

Ethics Review Manager (ERM) Frequently Asked Questions for Mater Users

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ERM User Guide for Mater Researchers

- This FAQ document provides answers to frequently asked questions.
- For a full guide on how to use ERM and its capabilities, refer to the ERM User Guide for Researchers, available from the [Ethics and Governance page on the Mater Research](#) website.

How do I login to ERM

If you have used Online Forms previously to create and submit a HREA, then your ERM account will be created for you.

- Go to au.forms.ethicalreviewmanager.com
- Click on Login from the dropdown menu on the top right.
- Login using your Online Forms email address and password. If you cannot remember your password, click on the Forgotten Password link on the login page. If you still have trouble logging in, email the [Infonetica Help Desk](#).

If you are not sure if an ERM account has been created for you, contact the [Infonetica Help Desk](#).

If advised to create your account:

- Go to au.forms.ethicalreviewmanager.com
- Click on New User
- Enter your details ensuring the email address is correct. This will be your ERM username and the contact email address used by ERM for correspondence and communications. An email will be sent to you supplying instructions on how to activate your ERM account.

FAQ's within ERM

Once logged into ERM, click on Help in the top Menu bar. This contains detailed information about common processes within ERM and specific help for each ERM jurisdiction (Mater Brisbane, Queensland Health and Health Victoria).

Is my Project already in ERM?

All projects submitted Mater, Queensland Health and Health Victoria through Online Forms prior to 9 July 2018 have been migrated into ERM.

My Project should be in ERM, but I can't find it

- Your Project may be in ERM, but you may not be able to see it if you were not the Applicant or if the Project Owner has not shared the project with you in ERM.
- Consult with your study personnel to find out if they have access to the Project in ERM. If so, then request that they share the Main Form (most likely the HREA) with you, using the **Roles** action that enables you to create sub-forms and submit. This will give you the access to view the Project and perform these actions.
- If no-one in your study team has access to the Project, then contact either the [Mater HREC office](#) (if your Project was approved by them) or the [Mater Research Governance Office](#), providing your Project Title and HREC number. They can search for the Project. If it is in ERM, they will advise you to contact the [Infonetica Help Desk](#) who can give you access to the Project.

How do I share a Project in ERM with other study personnel?

You can share forms in ERM, to provide collaborators and other study personnel with access to your forms for the purposes of reviewing, signing or even updating and submitting. Their level of access is defined by you.

There are two methods of sharing forms: **Roles** action and **Share** action.

1. The **Roles** action enables you to share forms within the Project with nominated personnel, according to a set of pre-defined permissions (roles). This is the fastest method of sharing forms, but think carefully about the roles that you select and apply.
 2. The **Share** action enables you to share a specific form within the study with nominated personnel, according to permissions that you set.
- Login to [ERM](#)
 - Click on the Project
 - Click on the Main Form (the first form under the Project title in the Project Tree. This is usually the HREA. HREA's that have been migrated into ERM will be called "DM HREC MDF".)
 - Click the Roles action
 - Enter the email address of the person you wish to share with. Enter permissions for multiple people by clicking the + button.
 - Select the appropriate pre-defined role. If this person does not have an ERM account, an invitation will be sent to them to create one. Once they have created an account, you can share with them.
 - If you need to modify permissions given to a study team member, use the Collaborators tab to Edit Permissions.

This will give the study personnel access to the HREA only.

If they need to be able to view selected sub-forms, then use the Share action instead of Roles. This will give permissions for the selected form only.

Hot Tip:

Share all your Projects with appropriate personnel as soon as possible following the start-up of ERM. When creating new forms in ERM, share them with appropriate personnel as soon as possible.

How do I submit a HREC Application to Mater HREC?

All Human Research Ethics Applications to the MML HREC must be submitted via ERM.

Before beginning, ensure that your Project has not already been created in ERM.

- Login to [ERM](#)
- Create a new Project – enter the Short Title of your Project. Ensure it is correct!
- Select Mater Misericordiae Ltd as your jurisdiction
- Select HREA as the Main Form
- Complete the HREA, uploading all required documents and submit

How do I load my completed HREA into ERM to submit to Mater HREC?

If you have already completed your HREA (in hrea.gov.au), you can import the XML version of the HREA into ERM. You do not need to recreate it.

Before beginning, ensure that your Project has not already been created in ERM.

- Login to [ERM](#)
- Create a new Project – enter the Short Title of your Project. Ensure it is correct!
- Select Mater Misericordiae Ltd as your jurisdiction
- Select HREA as the Main Form
- In the Introduction section of the HREA, instructions will guide you on how to import the XML version of your HREA into the ERM HREA (using the XML Import action tile).
- Complete any outstanding information in the HREA and submit

How do I submit an SSA to Mater Research Governance Office?

The Mater SSA form is created as a sub-form of the main forms, which are the Ethics application forms.

