

Post approval and Post authorisation subforms in ERM


OFFICIAL

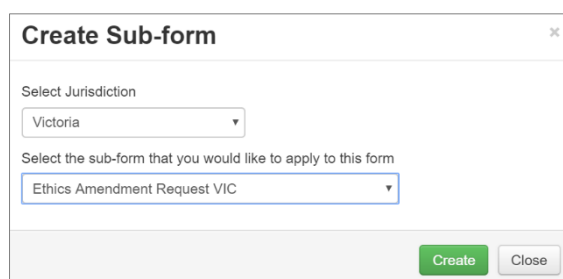
Once a research project has been approved, any changes to its design or conduct must be approved by the reviewing HREC. Post approval information/reporting is also submitted to the reviewing HREC.

In ERM, post approval forms are created as subforms from the original ethics application (HREA) by the CPI/delegate.

Post approval subforms

Steps

1. Select the relevant project and highlight the HREA in the project tree.
2. Select the **Create subform**  action button found under the Actions pane
3. Select the jurisdiction and required subform e.g. Ethics Amendment Request form. Select **Create**



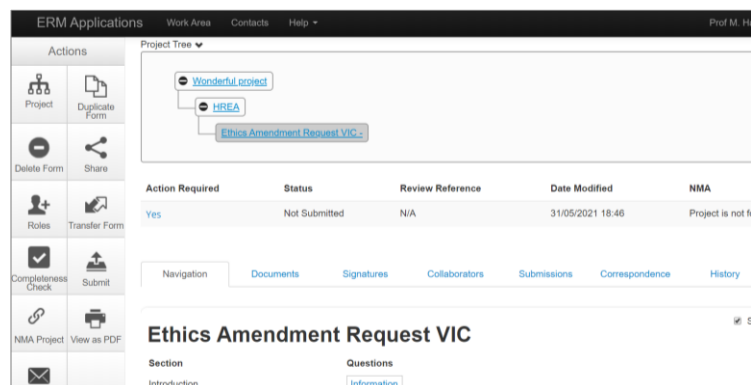
Create Sub-form

Select Jurisdiction
Victoria

Select the sub-form that you would like to apply to this form
Ethics Amendment Request VIC

Create Close

The Ethics Amendment Request form will be displayed under the project tree



ERM Applications Work Area Contacts Help Prof. M. H

Actions

Project Duplicate Form

Delete Form Share

Roles Transfer Form

Completeness Check Submit

NMA Project View as PDF

Project Tree

- Wonderful project
 - HREA
 - Ethics Amendment Request VIC

Action Required	Status	Review Reference	Date Modified	NMA
Yes	Not Submitted	N/A	31/05/2021 18:46	Project is not fo

Navigation Documents Signatures Collaborators Submissions Correspondence History

Ethics Amendment Request VIC

Section Introduction Questions Information


4. Complete and submit to the reviewing HREC

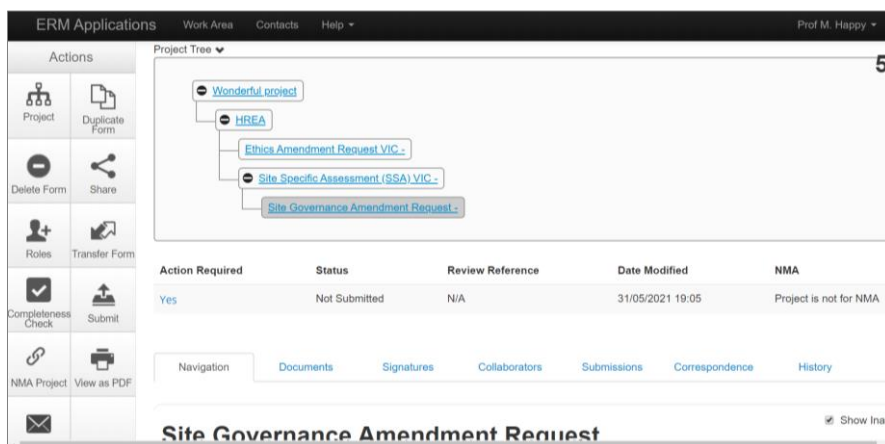
Post authorisation subforms

Post authorisation forms provide information/reports relating to a research project to the site Research Governance Officer (RGO).

In ERM, Post authorisation forms are created as subforms from the Site Specific Assessment (SSA).


Steps

1. Select the relevant project and highlight the SSA in the project tree.
 2. Select the **Create subform**  action button found under the Actions pane.
 3. Select the required subform e.g. Site Governance Amendment Request form and select **Create**
- The Site Governance Amendment Request form will be displayed under the project tree



Assign access to Post approval and Post authorisation subforms using Roles +

Using Roles + allows other research team members access to post approval/authorisation subforms.

1. Highlight the subform in the project tree. Select the **Roles +**  action button found under the Actions pane
2. A **Share Roles** textbox will be displayed. Enter the collaborator's ERM email address
3. Select **Post Approval/Authorisation Subform**. Select **Share Role**.
4. The collaborator will receive an email notification of their assigned role.

See the Applicant user guide to ERM for further information.

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@health.vic.gov.au>](mailto:multisite.ethics@health.vic.gov.au).

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