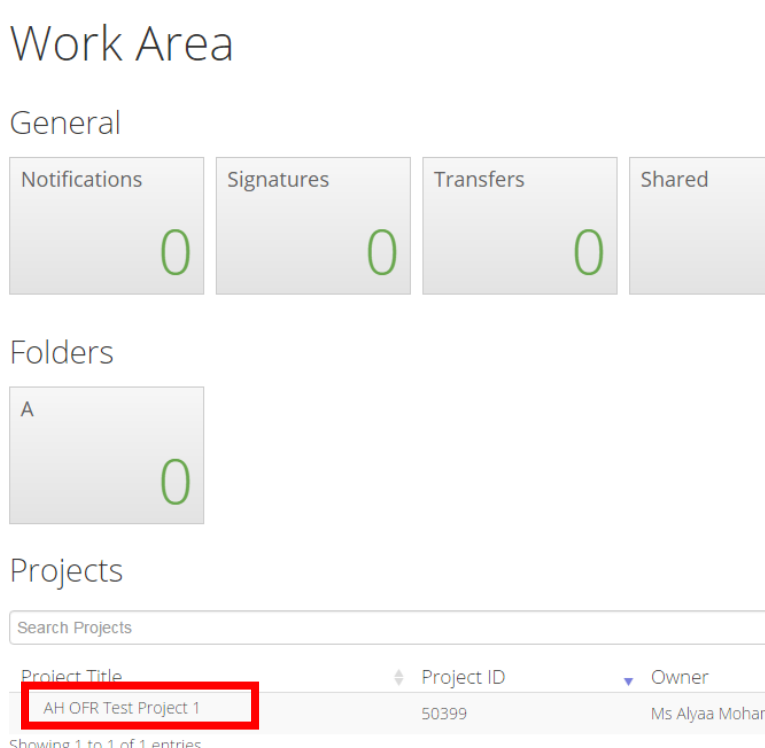


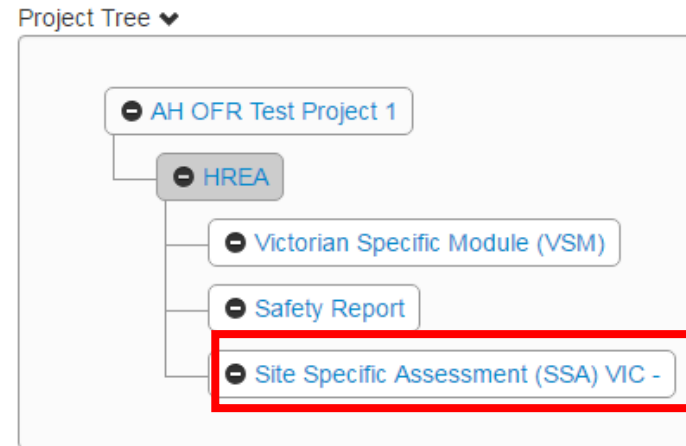
Submitting a Site Report on ERM

For Multi-Site studies, please submit a **Progress Report** and a **Site Report** for each site.

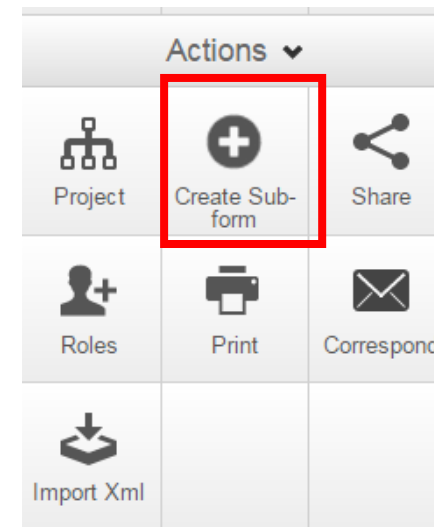
For Single Site studies or studies with an External HREC, please submit a **Site Report** for Austin Health only.

<ol style="list-style-type: none"> 1. Log into your ERM account 2. In your Work Area, select your project. <p>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.</p>	 <p>Work Area</p> <p>General</p> <p>Notifications 0 Signatures 0 Transfers 0 Shared</p> <p>Folders</p> <p>A 0</p> <p>Projects</p> <p>Search Projects</p> <table border="1"> <thead> <tr> <th>Project Title</th> <th>Project ID</th> <th>Owner</th> </tr> </thead> <tbody> <tr> <td>AH OFR Test Project 1</td> <td>50399</td> <td>Ms Alyaa Mohan</td> </tr> </tbody> </table> <p>Showing 1 to 1 of 1 entries</p>	Project Title	Project ID	Owner	AH OFR Test Project 1	50399	Ms Alyaa Mohan
Project Title	Project ID	Owner					
AH OFR Test Project 1	50399	Ms Alyaa Mohan					

3. In your Project Tree, click on the 'SSA' tab for the relevant site.



4. Select 'Create Sub-form' on the left 'Actions' panel. Select 'Site Progress Report' as the 'Sub-form selection'.



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

Site Progress Report

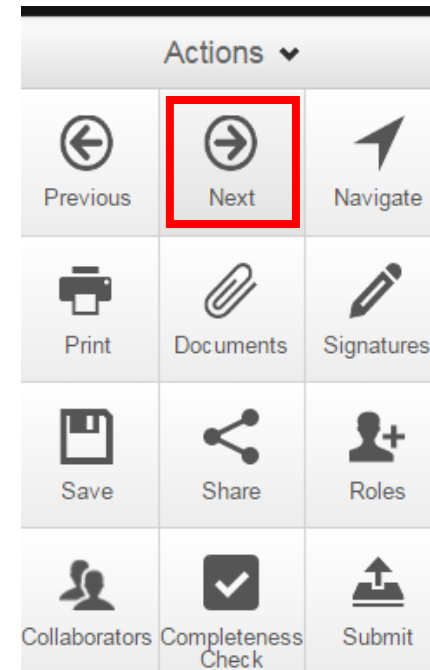
Section

Introduction
Site Progress Report
Signature

Questions





Information
Site Report | Site Progress | Audit | Budget
Declaration

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



7. Please provide signature of the Principal Investigator:

- Electronic Signature

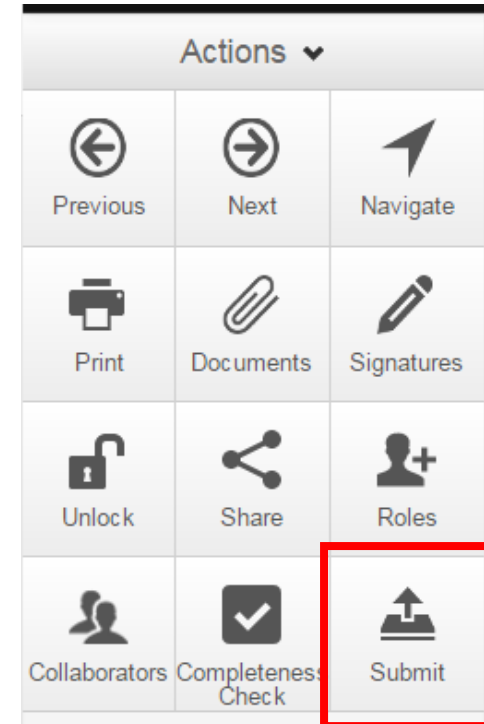
- a. If you are the PI, select . Enter your ERM login details and select .
- b. Select  if you are not the project PI. Enter the PI's email address and select .
- c. When the form has been signed by the Principal Investigator, proceed to submit your form.

- Wet Ink Signature

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

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



9. 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.