


ERM GUIDE #3: Resubmitting your HREC Application via ERM

Purpose: This guide provides step-by-step instructions to resubmit your application in response to the HREC/CRRC queries raised.

<p>1. Once you have received your HREC/CRRC query letter, prepare your response and necessary documents according to the resubmission requirements in the query letter.</p>	
<p>2. Log into your ERM account.</p>	
<p>3. On your Work Area, click on your project.</p>	
<p>4. Under the Navigation tab, there will be a list of HREA Sections.</p> <p>Note: If ERM prompts that a form update is available, please click on 'update' to be able to submit response to queries. Please read the FAQ for more information.</p>	

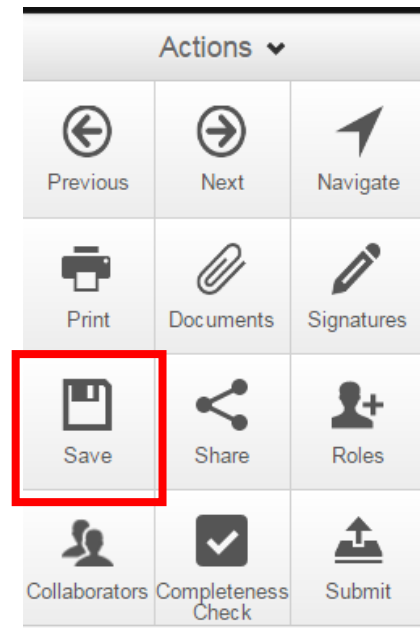
Navigation Documents Signatures Collaborators Submissions Correspondence History

HREA Show

Section	Questions
ERM Module	ERM Filter Questions
HREA Introduction	Introduction HREC Directory
Project Overview	Project Overview
Project Team	Project Team
Disclosure of Interests	Disclosure of Interests
Restrictions	Restrictions
Evaluations	Evaluations
Location	Location
Methods	Methods
Participants	Participants
Risk	Risk - General Risk - Dependent or unequal relationships
Benefit	Benefit
Data and Privacy	Data Characteristics Activities with Data
Generate HREA document	Generate HREA document Upload HREC Declaration Declaration - CI/CPI/Lead Investigator Declaration - PI Declaration - AI/Investigator Declaration - Other Generate HREA document


- To address HREA-related queries, click on the relevant question and amend your responses accordingly.
If you do not have any HREA-related queries, follow step #7 to upload the updated documents.

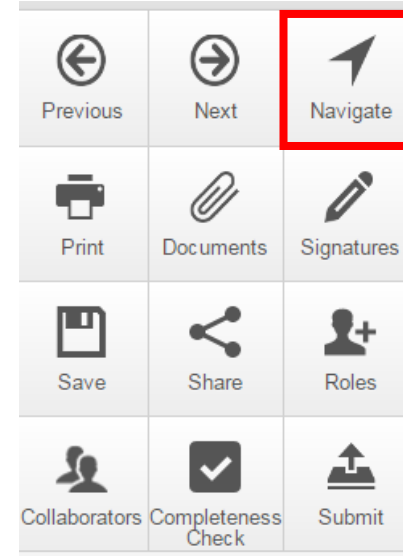
6. Click on **'Save'** on the 'Actions' panel after every amended response.



7. To attach new documents:

- a. Click on **'Navigate'** on the 'Actions' panel. This will bring you back to the HREA Sections.
- b. Under the Section 'Generate HREA document', click on **'Upload'**.
- c. Scroll to the relevant document section (e.g. Protocol or PICF).

- d. Click on  and upload updated document by clicking on .



Data and Privacy

[Data Characteristics](#)

[Activities with Data](#)

Generate HREA document

[Generate HREA document](#)

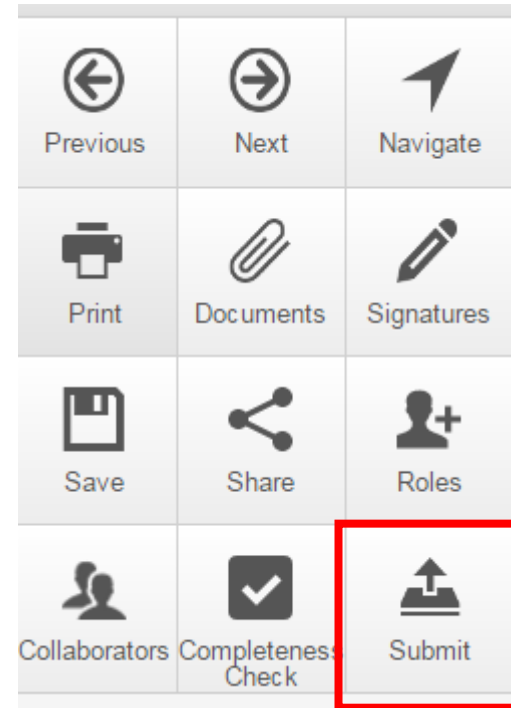
[Upload](#)

[HREC](#)

[Dec](#)

- 8. Proceed to obtain relevant signatures from investigators. If you need guidance on signatures, please refer to ERM Guide #1.

9. Click on **'Submit'** on the 'Actions' panel.



10. Once submitted, a 'success page' will appear as below:

Form Submitted

Thank you for submitting your form.

What happens now?

- Use the form's **History** tab to check its progress. If you have shared the application using **Share Roles** with the research team and sponsor, they can also check the **History**.
- The reviewing organisation's research office will contact you by email if anything further is required.
- Use the **Correspondence** button if you need to contact the reviewing organisation's research office.

Forgotten something?

- Use the **Recall** [or **Withdraw**] button to take back your application. Check the history before doing so, you should not recall the application if they have started to process your submission.

If you recall, you can make updates to the application and sign it again. Please remember to re-submit when ready!

Home

11. After ERM submission, please notify us by submitting an electronic copy of your resubmission to ethics@austin.org.au with the subject line 'HREC/CRRC Reply for HREC/xxxxx/Austin-2019'. Please include the updated study documents in WORD format.

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.