

How to upload documents to the HREA and SSA in ERM

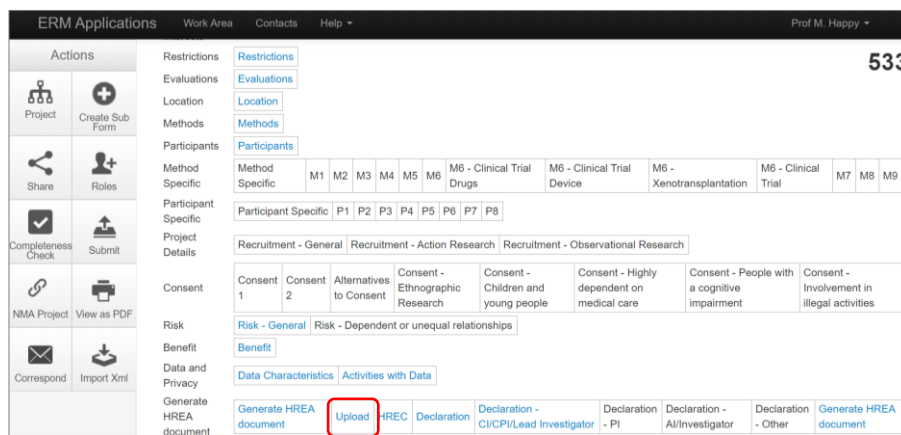
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Upload documents to the HREA


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

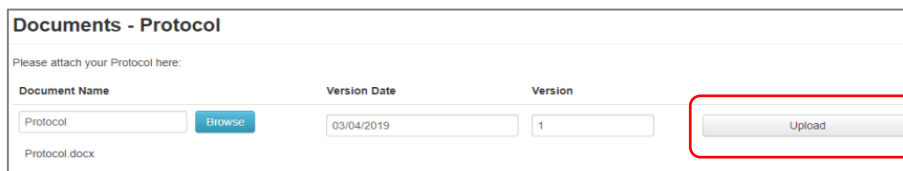
Steps

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



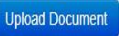
The screenshot shows the ERM Applications interface. The 'Actions' sidebar on the left includes options like Project, Create Sub Form, Share, Roles, Completeness Check, Submit, NMA Project, View as PDF, Correspond, and Import Xrml. The main content area displays various tabs and sections such as Restrictions, Evaluations, Location, Methods, Participants, Method Specific, Participant Specific, Project Details, Consent, Risk, Benefit, Data and Privacy, and Generate HREA document. The 'Upload' button is highlighted with a red box.

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



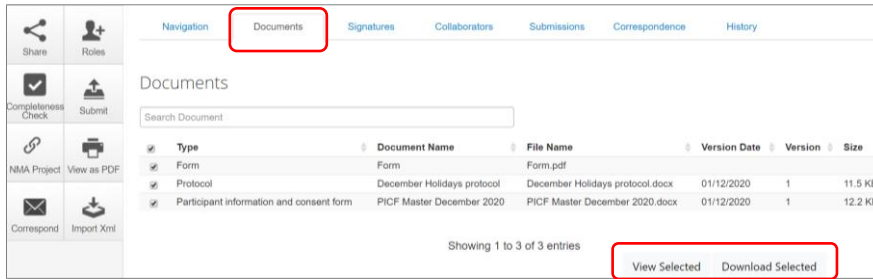
The screenshot shows the 'Documents - Protocol' form. It includes a 'Please attach your Protocol here:' section with a 'Document Name' field (containing 'Protocol'), a 'Version Date' field (containing '03/04/2019'), and a 'Version' field (containing '1'). A 'Browse' button is next to the 'Document Name' field. The 'Upload' button is highlighted with a red box.

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

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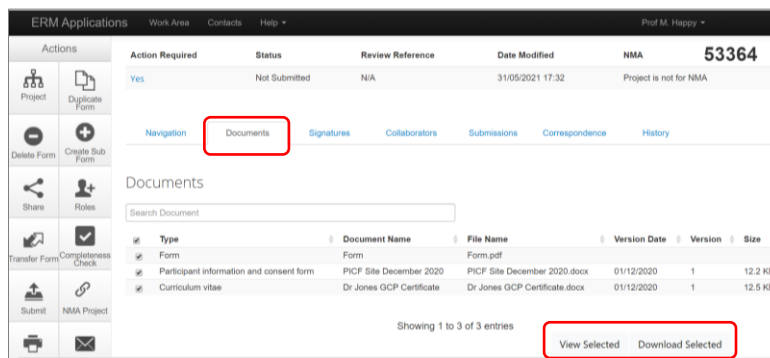
Upload documents to the SSA

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	<ul style="list-style-type: none"> • Curriculum Vitae • GCP training certificates
Participant	Recruitment Q 4.1	<ul style="list-style-type: none"> • Site Specific PICF
Regulation	Research Agreement Q 5.2	<ul style="list-style-type: none"> • Clinical Trial Agreement (CTRA)
Other Documents	Other Documents Q 7.1	<ul style="list-style-type: none"> • 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.

To receive this document in another format, phone 0408 274 054, using the National Relay Service 13 36 77 if required, or [email Coordinating Office for Clinical Trial Research <multisite.ethics@safercare.vic.gov.au>](mailto:multisite.ethics@safercare.vic.gov.au).

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