## **Creating SSAs for sites – by HREA owner**

OFFICIAL

## Study Set Up: Creating SSAs for sites by the HREA owner

The HREA owner creates the SSA as a sub form of the HREA. The HREA owner uses **Roles +** action to give collaborator permission to view/ manage the SSA.

## Steps – for HREA owner

- Highlight the HREA and select the Create Subform button under the Actions pane. Select Site Specific Assessment form from the dropdown list. The SSA is created as a sub-form of the HREA.
- 2. The SSA may be started then responsibility for its completion and submission can be assigned to the collaborator. Select **Roles +** from the Action pane.

Actions		Project Tree 🗸	53364							
Project	Duplicate Form									
Delete Form	Create Sub Form	Action Required	Status	Review Reference	Date Mo	dified	NMA			
Share	Roles	Yes	Not Submitted	N/A	31/05/20	21 10:57	Project is not for NMA			
ransfer Form	Completeness Check	Navigation	Documents Signature	s Collaborators	Submissions	Correspondence	History			
Submit	8 NMA Project	Site Specific Assessment (SSA) VIC								
÷	$\ge$	Section Introduction	Questions Information Project Location	on Ethics Review Site Add	lition					

3. A Share Roles pop up text box is displayed. Enter the collaborator's ERM email address and select **SSA Roles** 

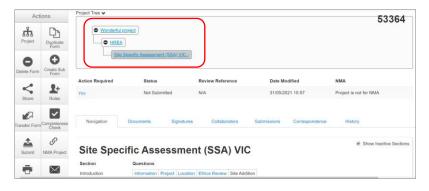
Click the Share Role button.

Share Roles	×								
Sharing a form enables others to view/edit the same form depending on the level of access you give them. Please select the users you wish to share His form with:									
iloveclinicaltrials@gmail.com SSA Roles (Read,Write,Submit,Create Sub forms)									
Note: This form has not yet been shared with anyone									
Share Role	Close								



## Steps – for Collaborator

- 4. The Collaborator will receive an email notification about their assigned role in the project and logs in to their ERM account.
- 5. The HREA and SSA are displayed in the Project Tree and all HREA supporting documents can be accessed. Select the SSA in the project tree.



6. Under the SSA Collaborators tab, the full suite of permissions is displayed – Read, Write, Share, Create all sub forms, Receive notifications

Navigation	Documents	Signatures	Collaborators	Submissions	Correspondence	History			
Collaborators	5								
Name	Access	i				Edit Pe	ermissions		
Prof Ann Researcher	esearcher Read, Write, Submit, Share, Create all sub forms, Receive notifications					Edit Permissions			
Prof M. Happy	Prof M. Happy Project Owner and Form Owner						Edit Permissions		

7. The collaborator can complete and submit their site SSA to the site Research Governance Officer (RGO). The HREA owner remains the SSA owner.

See Applicant user guide to ERM Section 9: Site Specific Assessment (SSA) 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 <u>email Coordinating Office for Clinical Trial Research</u> <multisite.ethics@safercare.vic.gov.au>.

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne. © State of Victoria, Australia, Department of Health, March 2024.