



# Research at Mater

A practical guide to  
help you get started

# Your research journey at Mater

For detailed requirements, responsibilities, and supporting information, refer to the Researcher Handbook.

*Idea*



Research concept or question, quality activity or patient case/s



*Plan your project*



Choose a project that matches your experience, time and resources.  
Discuss your idea with your supervisor, research team or Head of Department.



*What type of project is it?*



**Testing a hypothesis?  
Answering a research  
question?**



Research



Ethics Approval



Governance authorisation



Conduct research



Reporting and amendments



Project closure

**Improving a service?  
Reviewing current  
practice?**



Quality Assurance



Institutional approval



Conduct project



Notify changes

**Reporting a unique case?  
Describing a few similar  
cases?**



Case Report



Institutional approval



Conduct project



Notify changes

*Share your findings*



Present, publish and translate knowledge into practice.

*New to research?*

Contact the Research Navigator early for advice on  
project type, approvals and application requirements.





## Planning your project

**If you are new to research, it is important that you find an experienced supervisor or mentor early in the planning process. They can help you refine your project idea, determine the most appropriate pathway, and prepare your application.**



Before committing to a project, consider whether it is achievable within your available time, resources and level of research experience.

To prepare your application, you will need:

- A Protocol (research), Project Plan (quality assurance [QA] )or Synopsis (case report)
- A Participant Information and Consent Form (PICF), if required
- A Data Management Plan (DMP), for research projects

For detailed guidance on study documentation, refer to the Researcher Handbook.



Unsure where to start or what documents you need? Contact the [Research Navigator](#) early for advice.



## What approvals do I need?

**QA activities and case reports/series do not require Governance authorisation and are reviewed through a simple pathway. Contact the [Research Navigator](#) for help before you start.**

**For research projects, both Ethics approval and Governance authorisation are required before the project can begin.**

| Ethics approval                                                                                                                                                                                      | Governance authorisation                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Is the research ethically acceptable?</b>                                                                                                                                                         | <b>Can the research be conducted at Mater?</b>                                                                                                                                                                                       |
| <ul style="list-style-type: none"><li>• Participant safety and fairness</li><li>• Consent processes</li><li>• Privacy and confidentiality</li><li>• Study design</li><li>• Risk management</li></ul> | <ul style="list-style-type: none"><li>• Resources, funding and feasibility</li><li>• Department and facility approvals</li><li>• Contracts, insurance and legal requirements</li><li>• Operational and institutional risks</li></ul> |



**Both approvals are required BEFORE your research project begins.**





## How do I apply?

Applications are submitted through **Ethical Review Manager (ERM)**, which is used for ethics (HREA), governance (SSA), exempt research, and QA/case report applications.



Note – Exempt research is lower risk research that meets specific criteria and does not require full ethics review. Detailed guidance on these application types can be found in the Researcher Handbook.

### How do I login or create an account?

1. Go to <https://au.forms.ethicalreviewmanager.com>
2. Click the 'Login' button
3. Login or create an account as a 'New User'



New UI/UX Visit

<https://au.forms.ethicalreviewmanager.com>

or see the Help page for more information

## How do I create an application in ERM?

1. In the Work Area, look for the Create Project button
2. Once you click, there will be a drop down menu for you to select your project type.

### Work Area

Notifications 0

Signatures 0

Transfers 0

Shared 18

### Projects

Search Projects

Create Project Create Folder Delete Folder Delete Project Duplicate Project Move Project

| Project Title | Project ID | Owner            | Date Created     | Date Modified    |
|---------------|------------|------------------|------------------|------------------|
| Project Name  | 130627     | Mrs Jodie Savini | 25/06/2026 11:45 | 25/06/2026 11:45 |

### Create Project

Project Title\* (Max 200 characters)

Project Name

Jurisdiction\*

Mater Misericordiae Ltd

Form\*

Please select...  
Please select...  
HREA  
Mater Authorised Prescriber Form  
Mater Exempt Research  
Mater Honours Student Project Application  
Mater Quality Assurance (QA) Projects and Case Reports  
MDF

Create

Close

## How do I submit my application?

Fill out all required sections of the form and attach any supporting documents. When everything is complete, select 'Submit' and your application will be ready for review.

### Project Tree

Project Name  
HREA

Submit Completeness Check Create Sub Form Project Share More

User guides and FAQs are available on our [website](#).

## How long will it take?

Timeframes vary depending on project complexity and application quality.

Applications may progress more quickly when they:

- are less complex
- only involve Mater
- are supported by well-prepared applications.

**Tight timelines or a complex project? Contact us early to discuss realistic timeframes.**

## What do I do once my project is approved?

Congratulations! Once all required approvals have been received, your project can begin.

### During the project

#### Research projects

- Submit amendments before making changes
- Submit annual progress reports
- Report any issues that arise
- Submit a final report when the project is complete

#### Exempt Research

- Notify Research Ethics and Governance about any changes to the scope of the project
- Keep clear records of your research project

#### QA projects and case reports/series

Notify Research Ethics and Governance about any changes to the scope of the project.



## Need help?

| Contact                                         | How they can help                                                            |
|-------------------------------------------------|------------------------------------------------------------------------------|
| <a href="#">Research Navigator</a>              | Early advice, pathway guidance, and pre-submission support                   |
| <a href="#">Research Ethics and Governance</a>  | Application requirements, review processes, timelines, and progress tracking |
| <a href="#">Agreements and Legal Compliance</a> | Contracts and requirements involving external organisations                  |