

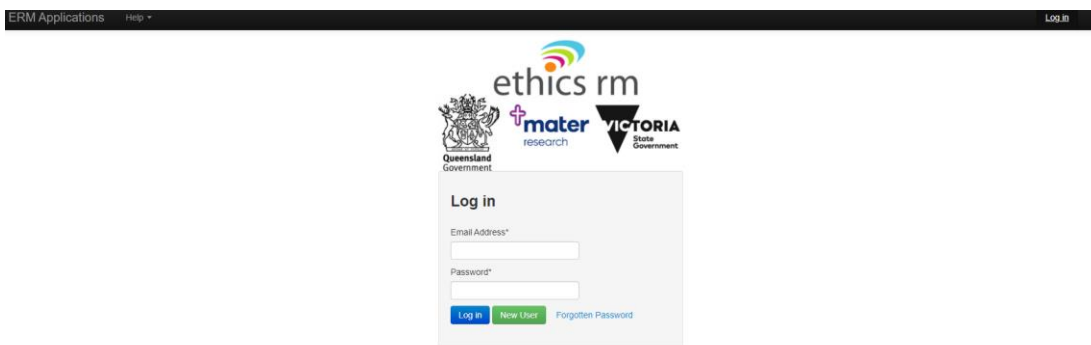
Quick Guide – Submitting an Annual Progress Report

Below is a guide for submitting an Annual Progress Report via Ethics Review Manager (ERM) to the Metro South Research office.

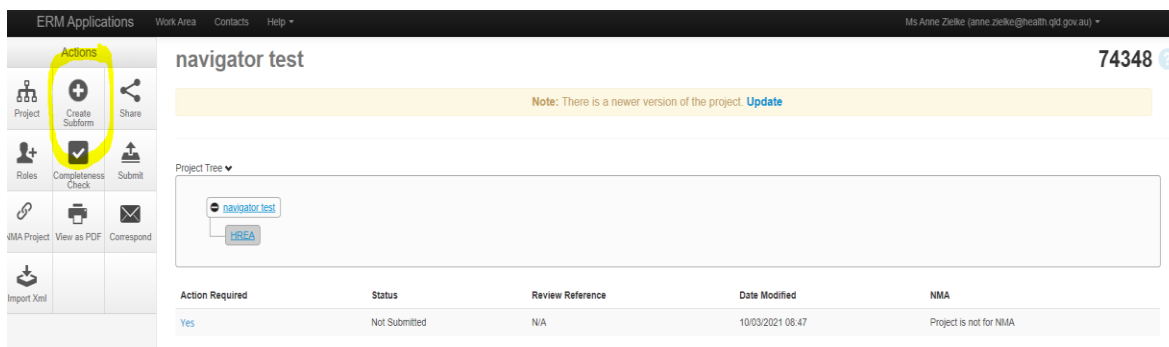
Please note if you are unsure whether to submit an Annual Progress Report or Final Report please refer to the definitions on the last page.

To Create an Annual Progress Report Form:

1. Log in to [ERM](#) and click on the relevant project



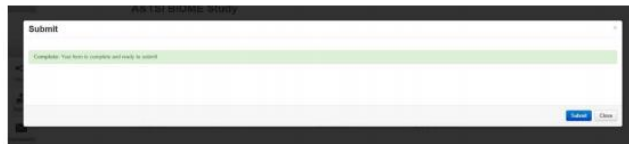
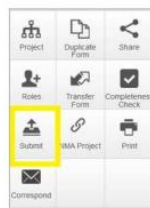
2. Once the project has loaded, click either the HREA or LNR in the Project tree so it is highlighted grey. Select the "Create Sub-form" button to the left on the Action pane.



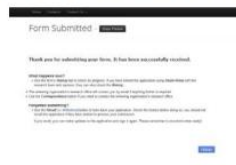
3. Select Queensland Health as the Jurisdiction and select Project Progress Report QLD to submit the Annual Progress Report Form

4. Complete the questions in the ERM Project Progress Report Form, upload the [HREC/RGO Annual Progress Report/Final Report MSH/BDHP](#) and any other relevant documents.

5. Once the questions have been completed in the ERM and all other required documents are attached please sign the form and click the **submit button** on the left in the Action Pane.



You will know you have successfully submitted your sub-form if you see this screen:



Definitions:

Annual Progress Report: According to ICH-GCP the investigator should submit written summaries of the trial status to the HREC annually, or more frequently, if requested by the HREC. The report should include, start date, site recruitment or data collection, adherence to study protocol, reporting any complaints, participant withdrawals, summary of findings to date and any publications or presentations.

Final Report: According to ICH-GCP, upon completion of the trial, the investigator, should provide the HREC with a summary of the trial's outcome. This means that recruitment is closed, all participants have completed the study, all data has been submitted to the Sponsor and all data queries have been resolved (or for investigator initiated studies, once data analysis has commenced),

Assistance:

If you require assistance to create your sub-form, please telephone (07) 3082 0629 or (07) 3199 3993 and an Information Officer for Research who is part of the ERM team will assist you.

Here is a helpful link to ERM video guides created by the HIIRO (Health Innovation, Investment and Research Office):

https://www.health.qld.gov.au/hiiro/html/regu/regu_home/erm-ethics-review-manager/erm-quick-guides

You are also welcome to contact relevant research support resources available throughout Metro South Health:

<https://metrosouth.health.qld.gov.au/research/about-us/research-related-enquiries>