

Quick Guide for e-Submissions to Victorian Public Health Organisations

1. Submitting Applications to Victorian Human Research Ethics Committees or Victorian Research Governance Offices

Electronic submissions are only available for applications submitted to Victoria. Electronic submission is used for Victoria-only projects and the Victorian part(s) of National Mutual Acceptance projects. The electronic submission process is the same for all application forms - NEAF, SSA, LNR VIC and LNR VIC SSA. Once you have completed the form, uploaded supporting documents and obtained all mandatory authorisations you must submit your application.

Steps

1. Open the application and click on the Submission tab.

Screenshots

The screenshot shows the 'Submission' tab selected in the top navigation bar. Below the navigation bar, there is a 'Save' button and a question: 'Within which jurisdiction will your research application be submitted?'. There are four radio button options: 'New South Wales', 'Queensland', 'South Australia', and 'Victoria'. At the bottom, there is a table with columns: 'Submission Code', 'Submission Code Date', 'Submission Status', 'PDF', and 'XML'. The table currently shows 'No Submissions to display'.

2. Click Victoria as the jurisdiction in which the research application will be submitted.

The screenshot shows the 'My Project' tab selected in the top navigation bar. Below it, there is a 'NEAF' button. The 'Submission' tab is active, and the 'Victoria' radio button is selected under the jurisdiction question. A red arrow points to the 'Victoria' option. Below the jurisdiction question, there is a 'Study Type' dropdown menu with 'Please select...' as the current selection.

3. Complete the screening questions.

Note some application types will require you to enter an HREC reference number and then click the Validate button.

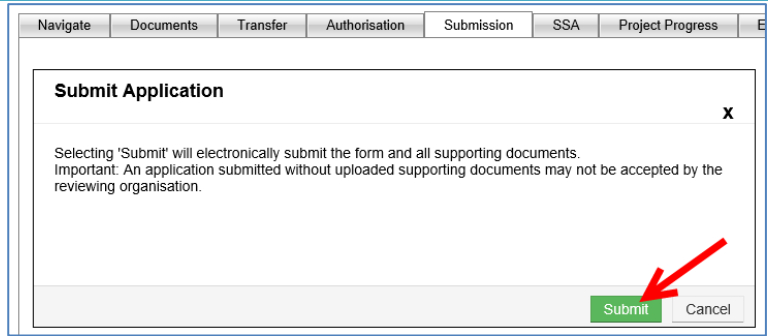
The screenshot shows the 'Submission' tab active. The 'Study Type' dropdown is set to 'Clinical research'. Below this, there are three radio button options for the review process: 'Single-site research in Australia', 'Single HREC review of multi-site research', and 'Review by more than one HREC'. The 'Single HREC review of multi-site research' option is selected. Below the radio buttons, there is a text box for 'Enter your HREC reference:' and a 'Validate' button. A red arrow points to the 'Validate' button. At the bottom, there is a table with columns: 'Submission Code', 'Submission Code Date', 'Submission Status', 'PDF', and 'XML'.

4. Click the Submit your application electronically button and then confirm by clicking the Submit button in the pop up window.

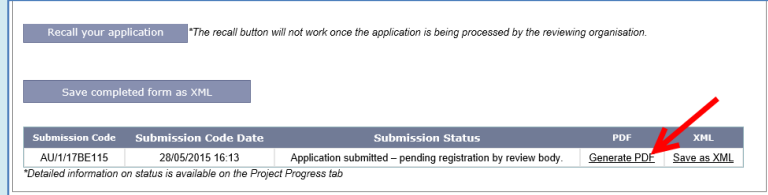
The screenshot shows the 'Validate' button from the previous step. Below it, there is a message: 'This HREC Reference is valid'. Below this message, there is a button labeled 'Submit your application electronically'. A red arrow points to this button. At the bottom, there is a table with columns: 'Submission Code', 'Submission Code Date', 'Submission Status', 'PDF', and 'XML'.

