

Ethics Review Manager

Applicant Quick Guide

How to navigate your Project page

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

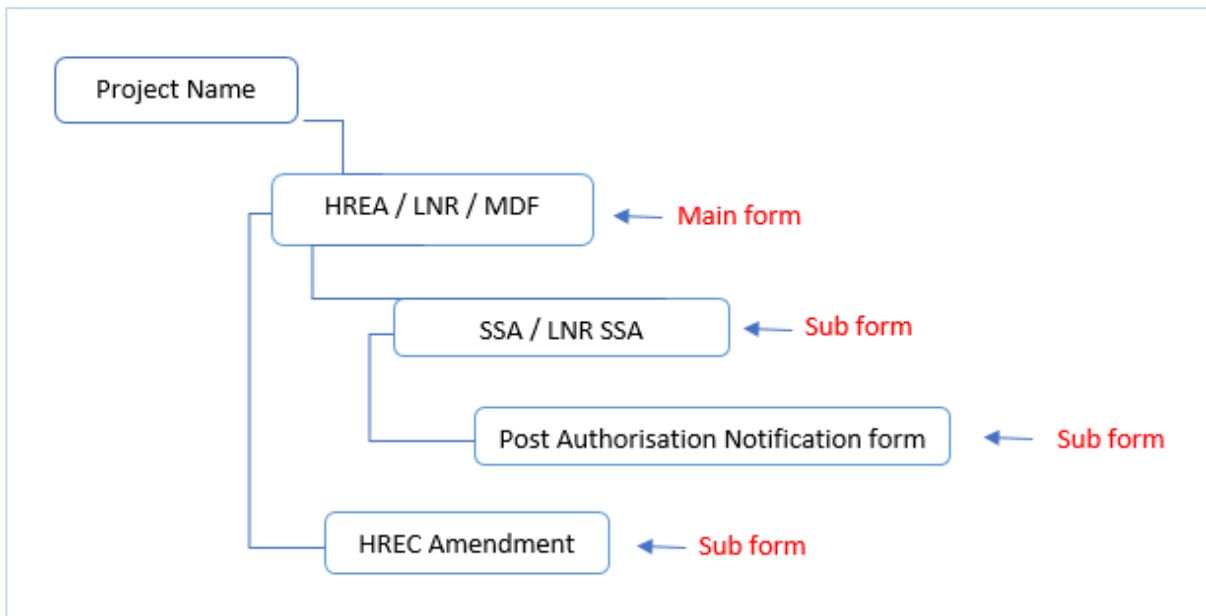
Summary

The ERM system is based on an **application type** and **forms**. The project title layer is automatically created at the same time the applicant creates a **main form**.

Project Tree

From the **main form**, the applicant can create **sub-forms** e.g. Site Specific Assessment (SSA) form and ethics annual progress report.

From some sub-forms (SSA and LNR SSA) further sub-forms can be created e.g. Post Authorisation Notification form (PAN).



Navigation within your forms

Click **Next** or **Previous** in your **Action** buttons to move to the next or previous page in the application form.

Ethics Review Manager

Applicant Quick Guide

Project Title CHANGES TO THIS FIELD WILL UPDATE THE TITLE FOR THE ENTIRE PROJECT

Queensland Health - 2026 Quick Guides

Is this ethics application for a clinical trial that has a teletrial component? i
Teletrial is a new methodology for conducting clinical trials closer to participants' homes, particularly those in regional, rural or remote areas.

A **teletrial** is defined as a group of clinical trial sites with a single Primary Site that supervises the trial operating at one or more Satellite Sites to deliver all or some aspects of the trial.

This includes the use of telehealth and other electronic communications systems.

Yes
 No

Is this ethics application single-site or multi-site? i
Single-site = one health service (including multiple campuses within that health service or institution); may be a teletrial
Multi-site = more than one health service or institution; may be a teletrial

Single-site

< Previous Next >

Click **Navigate** to return to the beginning of this application followed by [Go Back to Work Area](#), to return to your **Work Area**.

Queensland Health – 2026 Quick Guides

Project

ERM Filter Questions

In which jurisdiction will your ethics application be submitted for review?

