# Submitting a Site Notification Form on ERM

This form can be used to submit an amendment request or correspondence to the site's **Research Governance Office.**

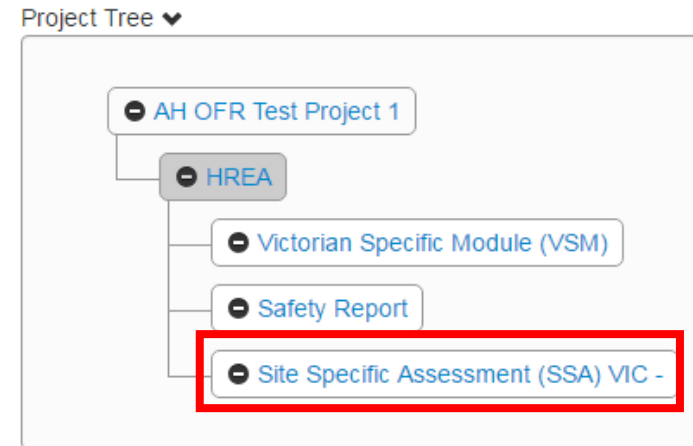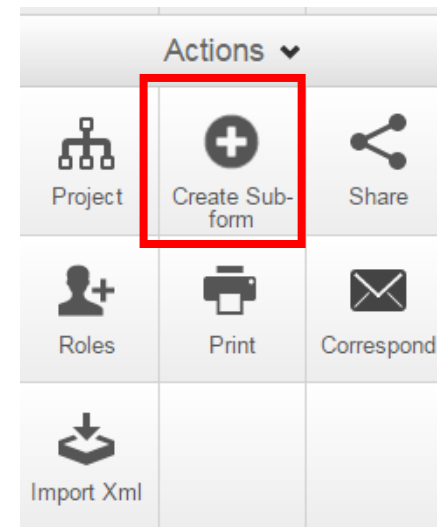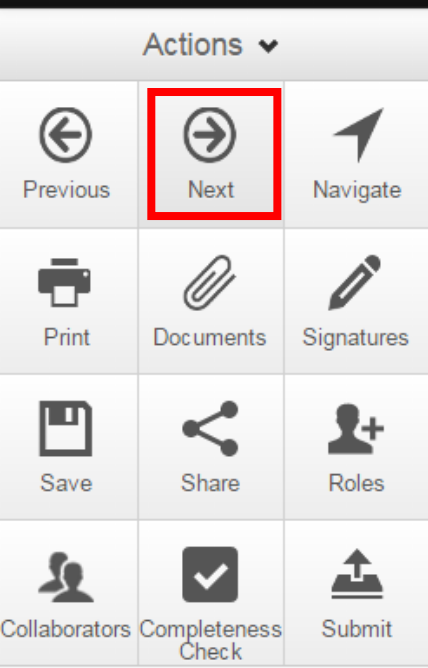| | |
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| 1. Log into your [ERM](#) account | |
| 2. In your Work Area, select your project.<br><br>Note: If you don't see the applicable project, contact the Project Owner to grant you access. For more assistance, please contact helpdesk@infonetica.net. | Work Area<br><br>General<br><br>Notifications: 0  Signatures: 0  Transfers: 0  Shared<br><br>Folders<br><br>A: 0<br><br>Projects<br><br>Search Projects<br><br>Project Title — Project ID — Owner<br>AH OFR Test Project 1 — 50399 — Ms Alyaa Mohan<br>Showing 1 to 1 of 1 entries |

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| 3. In your Project Tree, click on the 'SSA' tab for the relevant site. | Project Tree ˅<br><br>AH OFR Test Project 1<br>⊖ HREA<br>⊖ Victorian Specific Module (VSM)<br>⊖ Safety Report<br>⊖ Site Specific Assessment (SSA) VIC - |
| 4. Select 'Create Sub-form' on the left 'Actions' panel. Select 'Site Notification Form' as the 'Sub-form selection'. | Actions ˅<br><br>Project   Create Sub-form   Share<br>Roles   Print   Correspond<br>Import Xml |

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| 5. Click on 'Information' under the heading 'Questions' in the middle of the page. | **Site Notification Form**<br><br>**Section**           **Questions**<br>Introduction          Information<br>Report          Summary<br>Signature          Declaration |
| 6. Answer the questions accordingly. Click on 'Next' to proceed to the next question. | Actions ⌄<br><br>Previous    Next    Navigate<br>Print    Documents    Signatures<br>Save    Share    Roles<br>Collaborators    Completeness Check    Submit |
| 7. Click on **Upload Document** at the end of the page to upload documents. | |

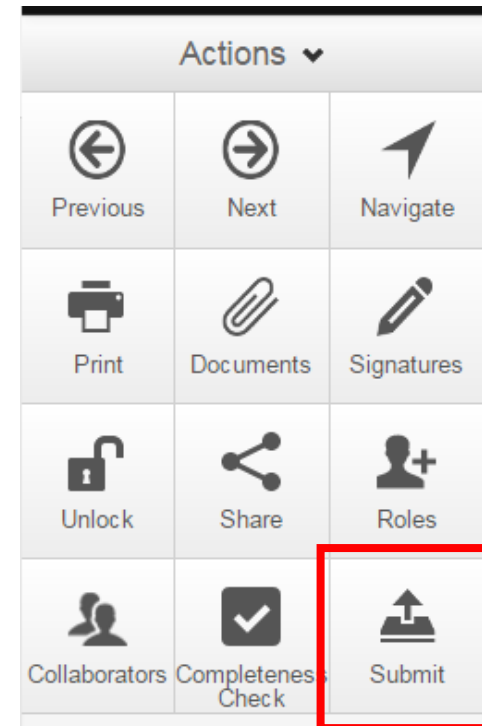8. Please provide signature of the Principal Investigator:

- Electronic Signature

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

  b. Select [Request Signature] if you are not the project PI. Enter the PI's email address and select [Request] .

  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 Progress Report forms.
  b. Submit the Progress Report 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.

| 9. To submit your form, click on 'Submit' on the left 'Action' Panel. |  |
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| 10. Once submitted, notify us at ethics@austin.org.au or rgo@austin.org.au **(for projects with an EXTERNAL HREC)** with the relevant form or documents attached. Quote your HREC reference number in the subject line. | |

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.