Situation Guide – Transition from AU RED to ERM

For Victorian research offices to assist researchers determine the correct path for their application.

Ethics – Legacy Applications

Situation	Does the ethics applicant automatically have an ERM account?	How to create a new SSA for Victoria	How to create a new post-approval form for Victoria
Ethics application (before July 2018) **was in AU RED**	Yes. Login details are the same as their Online Forms account. If they cannot access their ERM account, contact helpdesk@infonetica.net.	In the ethics applicant's ERM account, there will be an ethics Data Migration Minimal Dataset Form (DM.MDF) for the original ethics application. In the DM.MDF, select the button **Create Sub-form** and choose **Site Specific Assessment (SSA) VIC**.	In the ethics applicant's ERM account, there will be an ethics Data Migration Minimal Dataset Form (DM.MDF) for the original ethics application. In the DM.MDF, select the button **Create Sub-form** and choose the required post-approval form.

Situation	Does the ethics applicant automatically have an ERM account?	How to create a new SSA for Victoria	How to create a new post-approval form for Victoria
Ethics application (before July 2018) **was not in AU RED**	Maybe. It will depend whether they have *other* applications that *were* in AU RED. If unsure, contact helpdesk@infonetica.net. If the ethics applicant **does** have an ERM account, login details are the same as their Online Forms account. If they **do not** have an ERM account, they will need to register for one.	In ERM, the ethics applicant must: 1. Create a Legacy Application Replacement Form (LARF) **once only** for the research project. 2. Complete the LARF 3. Submit the LARF to the original reviewing HREC (**once only** for the research project). 4. From the LARF, select the button **Create Sub-form** and choose **Site Specific Assessment (SSA) VIC**.	In ERM, the ethics applicant must: 1. Create a Legacy Application Replacement Form (LARF) **once only** for the research project. 2. Complete the LARF. 3. Submit the LARF to the original reviewing HREC (**once only** for the research project). 4. From the LARF, select the button **Create Sub-form** and choose the required post-approval form.

Ethics – New Applications

VIC and QLD

Situation	How to create a Victorian Specific Module	How to create a new SSA for Victoria	How to create a new post-approval form for Victoria
VIC ethics application created in ERM	In the **HREA** form, select the button **Create Sub-form** and choose **Victorian Specific Module (VSM)**. Follow the instructions within the VSM.	In the **HREA** or **LNR VIC** form, select the button **Create Sub-form** and choose **Site Specific Assessment (SSA) VIC**.	In the **HREA** or **LNR VIC** form, select the button **Create Sub-form** and choose the required post-approval form.
QLD ethics application created in ERM	In the **HREA** form, the QLD CPI uploads the VSM (Word Document) as a supporting document.	In the **HREA** form, the QLD CPI selects the button **Create Sub-form** and choose **Site Specific Assessment (SSA) VIC**.	N/A

ACT, NSW and SA – information at https://www2.health.vic.gov.au/about/clinical-trials-and-research/clinical-trial-research/national-mutual-acceptance

Situation	Does the ACT/NSW/SA ethics applicant automatically have an ERM account?	How to create a new SSA for Victoria	How to create a new post-approval form for Victoria
Ethics review performed in ACT, NSW, SA	If the ethics review was before July 2018 – Yes. Login details are the same as their Online Forms account.	In ERM, the CPI (in ACT/NSW/SA) creates an ethics Minimal Dataset Form (MDF) **once only** for the research project. In the MDF, upload a copy of the HREA and all supporting documents. Submit the MDF. In the MDF, select the button **Create Sub-form** and choose **Site Specific Assessment (SSA) VIC**.	N/A
	If the ethics review was during/after July 2018 – Maybe. It will depend whether they have *other* applications that *were* in AU RED. If unsure, contact helpdesk@infonetica.net. If the ethics applicant **does** have an ERM account, login details are the same as their Online Forms account. If they **do not** have an ERM account, they will need to register for one.		

WA – information at https://www2.health.vic.gov.au/about/clinical-trials-and-research/clinical-trial-research/national-mutual-acceptance

Situation	Does the WA ethics applicant automatically have an ERM account?	How to create a new SSA for Victoria	How to create a new post-approval form for Victoria
Ethics review performed in WA	Maybe. It will depend whether they have *other* applications that *were* in AU RED. If unsure, contact helpdesk@infonetica.net. If the ethics applicant **does** have an ERM account, login details are the same as their Online Forms account. If they **do not** have an ERM account, they will need to register for one.	In ERM, the WA CPI creates a Minimal Dataset Form (MDF) **once only** for the research project. In the MDF, upload a copy of the HREA and all supporting documents. Submit the MDF. In the MDF, select the button **Create Sub-form** and choose **Site Specific Assessment (SSA) VIC**.	N/A

Research Governance/SSA – Legacy Applications

Situation	Does the Research governance/SSA applicant automatically have an ERM account?	How to create a new post-authorisation form (Research governance/SSA)
Research governance/SSA application (before July 2018) **was in AU RED**	Yes. Login details are the same as their Online Forms account. If they cannot access their ERM account, contact helpdesk@infonetica.net.	In the Research governance/SSA applicant's account, there will be a Site Specific Assessment Minimal Dataset Form (SSA MDF) for the Research governance/SSA application. In the SSA MDF, select the button **Create Sub-form** and choose the required post-authorisation form.
Research governance/SSA application (before July 2018) **was not in AU RED**	Maybe. It will depend whether they have *other* applications that *were* in AU RED. If unsure, contact helpdesk@infonetica.net. If the ethics applicant **does** have an ERM account, login details are the same as their Online Forms account. If they **do not** have an ERM account, they will need to register for one.	If the associated ethics application is in ERM as a Data Migration Minimal Dataset Form (DM.MDF): 1. In the DM.MDF, select the button **Create Sub-form** and choose **Site Specific Assessment (SSA) VIC**. 2. Complete and submit the SSA VIC. 3. From the SSA VIC, select the button **Create Sub-form** choose the required post-authorisation form.
		If the associated ethics application is **not** in ERM: 1. Create a Legacy Application Replacement Form (LARF) **once only** for the research project. 2. Complete the LARF. 3. Submit the LARF to the original reviewing HREC (**once only** for the research project). 4. From the LARF, select the button **Create Sub-form** and choose **Site Specific Assessment (SSA) VIC**. 5. Complete and submit the SSA VIC. 6. From the SSA VIC, select the button **Create Sub-form** choose the required post-authorisation form.

Research governance/SSA – New Applications

Situation	How to create a new post-authorisation form (research governance)
New research governance application created in ERM (**Site Specific Assessment (SSA) VIC or LNR VIC SSA**)	In the **Site Specific Assessment (SSA) VIC form** select the button **Create Sub-form** and choose the required post-authorisation form.

★ Help Contacts ★

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