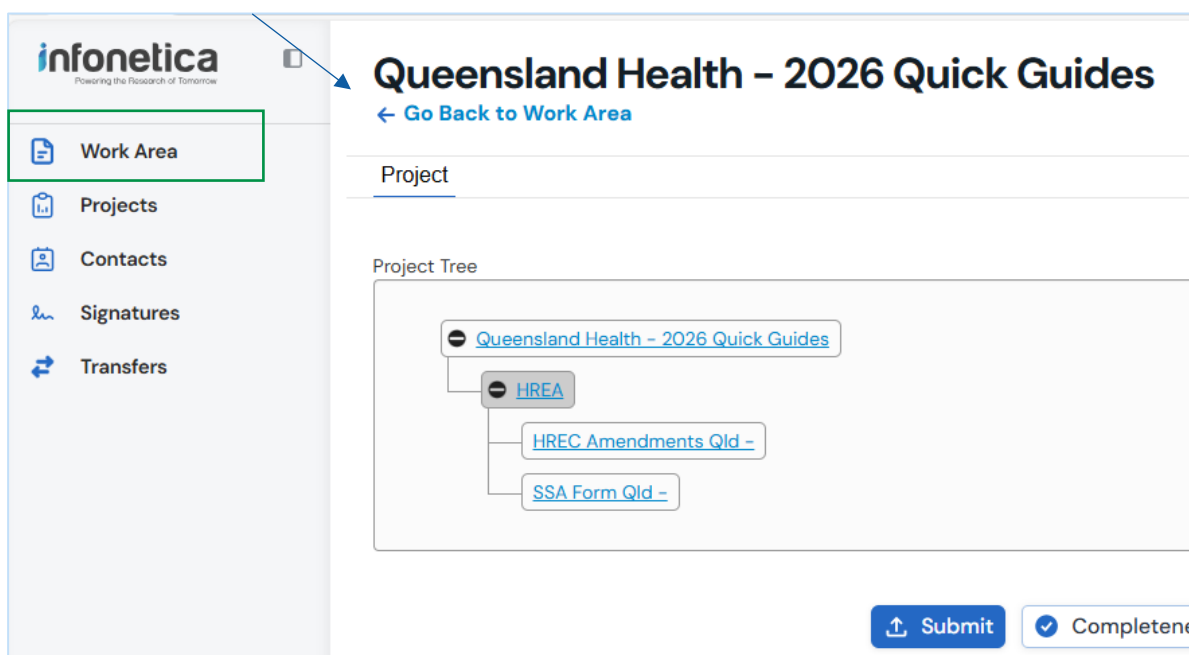
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Project Title CHANGES TO THIS FIELD WILL UPDATE THE TITLE FOR THE ENTIRE PROJECT

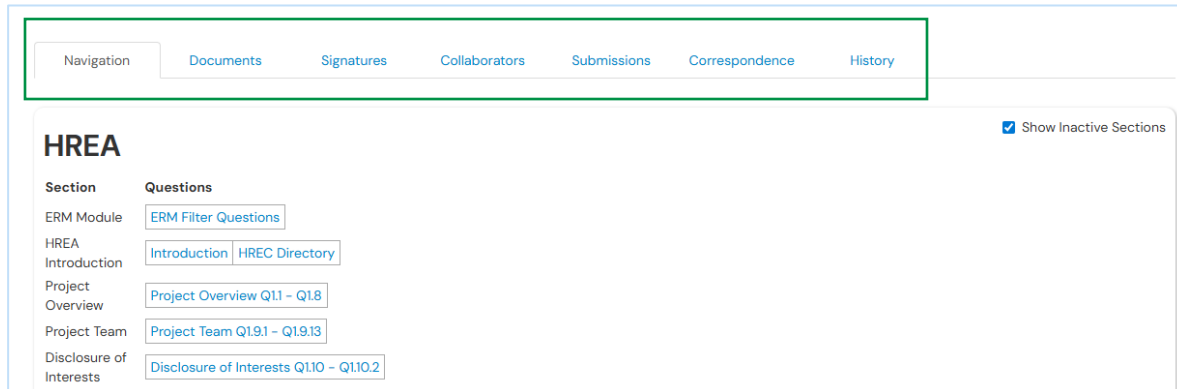
Signatures
Save
Share
Roles
Collaborators

Ethics Review Manager

Applicant Quick Guide



Tab Functions



Tab	Explanation
Navigation	Allows you to navigate directly to a section of the form.
Documents	Displays all supporting documents that have been uploaded within the form Note: Documents are not uploaded under this tab; documents are uploaded within the relevant section of the form.
Signatures	Shows a history of all digital signatures that have been applied to the form, and all signature requests.
Collaborators	Displays members of the team with ERM access to the form.

