Online Forms

Quick guide to making applications

- Research Reviews are a two part process: An application is made to the Human Research Ethics Committee [HREC] via Online Forms (using the Human Research Ethics Application [HREA]) and when an approval is received, the SSA Form must be submitted to the Governance Office at each site.

- Once an approval has been received from the HREC and from the Governance Office, the project can commence. Approval from the HREC is NOT an approval to commence a research project.

- All applications must be made on the HREA on Online forms (www.ethicsform.org/au)

- A submission code must be generated which locks the HREA from further editing.

- All applications must be locked prior to printing (otherwise the word "draft" will appear on the printed version and this will not be accepted for review).

- All paperwork must be collated and presented for review at the same time. An application will not be validated and allocated to a meeting until all paperwork has been submitted.

- Do NOT submit the SSA application with the HREA. It is submitted to the Research Governance Officer/s (RGO).

- All supporting documents must be electronically attached, via the document tab, to the ethics application for submission.

- Hard copies are still required.

Quick Tip: Once you have registered as a user of the www.ethicsform.org/au site, enter the site and click on "My Contacts". Insert the details of all researchers associated with your project (include your own details too). Then in the HREA, when details of researchers are requested, you simply click on the icon (which looks like a book with a bookmark) and this will take you to the Contact list. Select one person at a time from the list, click on "View" and check that the contact details are correct. Then click on "Copy Details to Form". The contact details will upload into the form.
The Contact List is attached to your account, not to the application, so the list can be used for all subsequent applications.

How to lock the forms

- The HREA and the SSA Form must be locked prior to being printed and submitted. If printed prior to locking, "Draft" will appear on the document.

- Once locked, the document cannot be changed, but it can be duplicated and the duplicate copy will not be locked.

- The SSA Form can only be locked if the HREA has been locked first.

- To lock your form, click on the "Submission" tab. This will take you to a new screen.

- Select the jurisdiction where your research will be submitted then "generate submission code". The submission code will appear on the printed form.

- The forms can now be printed as a hard copy for submission.

- Please note: Forms that are not locked (i.e. that have the word "Draft" as a water mark when printed)

are considered to be incomplete documents and will not be accepted for submission for review.

- You are still able to attach documents electronically if the application has been locked. In this way, amendments to documents that occur sometime after the study has started can still be linked to that application.

How to electronically attach documents to the HREA

- All documents that you wish to attach electronically to the HREA must be uploaded.
- Documents can be uploaded at any time, either prior to, or after, locking the forms. (This means that when documents are superseded, the new documents can be attached electronically to a locked form).
- After logging into the "Online Forms" website, click on the "My Project" tab in the blue toolbar at the top of the page. This will take you to your list of applications.
- Select the HREA application to which you wish to attach documents, and click on the "Documents" prompt.
- On the "Documents" page are various options in separate boxes. Go to the "upload" box select the document type, browse to locate it and upload the file.
- Once uploaded, the document details will be displayed in the table directly below. To upload a new version of the same document, simply click on the Manage button underneath the Tools heading in the table and upload the new version.
- The History table allows you to view or delete any previously uploaded supporting documents.

Quick Tip: If submitting several documents with the same name but which are slightly different from each other (for example: Participant Information Sheets: General, Tissue Samples and LAR) you can nominate them all as "Participant Information Sheet" but in the 'version' box, you can type in "Tissue Samples V1" or "LAR V1").

How to create a PDF file of your forms

- Creating a PDF file of your application is achieved via the submission tab. Once a submission code has been generated, at the bottom of the page select "Generate PDF.
- A new pop up screen will appear, select PDF without text changes, then "Generate"
- Click on "File" in the top left hand side of the pop up box, and select "Save as".
- Choose the location you wish to save the file to, and proceed as normal.
- If you do wish to print this out, simply print it in the same manner as you would for any other PDF file.
- If you do not wish to print out the form, stop the process once the document is saved in PDF Format.
- The PDF file will be created and downloaded to your computer.
- Save the file to your Investigator File.

How to transfer an application to another user

- To transfer a form to a collaborator, the collaborator must be registered as a user of the www.ethicsform.org/au website.
- Click on the My Project page and locate the application you wish to transfer to another user.
- "Transfer Project Ownership" is a **permanent** transfer of your project.
- To transfer the form temporarily, go to the HREA project form and "Transfer Form Temporarily".

- Enter the email address of the person you wish to transfer the form to in the indicated box. The collaborator will receive an automated email notifying them that the form has been transferred to their account and they must log-on to the Online Forms website to access the form.
- Please note: you can only enter an email address that has been registered onto the online forms website.
- To retrieve a form that has been temporarily transferred, follow the same process as above. The "Enter Email Address" box will have been replaced by a "Retrieve Application" button. Click this button and the form will be returned to you.
- To maintain version control, a form may only be transferred to one user at a time.
- Please note: changes are not tracked.
- The form can only be worked on by one user at a time. The other collaborator will not be able to access the form if is in use by another user.

How to monitor the progress of your application

- To monitor the progress of your submitted application, click on the "Project Progress" tab
- This screen will display information about the progress of your application, including Application Checked in; Application Valid/Invalid; Clock Started; Assigned to Meeting (date); Clock Stopped Decision Given.

For further information, please use the contact details below:

Ethics Committee

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Research, Ethics and Governance Unit Building 14 The Prince Charles Hospital Rode Road, Chermside, Qld 4032 Email: ResearchTPCH@health.qld.gov.au Phone: (07) 3139 4500	Human Research Ethics Office Level 7, Block 7 Royal Brisbane and Women's Hospital Butterfield Street, Herston, Qld 4029 Email: RBWH-Ethics@health.qld.gov.au Phone: (07) 3646 5490

Research Governance Officers

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