

Ethics Review Manager (ERM)

Signature Collection Guide
for Study Coordinators

Instructions for collecting electronic signatures on the Mater ERM SSA form

As a Study Coordinator on a human research project being conducted at Mater, you will be involved in the completion of the Mater Site-Specific Assessment (SSA) form and the collection of electronic signatures on this form.

The Mater SSA forms are submitted via the ERM platform and all signatures on this form are applied electronically.

These instructions describe the logical process for collecting all required electronic signatures on the SSA form.

1. Create the Mater SSA in the required Project in ERM
2. Complete all required information
 - a. Share the form with all team members (including the Principal Investigator and the Mater Contact) and signatories. To share this form only, use the Share action tile. To share all existing and future Mater forms and the Main form for the Project, (if approved by MML HREC), use the Roles action tile. (Note that they will need at least Read access to add comments and Write access to make changes.)
 - b. Team members review and provide feedback (they can add comments at question level using the Comments bubbles that are visible to the team members but will not be visible to reviewers upon submission)
 - c. Ensure you know who the Finance Management Accountant, Head(s) of Department(s) and Medical Director/Clinical Stream Lead(s) are so you can complete their names and departments in the form prior to the first signature being applied or requested
3. Principal Investigator (PI) and Mater Contact (MC) sign electronically
 - a. They login to ERM and access the form to review then sign
 - b. They use the blue "Sign" button in the PI and Mater Contact Declarations section on the form (note that when the first signature is applied the form will be locked)
4. Send for review and sign-off (using the "Request Signature" button). If the following signatories wish to review the contents and documents of the Main form, you can share it with them using either the Share or Roles actions.
 - a. Finance Authorisation from the Management Accountant (MA)
 - b. Head(s) of Department(s) (HoD)
 - c. Medical Services or Executive Directors (MSD/ED)
5. MA/HoD/MSD/ED will access form and review relevant sections
 - a. They can provide feedback by adding comments at question level
 - b. They can Sign (using their ERM login credentials) OR Reject (ERM login credentials and a reason)
 - c. Rejection by any party in step 5 necessitating updates to the form data will require the form to be unlocked (invalidating all signatures and signature requests to date), form updated and process starting from step 3
6. Submit to Research Governance for review and authorisation

For further assistance:

- ERM user guides are available from the [ERM page](#) on the [Ethics and Governance](#) pages on the [Mater Research website](#)
- Contact the [Mater Research Governance Office](#)
- To request a training session, contact [Ruth Lee](#)