Post approval and Post authorisation subforms in ERM
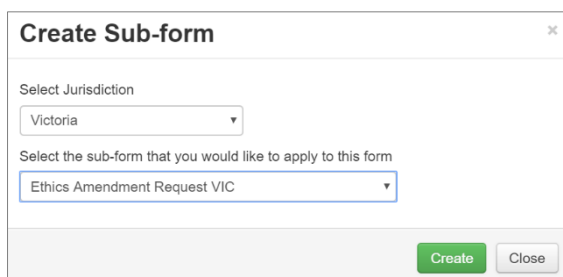
OFFICIAL

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.
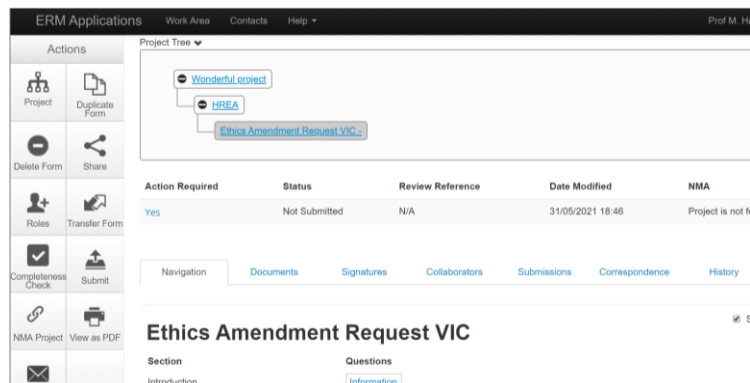
Post approval subforms

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**

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

4. Complete and submit to the reviewing HREC
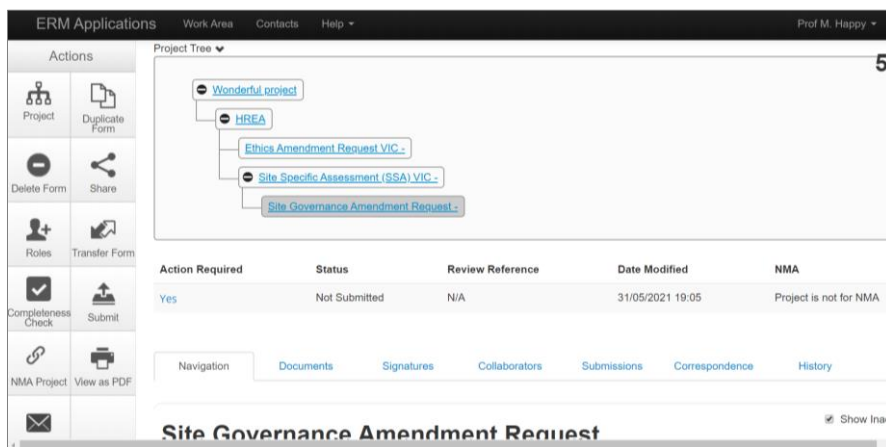
Post authorisation subforms

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.