- Login to [ERM](#)
- Find your Project
- Click on the HREA or MDF or DM HREC
- Click on the “Create Sub-Form” Action tile
- Select Mater Misericordiae Ltd as your jurisdiction
- Select Mater SSA
- Click Create
- Complete the SSA form and submit

When your SSA application has been authorised by the Mater Research Governance Office, your Project will then be created automatically in the Mater Research Hub. It will be populated with information that you provided in your SSA application.

The Lead HREC will not approve my Project for the Mater site. I need to submit my Ethics Application to Mater HREC for review

This scenario may occur when Mater is being added as a site to a study and the lead HREC will not approve for the Mater site.

To cater for this scenario, you will need to create a new Project in ERM so that you can generate a HREA to submit to the Mater HREC.

- Login to [ERM](#)
- Create a new Project – enter the Short Title of your Project. (Suggestion: Make it similar to the existing Project title, but include a reference to Mater.)
- Select Mater Misericordiae Ltd as your jurisdiction
- Select HREA as the Main Form
- If you have an XML version of your completed HREA, then follow the instructions in the form to upload the XML version using the XML Import action tile.
- Complete any outstanding information in the HREA and submit
- If you don't have an XML version, then you will need to complete all required fields manually. (Note: you can use copy and paste.)
- Complete your HREA and submit

Where are my previously submitted Amendments and Reports in ERM?

Migration of post-approval data from the AU RED system to ERM was performed from 10 – 12 August 2018 with associated documents migrated from 17 – 20 August 2018.

If you are the project or form owner of a project in ERM or have been given access to a project, you may notice new forms in your project tree.

- DM HREC Amendment. This is a migration form containing data that has been copied from the AU RED system relating to amendments that have been submitted to the HREC Office. All amendment processing was finalised in AU RED prior to migration, so these migration Amendment forms in ERM require no further action.
- DM HREC PAF (Data Migration HREC Post approval form). This is a migration form containing data that has been copied from the AU RED system relating to the study status and any reports provided and tracked by the MML HREC Office. This is a READ ONLY form. This form cannot be modified or re-submitted. No further action is required for these specific forms.

For all future submissions of Amendments and reports to the HREC Office, appropriate sub-forms must be completed and submitted via ERM. Instructions are available in User Guides on the [Mater Research website](#).

How do I submit an Amendment or Report to Mater HREC?

All Amendments and study report submissions to the MML HREC must be submitted via ERM.

If you are submitting to the Mater RGO as well, then only one submission is required. You must select this option at the beginning of the form. Your submission will then be directed to both the MML HREC and the Mater RGO.

- Login to [ERM](#)
- Find your Project
- Click on the HREA
- Click on the “Create Sub-Form” Action tile
- Select Mater Misericordiae Ltd as your jurisdiction
- Select the appropriate sub-form of the HREA
- On the Form, select the option to submit to either MML HREC only or both MML HREC and Mater RGO.
- Complete your form and submit

How do I submit an Amendment or Report to Mater Research Governance Office?

If your project was approved by the MML HREC:

Refer to the “[How do I submit an Amendment or Report to the Mater HREC?](#)” FAQ above.

On the form, select the option to submit to “Both MML HREC and Mater RGO”.

If your project was approved by a HREC other than MML HREC but within Queensland Health or Health Victoria:

Your Project should exist in ERM.

- Login to [ERM](#)
- Click on your Project
- Click on the HREA
- Click on the “Create Sub-Form” Action tile
- Select Mater Misericordiae Ltd as your jurisdiction
- Select the appropriate sub-form of the HREA
- On the form, select the option to submit to “Mater RGO only”
- Complete your form and submit

If you cannot see your Project in ERM, refer to the “[My Project should be in ERM but I can’t find it](#)” FAQ.

If your project was approved by an external HREC, not Queensland Health and not Health Victoria:

Your project may or may not be in ERM, depending on where your approving HREC is located.

- Login to [ERM](#)
- If you cannot find your Project, refer to the “[My Project should be in ERM but I can’t find it](#)” FAQ.
- If your Project is in ERM,
 - Click on your Project
 - Click on the Main form (most likely MDF)
 - Select Mater Misericordiae Ltd as your jurisdiction
 - Create the appropriate sub-form of the HREA
 - Select the option to submit to “Mater RGO only”
 - Complete your form and submit

- If your Project is not in ERM, contact the [Mater Research Governance](#) for assistance with creating your Project and creating an MDF. Once this is done, you can then create an Amendment or a report as a sub-form of the MDF.

Why do I need to provide my Mater User ID and that of other study personnel on the Mater SSA and Mater Amendment Forms?

Now that the Mater Research Governance SSA form processing is completed within ERM, an additional process is to be implemented that will automatically create your Project in the Mater Research Hub – so you won't need to create it. Information will be collected from your ERM SSA form and used to create your Project in the Hub.

To correctly add study personnel details to the Project in the Hub, the Mater User ID is used to match Mater staff details from your SSA form with the Mater Contacts list. This ensures that study personnel details are correct and useful within the Hub.