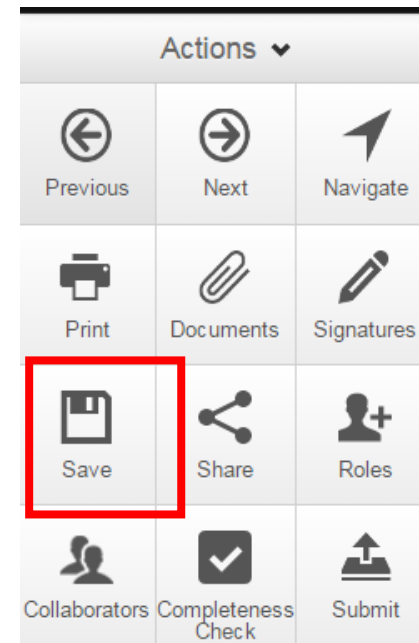


ERM GUIDE #2: Creating a Victorian Specific Module (VSM) and attaching it to your Human Research Ethics Application (HREA)

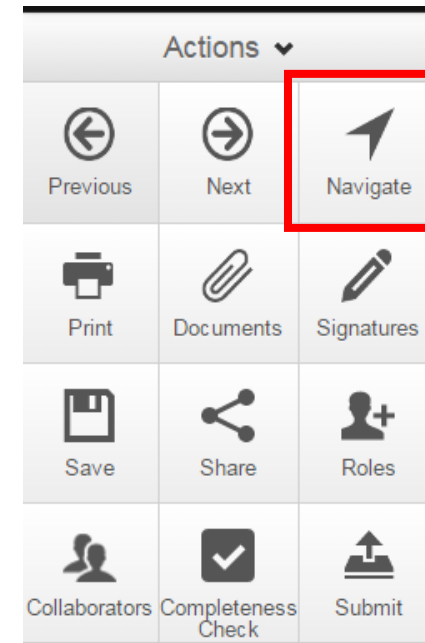
Purpose: This guide provides step-by-step instructions on creating a VSM and attaching it to the HREA. Please note the submission of a VSM is mandatory for all low risk and high risk projects conducted in Victoria.

1. When prompted in the HREA to upload your VSM, click on **'Save'** on the 'Actions' panel to save HREA in a draft form. Ensure your HREA is successfully saved before moving on to the next step.

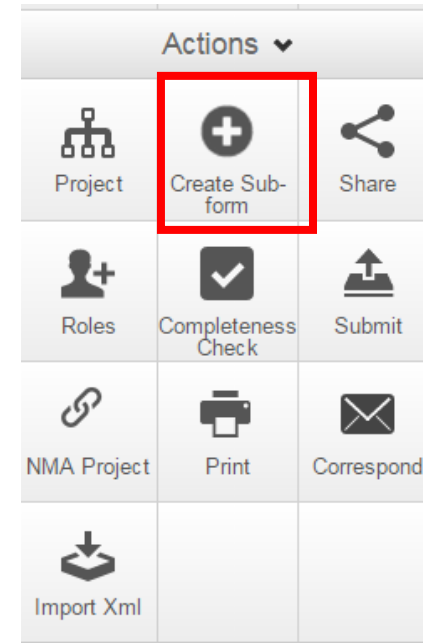


Save complete

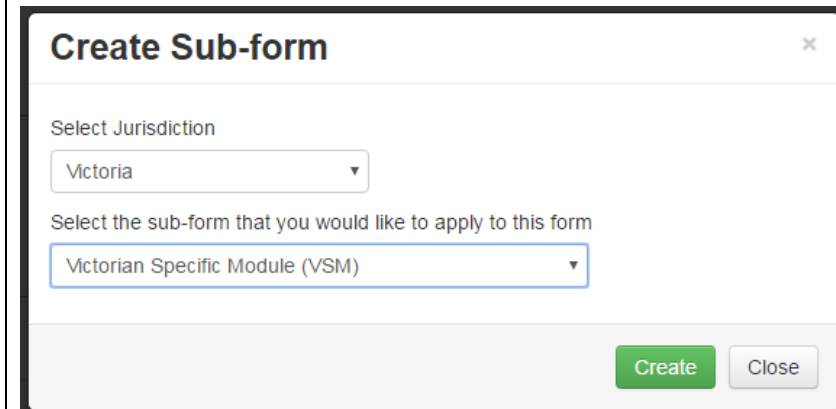
2. Once your HREA is saved, click on '**Navigate**'. This will bring you to the HREA overview.



3. On the 'Actions' panel, click 'Create Sub-form'.



4. Select '**Victoria**' as your jurisdiction. Select '**Victorian Specific Module (VSM)**'. Click on '**Create**'.



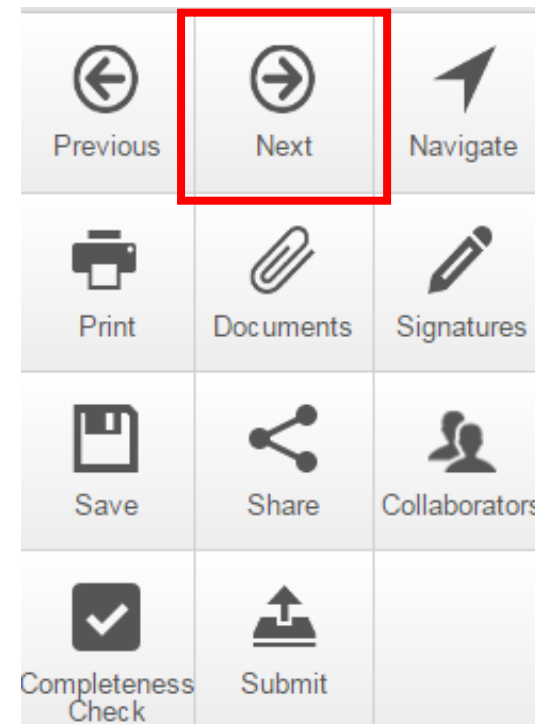
5. In the middle of the page under the heading Victorian Specific Module (VSM), select '**Overview**'.