Ethics Review Manager

Applicant Quick Guide

	The project owner can adjust Form access permissions from here.
Submissions	Shows a history of project submissions that have been made in ERM.
Correspondence	Displays ERM internal correspondence related to the form, not all committees in ERM use this correspondence function.
History	An auditable history of actions; if the form has been submitted, an archived version of the submission is available here.

Navigation

The Navigation tab displays the sections and associated questions within the form. Sections will become accessible or inaccessible depending on the information relative to the application.

Questions are hyperlinked (in blue) for quick navigation to the relevant section within the form.

Documents

The Document tab displays all documents that have been uploaded into a form. The details displayed indicate the document type, name, file name, version date and number if applicable.

The screenshot shows the 'Documents' tab selected in the navigation menu. Below the navigation tabs, there is a search bar labeled 'Search Document'. The main content area displays a table of documents with the following columns: Type, Document Name, File Name, Version Date, Version, Size, and Download. The table contains three entries:

Type	Document Name	File Name	Version Date	Version	Size	Download
Form	Form	Form.pdf				Download
Protocol	Document Upload 1	Document Upload 1.docx	01/01/2026	FINAL	78.9 KB	Download
Curriculum vitae	Document Upload 2	Document Upload 2.docx	01/01/2026	1.1	354.0 KB	Download

At the bottom of the table, it says 'Showing 1 to 3 of 3 entries' and there are 'View Selected' and 'Download Selected' buttons.

Signatures

Displays a history of all digital signatures that have been applied to the form and shows all signature requests.

Ethics Review Manager

Applicant Quick Guide

Signatures are not applied in this tab. To sign a form, use the Navigation tab to go to the relevant section in the form.

The screenshot shows the 'Signatures' tab selected in the navigation menu. Below the navigation bar, there is a 'Signatures' section with a light blue note: 'Note: There are no active signatures on this form'. Below this is a 'Signature Requests' section with a table.

Type	Signatory Email	Requested Date	Status	Response Date	Action
Co-ordinating Principal Investigator/Researcher	GETU@health.qld.gov.au	28/01/2026 13:36	Requested		Cancel

Collaborators

Displays all members of the team who have access to the application/form

The project and form owner can alter the access level for each collaborator using 'Edit Permissions'

The screenshot shows the 'Collaborators' tab selected in the navigation menu. Below the navigation bar, there is a 'Collaborators' section with a table.

Name	Access	Edit Permissions
Clinical Excellence Queensland Governance, Ethics and Trials Unit	Project Owner and Form Owner	Edit Permissions
The Department of Health Research Governance	Read, Write, Submit, Share, Create all sub forms, Receive notifications	Edit Permissions

Submissions

Displays the Review Reference, Date, Status, Committee. Click on **View as PDF** to download a copy of the application.

The screenshot shows the 'Submissions' tab selected in the navigation menu. At the top, there are several action buttons: 'Create Sub Form', 'Project', 'Share', 'Roles', 'View as PDF', and 'More'. Below the navigation bar, there is a 'Submissions' section with a table.

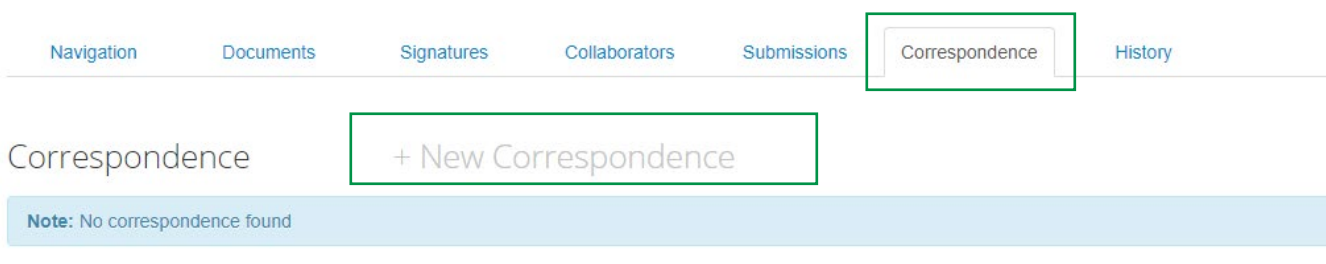
Review Reference	Date	Status	Committee	Pdf
HREC/2026/DEF/125879 (Jan ver 1)	28/01/2026	Submitted	Default Committee - QLD (Do Not Use)	View as PDF

Ethics Review Manager

Applicant Quick Guide

Correspondence

Displays a record of the communication between the user and the reviewing research office. Click on new correspondence to create a new message. This can only be used after the application has been submitted.

