

Ethics Review Manager (ERM)

Frequently Asked Questions

What is Ethics Review Manager (ERM) used for?

ERM is a paperless information management system for completion, submission and storage of documentation for:

- Human Research Ethics Application (HREA) form
- Site Specific Assessment (SSA) form
- All post-approval forms (e.g. amendment, progress report, safety report)

ERM allows secure electronic signature of applications and is an efficient way to share information with the research project team and the research office. Research offices will use ERM to process ethics and research governance applications and to communicate with applicants.

ERM is exciting news for Victoria, Queensland and Mater but what about National Mutual Acceptance (NMA)?

All of the Australian states and territories are committed to supporting single ethical review via the NMA, and ERM is designed accordingly. Victoria, Queensland and Mater Brisbane will be linked in ERM. More information will be provided regarding other states and territories prior to the ERM launch.

I already have an Online Forms account – will I need to create a new ERM account?

If you have submitted a Victorian, Queensland or Mater Brisbane Online Forms application in the past you will automatically have an ERM account. Your new ERM account will have the same login details as your old Online Forms account (and your password can be reset if you've forgotten it).

I'm planning to submit an application using Online Forms soon – what will happen to it?

Applications submitted via Online Forms have been migrated to ERM for management through the life of the project. The final date for completing an application in Online Forms was Monday 9th July. All applications to the Mater HREC are now submitted using ERM. ERM has replaced Online Forms.

I've started an application in Online Forms but won't be submitting it anytime soon – will it be lost?

You can create a new application in ERM and then copy and paste from the Online Forms application into the ERM form for submission.

My ethics application was submitted using Online Forms but the SSA hasn't been submitted yet – what should I do about the SSA?

Your ethics application has been migrated to ERM. You can now submit your SSA in ERM, by creating it as a sub-form of the ethics application.

What about the old applications I've saved in Online Forms?

Online Forms will remain live for the foreseeable future, but only as an archive (you won't be able to create/submit new applications, but you can refer back to old ones). You can download past application forms and supporting documents and save them to a local drive.

How do I submit to Mater HREC for multi-centre research?

As per current practice Mater HREC can review for Queensland Health sites but not for multi-centre research involving interstate entities. With the introduction of ERM the Queensland Health Central Co-ordinating System will be shut-down and the process of allocation for appropriate HREC review managed via ERM.

I'm due to submit an annual report soon – should I use ERM for that?

ERM will be used to fill in and submit all post approval report forms, including annual reports, amendments and safety reports. Guidance on how to do this is available from the alert on the Ethics and Governance [web pages](#).

Will I still need to register my project in the Mater Research Hub to generate my Mater SSA?

ERM is now the primary, single location to complete and submit both your ethics (HREA) and governance (SSA) applications to Mater. This will be a source of information that will populate the necessary fields for project registration in the Mater Research Hub. Automatic creation of projects in the Hub is scheduled to be fully implemented by end of February 2019.

How do I access ERM?

Guidance documents are available to you via communications and the [Mater website](#) and Intranet.

Help!

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