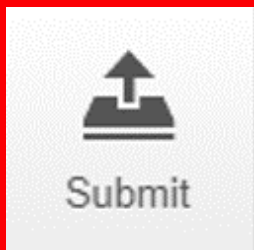
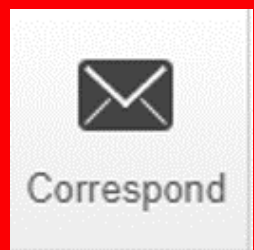




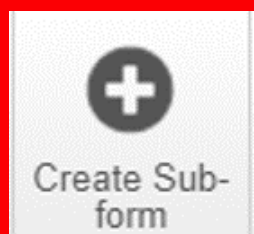
Annual reports, final reports and adverse events are submitted in ERM as a 'sub-form' of the main application. All sub-forms are linked to a project and are listed beneath the main application form in the "Project Tree". Clicking on "Project" will show you all sub-forms linked to the project and the main application form.



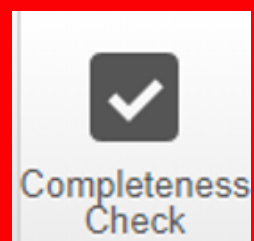
"Submit" submits the application/sub-form.



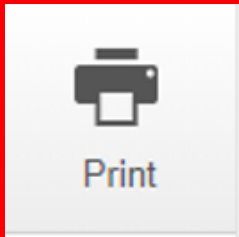
"Correspond" opens a correspondence message that can be sent to the Ethics Executive Officers. Files can be attached.



"Create Sub-form" refers to annual reports, adverse events, safety reporting etc. These are submitted in ERM as a 'sub-form' of the main application.



"Completeness Check" runs a check to ensure that all mandatory questions have been answered.



To print an application form (without supporting documents), open the relevant application and click Print in the left-hand action panel.

To print an application form and all supporting documents, open the relevant application, click the Documents tab and click Download all as PDF.



Listing an Investigator in the personnel section of forms does not automatically grant access to read the application. Applications must be "Shared" with all listed Investigators. You can assign permissions at the time an application is shared. Permissions include (and can be edited):

Read:

View application (no editing)

Write:

View and edit application

Submit:

Submit application on behalf of the Chief or responsible Investigator

Share:

Share application with other collaborators

Create all Sub-forms:

Create reports, adverse event forms etc. on behalf of the Chief or responsible Investigator

Receive Notifications:

Will receive notifications in the work area



Next



Previous

Work through the form pages by clicking Next and Previous, this saves the answers to questions and information you enter.



Signatures

"Signatures" shows active signatures on the form and any pending signature requests.



Save

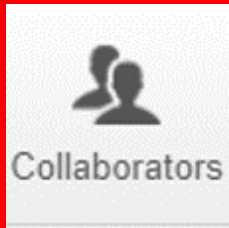
We recommend saving periodically as the form is being completed.

The "Next" and "Previous" actions also save the information in the form.

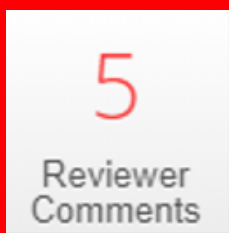


Navigate

"Navigate" will return you to the project homepage.

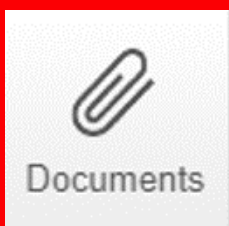


"Collaborators" shows the level of access other collaborators have (once share permissions have been granted).



Following review, you will receive an email if the Committee requires further information. Reviewer comments will be sent to you via ERM, and you are required to address them directly within the application form.

After opening the project, click Reviewer Comments in the left-hand side action panel. The red number will indicate how many comments you have been sent.



"Documents" shows all documents that have been uploaded in the form.

Documents can be downloaded.