

Ethics Review Manager

Applicant Quick Guide

How to create and submit a sub form to the reviewing Human Research Ethics Committee (HREC)

Target audience: Ethics Review Manager (ERM) users who have ongoing ethics applications in the ERM system.

Summary

This quick guide explains how to create and submit a sub form associated with an ethics application.

Ethics sub forms

Applicants can update and submit additional information for review by uploading documents into their project in ERM. This can be actioned by creating and submitting a sub form off the main ethics application in the ERM Project Tree.

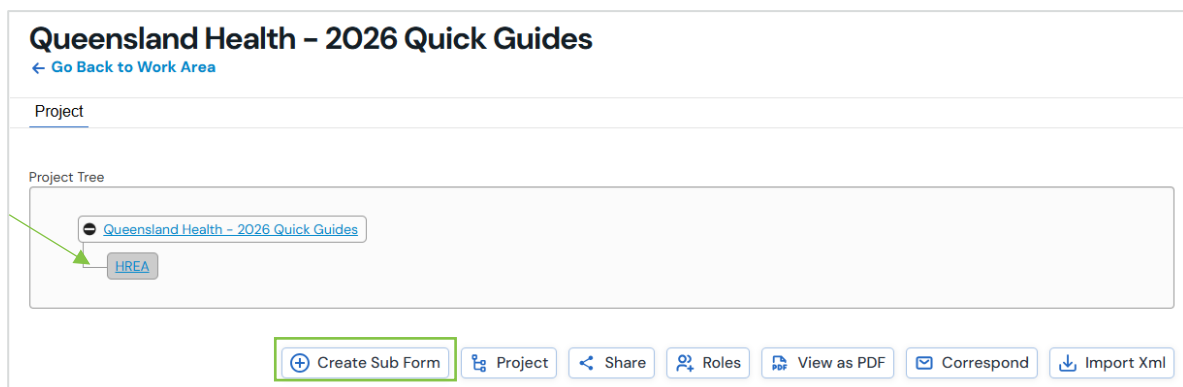
The main ethics forms are listed below:

- Human Research Ethics Application (HREA),
- Data Migrated (DMHRECMDF),
- Low Risk Application (LNR).

Note: Generally sub-forms can only be created and/or submitted when the main ethics application has been approved. Following ethics approval, other sub-forms become available, such as amendments and annual progress reports.

Creating Sub-Form

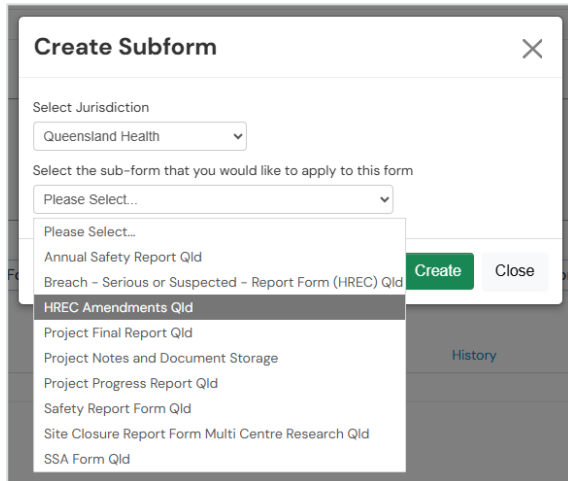
With the **main application highlighted in grey** (screen shot below), click the **Create Sub Form** action.



