Getting Started:
1. Two web links are available:
   a. **Ethics Review Manager (ERM)**. Use this site to create new applications and to access all forms
   b. **OnLine forms**. This is Read Only to allow access to previous submissions.

2. If you have an “Online Forms” account, please use the same log in details to access ERM.
   Can't remember your Online Forms log in details? Contact the Helpdesk: E: helpdesk@infonetica.net
   If you do not have an “Online Forms” account you can create a new user registration in ERM.

   Log into ERM by clicking on the “Log In” section in the black ribbon at the top of the screen.

Creating a Project:
3. Once you have logged in, you are in the “Work Area”.
4. “Action Tiles” to the left of the screen provide you with options.
5. Click on “Create Project” to start a new application.
6. A new window appears, called “Create Project”.
7. Insert the short title for your project.
8. Select “Queensland Health” from the “Jurisdiction” button
9. Select the application type from the “Main Form” dropdown box.
10. Click on “Create”.

Completing the Application
11. If the application is multi-site and is to be reviewed on behalf of those other sites, click on the “NMA Project” tile in the Action Tiles area. Nothing happens – it just marks this project as one that will be reviewed under the National Mutual Acceptance scheme. Clicking the button again will undo the action.

12. Go to the lower section of your screen, to where the type of application form selected is displayed, and click on the first box under the word “Questions” to open the form and get started.
13. “Information Icons” are inserted throughout the forms (right hand side, blue circle with “i” inside), to provide guidance. Click on the icon to see the text.

Adding Documents to the application
14. Documents upload prompts are placed at relevant questions throughout all applications. Follow the prompts to upload documents as you go.

Completeness Check prior to Submission
15. There is a “Completeness Check” tile in the Action Tiles to the left of the screen. Use this to ensure you have answered all questions. You cannot submit if a question that is “mandatory” has not been answered.

Signing the Forms
16. There is a signature page for each form. Options are provided for electronic signatures or wet ink signatures. A Letter of Support is also acceptable provided it details the name of the project, and is
clearly sent from the Principal Investigator or Coordinating Principal Investigator. Information is provided within the forms to guide you in completing these steps.

**Submitting the Application**
17. Each form will ask to which HREC or Research Governance Office the application will be submitted.

18. When the “Submit” button is clicked, the application will be immediately submitted to the committee nominated. An auto generated email will confirm that that application has been submitted and received.

**Creating Subforms**
(eg SSA forms, or Amendment Notifications etc)

19. The SSA Form, and any ‘post-approval reporting” forms are subforms of the original ethics application.

20. To create subforms, click on the “Home” tile, then click on the relevant project from the “Project List”.

21. From the “Action Tiles’ to the left are of the screen, select “Create Subform”.

22. From the new pop up box, select the jurisdiction (Queensland Health), then select the required subform – either the “SSA Form” for research governance, or “Amendments, Reports & Notifications” to submit amendments, progress reports etc.

**I created and submitted my HREC Application in OnLine Forms. How do I create a subform in ERM?**

23. Ethics applications created in OnLine Forms will be transferred to ERM. The application will be visible in the Projects List in your ERM account.

24. Only summary data will be presented but the application form will be available as a .pdf

25. Create the SSA Form by click on the application, then clicking on “Create Subform” from the Action Tiles on the left side of the screen, and complete and submit as indicated above.

**Submitting an SSA Form or Post Approval Form.**

26. Submitting these forms is the same process as for an ethics submission.

27. The relevant committee is nominated by the researcher or applicant, the form is checked for completeness, and is immediately submitted when the “Submit” tile is pressed.

**Need more help?**
Contact the Infonetica Help Desk (10.00am - 4.00pm Monday to Friday)
E: helpdesk@infonetica.net
T: 02 9037 8404

Frequently asked questions are also available from the Help tab on the black ribbon at the top of the “Log in” screen.