Identify the ERM Project Owner

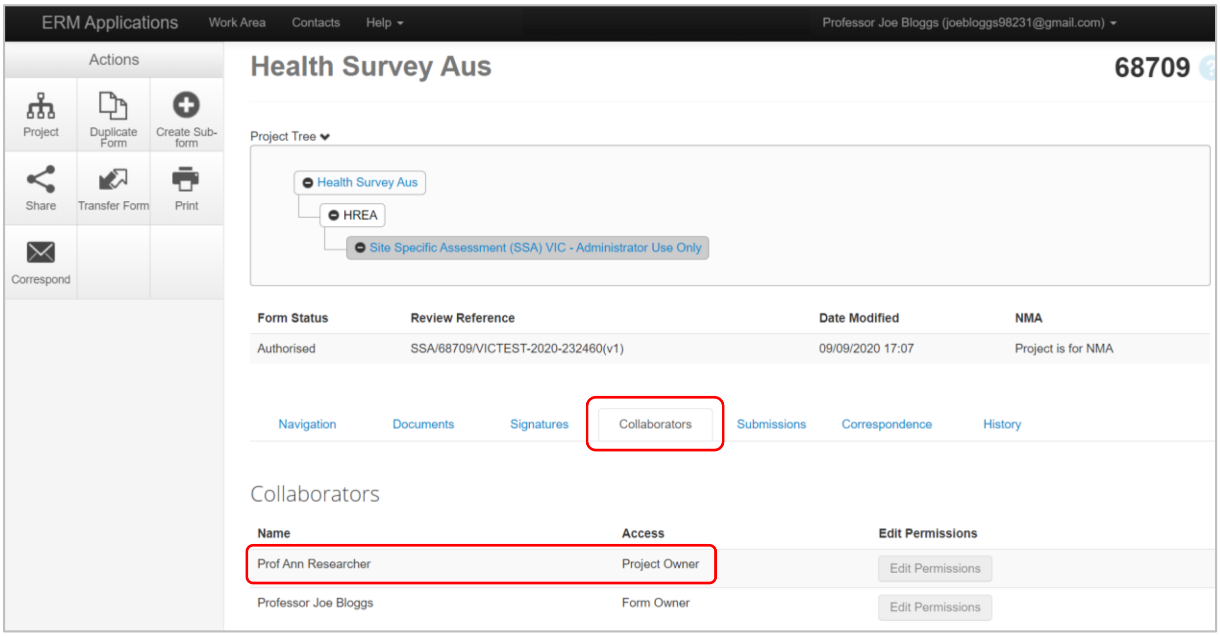
In Ethical Review Manager (ERM), each project has an **owner** who has full access to manage functions. Use the information below to identify the owner of a project in ERM.

Please note: All projects approved since 2009 should be in ERM. When ERM Victoria launched in 2018, all applications were migrated into ERM from the previous system (Australian Research Ethics Database (AU RED)).

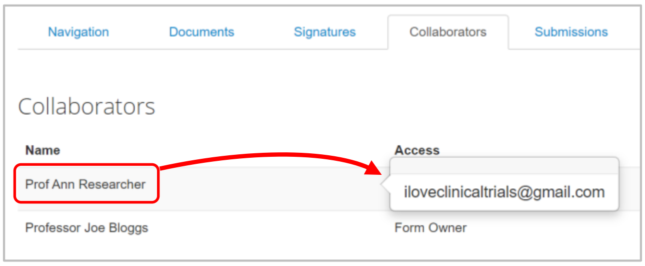
Option 1: If the research team has access to a project form in ERM

If any member of the research team has access to any of the project forms (e.g. ethics application or site specific assessment (SSA)) in ERM, they will be able to identify the project owner.

1. Log in to ERM at https://au.forms.ethicalreviewmanager.com.
2. Select the project.
3. Go to the **Collaborators** tab. The project owner is identified.



4. Click/tap on the project owner's name to display their email address.



5. To permanently transfer the project to another team member (i.e. a new owner), ***either:***
   Contact the current project owner and request that they transfer the project (page 89 of *Applicant User Guide to ERM* (v2)).
   or
   If it is not possible to contact the project owner, or "Mr Vic Migration" is named, email helpdesk@infonetica.net and request the project to be transferred.

Option 2: If the research team has no access to the project in ERM

If nobody in the research team has access to a project form (e.g. ethics application or site specific assessment (SSA)) in ERM, the research team will require the assistance of the hospital's research office to identify the project owner.

Research Team	Research Office
1. Contact the reviewing organisation's research office and ask them to identify the owner of the project. To help them locate the project, provide as much information as possible: • Project title(s) • Original HREC Reference Number • Review Reference • Project ID	
	2. Refer to Section 9 of *Research Office User Guide for ERM* (v2). 3. Search for the project in ERM using the information provided by the research team. 4. Identify the project owner (Applicant) and their email address. 5. Notify the research team.
6. ***Either:*** Contact the project owner and request that they permanently transfer the project to a current member of the research team (page 89 of *Applicant User Guide to ERM* (v2)). ***Or*** If it is not possible to contact the project owner, or the owner is "Mr Vic Migration", email helpdesk@infonetica.net and request the project to be transferred.	

Authorised by the Coordinating Office for Clinical Trial Research

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