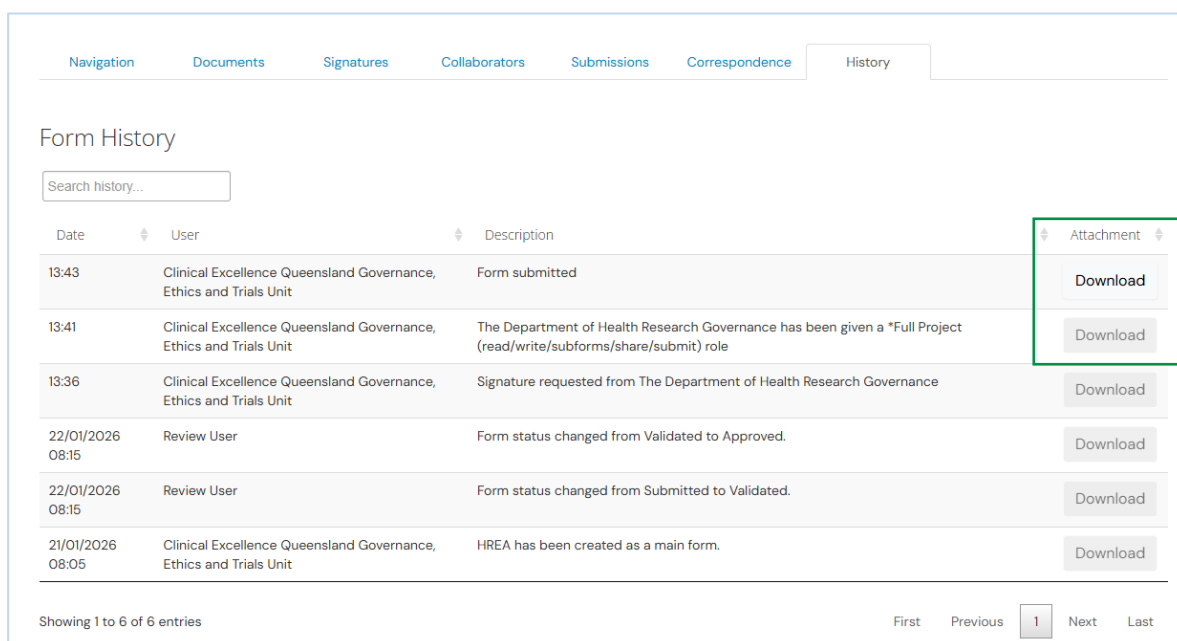


Note: Not all committees in ERM use this correspondence function.

History

Displays an audit trail of the application form.

All actions are recorded in the History, including actions from the Research Office once an application/form has been submitted. Attachments can be downloaded and viewed if an action includes submitting a form.



Navigation in your project tree

You can expand and close you project tree to customise your project tree view.

Ethics Review Manager

Applicant Quick Guide

Choose the level of the tree you want to customise.

Click on the minus symbol to close the branch view / Click on the plus symbol to open the branch view.

The screenshot shows the 'Queensland Health - 2026 Quick Guides' project page. At the top, there is a 'Project' section with a 'Go Back to Work Area' link. Below this is the 'Project Tree' section, which displays a hierarchical tree structure. The root node is 'Queensland Health - 2026 Quick Guides', which is expanded to show three sub-nodes: 'HREA', 'HREC Amendments Qld -', and 'SSA Form Qld -'. The 'HREA' node is highlighted with a green box. Below the tree, there are several action buttons: 'Create Sub Form', 'Project', 'Share', 'Roles', 'View as PDF', and 'More'. At the bottom, there is a navigation bar with tabs for 'Navigation', 'Documents', 'Signatures', 'Collaborators', 'Submissions', 'Correspondence', and 'History'.

This screenshot is identical to the one above, but the 'HREA' node in the project tree is collapsed, and only the root node 'Queensland Health - 2026 Quick Guides' is visible. The 'HREA' node is still highlighted with a green box.

Reminder: Researchers on the project team will often want to collaborate on submissions, this is possible by providing a role and sharing the application (or a 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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