

Ethics Review Manager (ERM)

Quick guide for Mater
Submissions

When creating forms, select the *Mater Misericordiae Ltd* option on the list of jurisdictions for submissions to **Mater HREC and RGO**.

Ethics Application submissions to Mater Misericordiae Ltd Human Research Ethics Committee (MML HREC)

For **new Ethics applications** to MML HREC:

- create a new project
- select jurisdiction Mater Misericordiae Ltd
- select HREA as the Main Form

Quality Assurance/Exempt Application submissions to MML HREC

For **new Quality Assurance or Exempt applications** to MML HREC:

- create a new project
- select jurisdiction Mater Misericordiae Ltd
- select Mater Quality Assurance and Exempt Research Form as the Main Form

SSA submissions to Mater Research Governance Office (Mater RGO)

For **new SSA submissions to Mater RGO where the reviewing HREC is an ERM user** (i.e. MML HREC, Queensland Health and Health Victoria Ethics Committees):

- create a sub-form of the HREA
- select jurisdiction Mater Misericordiae Ltd
- select Mater Site Specific Assessment

For **new SSA submissions to Mater RGO where the reviewing HREC is not an ERM user:**

- confirm your project does not already exist in ERM (contact the [Mater Research Governance Office](#))
- create a new project
- select jurisdiction Mater Misericordiae Ltd
- select MDF as the Main Form, complete and submit
- create the Mater SSA form as a sub-form of the MDF¹

Submission of post-approval forms to MML HREC and Mater RGO

All post-approval forms (Amendments, Progress and Final Reports, Serious Adverse Event forms and other safety reports) for submission to Mater are created as sub-forms of the main form in ERM (HREA or DM HREC or MDF or QA/Exempt form). If submitting to both MML HREC and Mater RGO, only a single submission is required for review by both offices.

Authorised Prescriber Application submissions to MML HREC

For **new Authorised Prescriber applications** to MML HREC:

- create a new project
- select jurisdiction Mater Misericordiae Ltd
- select Mater Authorised Prescriber Form as the Main Form

¹ MDF is Minimal Dataset Form. It collects the minimum amount of data and the already completed ethics application form to allow you to create an SSA as a sub-form. See the ERM Help for further details.

Early Phase Clinical Trial Risk Assessment submissions to the Early Phase Clinical Trial (EPCT) Expert Advisory Committee (EAC)

For submission of **Early Phase Clinical Trial Risk Assessments** to the EPCT EAC:

- create a new project
- select jurisdiction Mater Misericordiae Ltd
- select Early Phase Clinical Trial Risk Assessment as the Main Form

Contact us

Please contact the relevant Mater Research Compliance Office if you have any questions:

- Mater HREC Office: research.ethics@mater.uq.edu.au
- Mater RGO: research.governance@mater.uq.edu.au
- Mater Early Phase Clinical Trial EAC Office: research.earlyphaseeac@mater.uq.edu.au