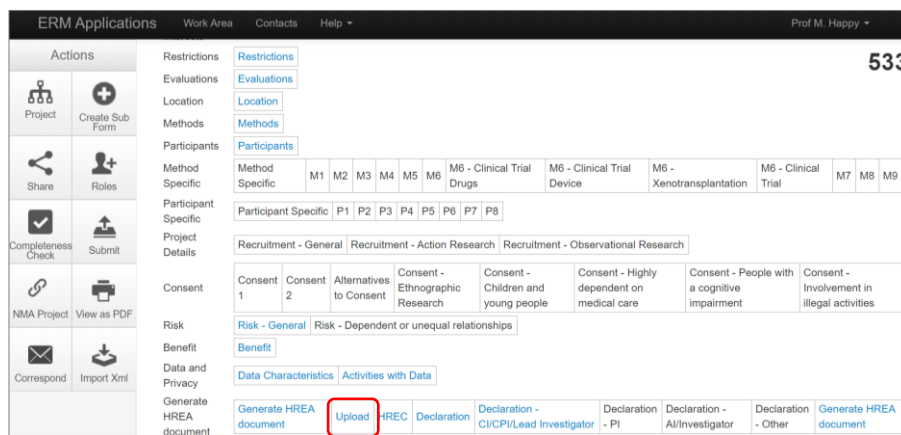
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Upload documents to the HREA

Supporting documents to be attached to the application are uploaded in **Section 4** of the HREA.
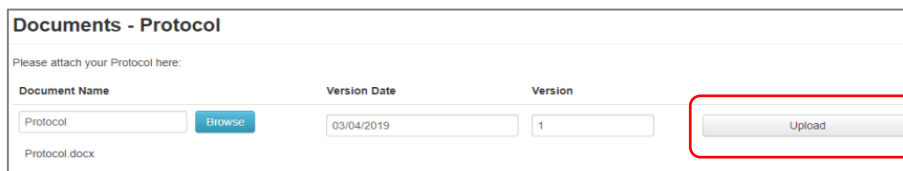
Steps

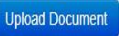1. Navigate to **Attachments Q 4.1** of the HREA by selecting the **Upload** hyperlink to attach the protocol to the HREA

2. Select **Upload Document** to attach the protocol from your local drive.
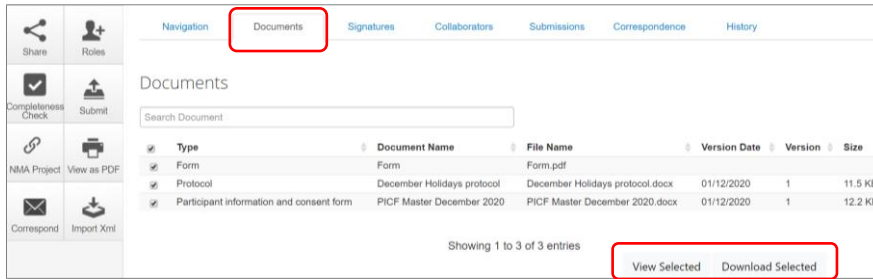   The version date and version fields are compulsory. Select the **Upload** button.

3. Other supporting documents e.g. Participant Information Consent Form (PICF) can be uploaded in **Q 4.2**. Select the relevant document type from the available list.

   Press **Upload document** to attach the selected supporting document from your local drive

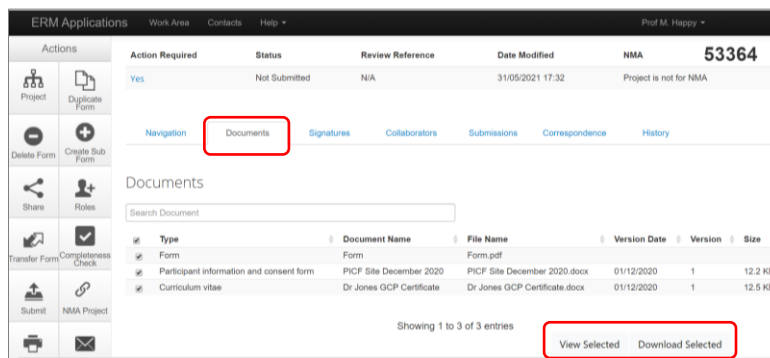4. Documents can be viewed and downloaded from the **Documents** tab

Upload documents to the SSA

Steps

1. Site specific supporting documents are uploaded as relevant sections of the SSA are completed

Section	Questions (hyperlink)		Document example
Site Research Team	Documents		• Curriculum Vitae • GCP training certificates
Participant	Recruitment	Q 4.1	• Site Specific PICF
Regulation	Research Agreement	Q 5.2	• Clinical Trial Agreement (CTRA)
Other Documents	Other Documents	Q 7.1	• Scanned hard copy signature document • Departmental forms

2. Press **Upload document** [Upload Document] to attach the supporting document from your local drive
   Uploaded documents are displayed under their type, name, file name and version

3. Documents can be viewed and downloaded from the **Documents** tab

See **Applicant user guide to ERM** for more details.