

Submitting an Amendment on ERM

1. Log into your [ERM](#) account
2. In your Work Area, select your project.

Note: If you don't see the applicable project, contact the Project Owner to grant you access. For more assistance, please contact helpdesk@infonetica.net.

Work Area

General

| | | | |
|--------------------|-----------------|----------------|--------|
| Notifications 0 | Signatures 0 | Transfers 0 | Shared |
|--------------------|-----------------|----------------|--------|

Folders

| |
|--------|
| A 0 |
|--------|

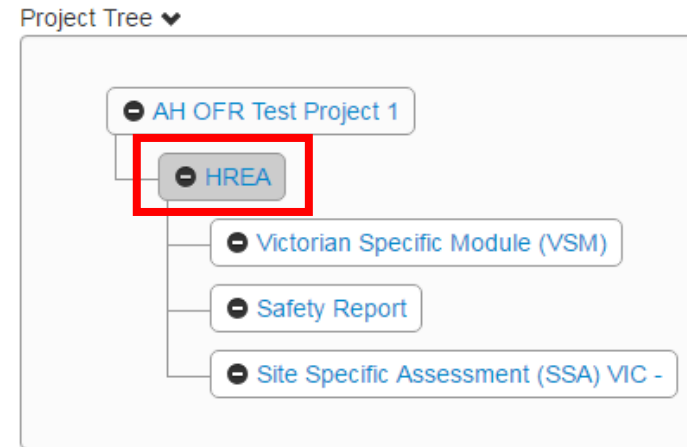
Projects

Search Projects

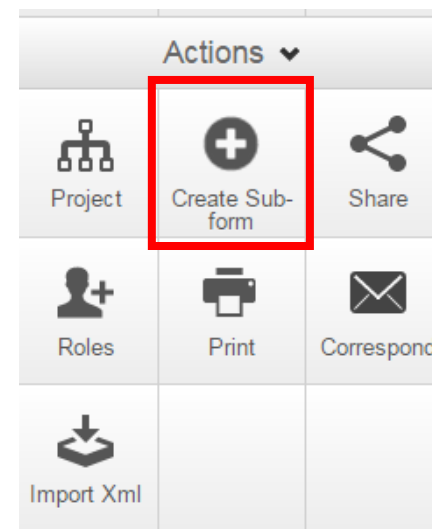
| Project Title | Project ID | Owner |
|-----------------------|------------|----------------|
| AH OFR Test Project 1 | 50399 | Ms Alyaa Mohan |

Showing 1 to 1 of 1 entries

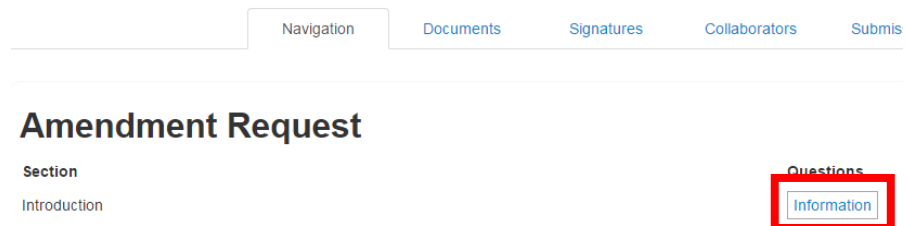
3. In your Project Tree, click on 'HREA'.



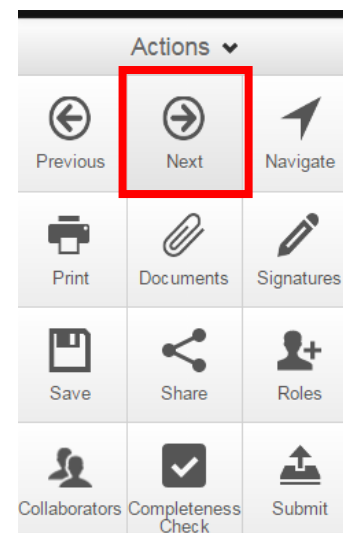
4. Select 'Create Sub-form' on the left 'Actions' panel. Select 'Victoria and 'Amendment Request' as the 'Jurisdiction' and 'Sub-form selection' respectively.



5. Click on 'Information' under the heading 'Questions' in the middle of the page.

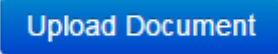


6. Answer the questions accordingly. Click on 'Next' to proceed to the next question.





7. For the question on ‘Amendment Category’, please tick the following accordingly:
- Add Site** – Select if the amendment pertains to an addition of site. This will prompt you to upload PI’s CV.
 - Change investigator or personnel** – Select if you are adding/removing personnel to the project. Please also tick ‘Other’ as this will allow you to upload the signed Change of Research Personnel Form.
 - Add or amend documents** – Select this option if you are amending study documents such as Protocol or PICFs.
 - Other** – Select this to upload other supporting documents such as fee forms.

Note: You are allowed to tick more than one option.

8. Click on  to upload.

9. Please provide signature of Principal Investigator:

- Electronic Signature

a. If you are the PI, select . Enter your ERM login details and select .

b. Select  if you are not the project PI. Enter the PI’s email address and select .

c. When the form has been signed by the Principal Investigator, proceed to submit your form.

- Wet Ink Signature

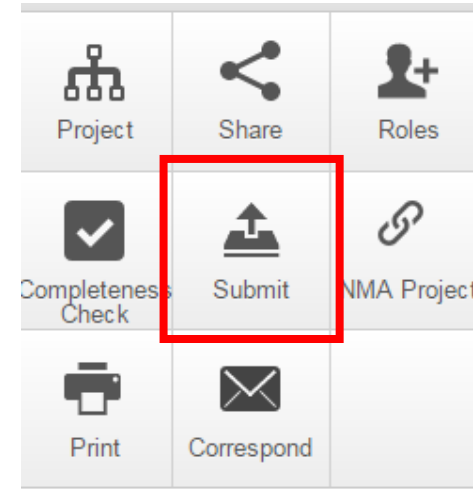
a. There is no option to click on wet-ink for amendment forms.

b. Submit the amendment form, print the form and obtain wet-ink signature from the Principal Investigator.

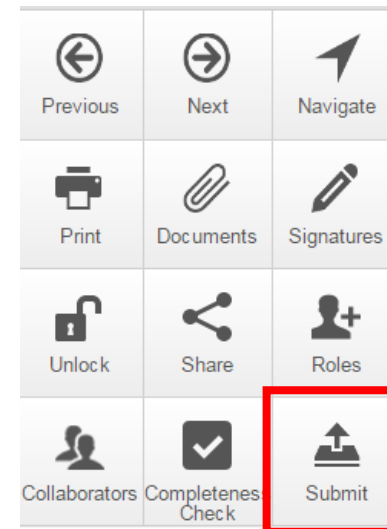
c. Scan through the signed form to ethics@austin.org.au and quote your HREC reference number.

Note: When signatures are requested, the form will be locked to prevent further editing. If you unlock your form, all signatures will be lost.

10. To submit your form, click on 'Submit' on the left 'Action' Panel.



or



11. Once submitted, notify us at ethics@austin.org.au and quote your HREC reference number.

For any other ERM-specific questions, 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.