Note: For a full overview of the VSM, click [here](#). For guidance on completing a VSM, click [here](#).

Questions

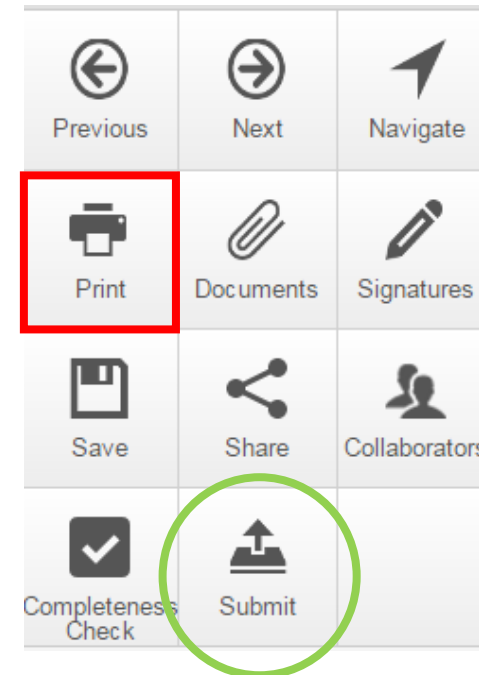
[Overview](#)

6. Answer the questions as appropriate. Click on **'Next'** to go to the next question.

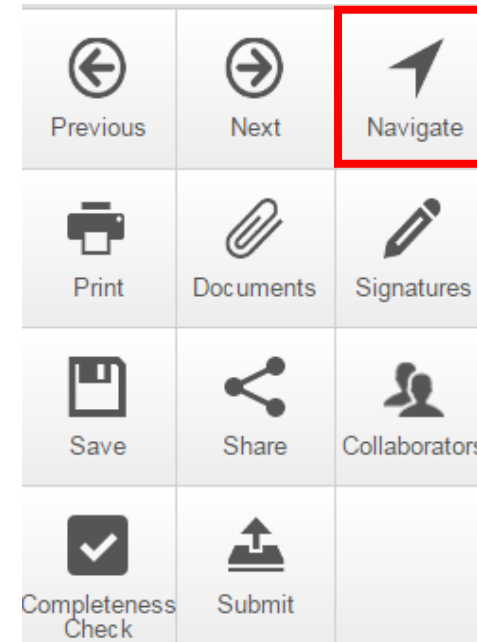


7. When all the questions are answered, submit your VSM by selecting **'submit'** (circled in green).

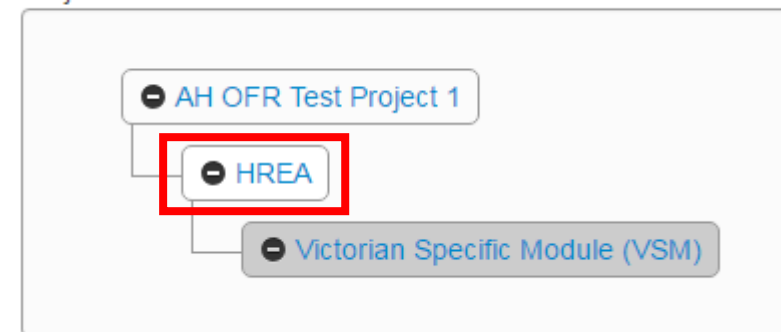
Select **'Print'** on the 'Actions' panel. From the print action, save the document as a 'PDF' file.



8. To continue completing your HREA, click on **'Navigate'** on the 'Actions' panel and select **'HREA'** from your project tree.



Project Tree ▾



9. Select 'ERM Filter Questions'

HREA

Section

Questions

ERM Module

ERM Filter Questions

HREA Introduction

Introduction

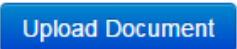
HREC Directory

Project Overview

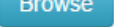
Project Overview

Project Team


Project Team

10. Select  under the VSM section.

11. Attach the VSM (saved in step #7) by

- a. Clicking on  and select the VSM document.
- b. Enter the version date and version number.

c. Select



12. Once uploaded, it will be reflected as below:

Type	Document Name	File Name	Version Date	Version	Size	View	Delete
Victorian specific module (VSM)	VSM	VSM.pdf	08/04/2019	1	314.4 KB		

13. Proceed to complete your HREA according to the ERM Guide #1.

For more help on ERM, visit the [FAQ](#) section.

For ERM technical assistance, please contact helpdesk@infonetica.net.

For queries on the submission process, please contact ethics@austin.org.au.