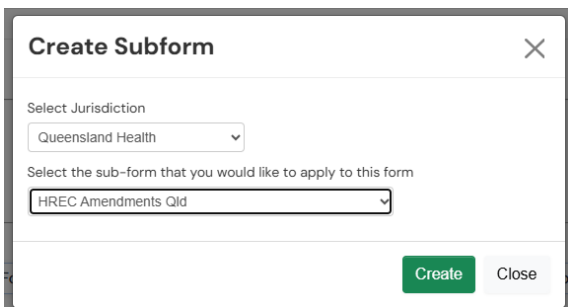
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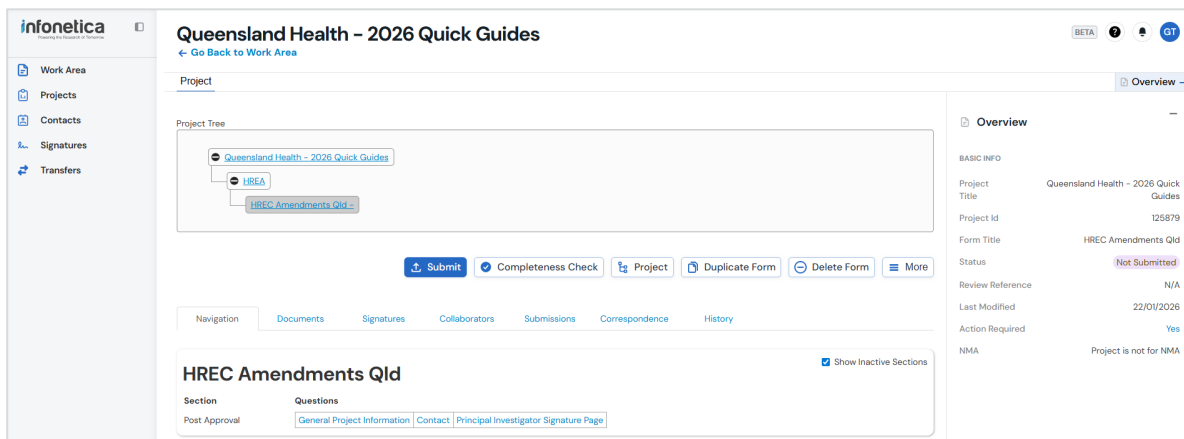
Selecting the **Create Sub Form** action will bring up a list of available forms.



Select the form to be created and click on the **Create** button



The new sub form will display under the ethics main form.



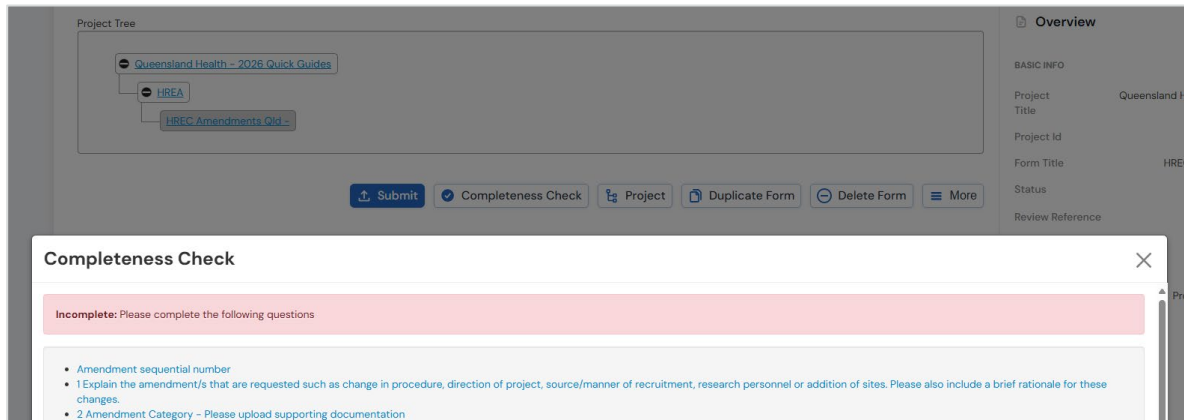
Once you have completed filling in the form and collected all required signatures (if applicable) you must select the submit action. A mandatory completeness check will identify any outstanding fields.

Note: Attachments such as revised documents are uploaded against the relevant question within the form.

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Completeness Check:



Note: Forms are not automatically submitted, after all signatures are collected, you will need to submit through the submit action after the completeness check is complete.

TIP: Researchers on the project team will often want to collaborate on and submit post approval sub-forms. This is possible by providing a role and sharing the application or specific form with the study team.

For further information, please contact: ermhelpdesksupport@health.qld.gov.au or view the [Queensland - 2026 ERM Applicant User Guide](#)

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