Note: you cannot change an application submitted to

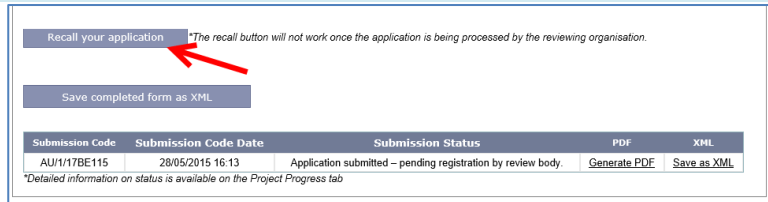
Victoria between submission and approval unless the committee requests for further information. See 6 (below) for recall.



- Once submitted, you will be able to print a clean copy of the application by clicking Generate PDF.



- The option to Recall your application is available, as long as the application is still pending registration by the committee.



Once successfully recalled you may amend the form, upload supporting documents, obtain authorisations and re-submit the application.

If you are unable to recall the application, please contact the research office.

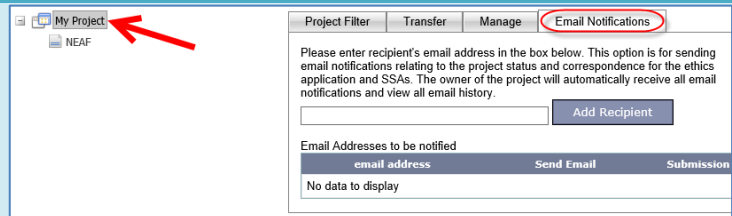
2. Setting up email notifications for a project reviewed in Victoria

The form owner of electronically submitted Victorian applications automatically receives all email notifications. The ethics form owner can identify others whom they wish to be copied into email notifications and/or view the project progress.

Steps

- Open the project and at the My Project level click on the Email Notifications tab.

Screenshots



2. Enter the email address of the person who you wish to receive email notifications and then click the Add Recipient button.

3. Click on the Submission tab access checkbox if you wish for the recipient to have read-only access to the project to view the applications, documents and status. Click OK to confirm.

Note an automated email will be sent to the recipient asking them to accept or decline the invitation. The recipient must be an Online Forms user.

3. Accepting/declining submission tab access for a project reviewed in Victoria

Steps

1. Log into <http://au.ethicsform.org> and click on the Notifications tab

Screenshots

2. Click on Accept or Decline.

If you decline, the project (greyed out) will remain in the table unless you click Delete.

3. Once you have accepted, you can view the project at any time by clicking on the underlined form title to open the project.

4. Following the progress of a submission and viewing email correspondence

Steps

1. Open the application and click on the Project Progress tab. The history table will allow you to monitor the progress of your submitted application

Screenshots

Submission Code	Status	Date
AU/1/86BE111	Provisional Approval Response submitted [28/05/2015]	28/05/2015 12:57:00
AU/1/86BE111	Application – made a request for further information and clock stopped 28/05/2015 12:52:02.	28/05/2015 12:52:00
AU/1/86BE111	Application decision given - Decision: Further information/modification requested.	28/05/2015 12:52:00
AU/1/86BE111	Application assigned to meeting. Meeting Date:29/05/2015 08:00:00.	28/05/2015 12:52:00
AU/1/86BE111	Application received 28/05/2015.	28/05/2015 12:52:00
AU/1/86BE111	Application marked as valid.	28/05/2015 12:51:00
AU/1/86BE111	Application registered by review body - awaiting validation: VIC Test - not for use - HREC/15/VIC Test/29.	28/05/2015 12:51:00
AU/1/86BE111	Application submitted – pending registration by review body.	28/05/2015 12:50:00

2. Email correspondence from the research office will appear on the Email History tab. Click on the links to view the email and attachment(s).

Subject	To	Email	Date Sent	Attachments
Email Demo	reda.red1@yahoo.com.au	View Email	28/05/2015	letter requesting further information.docx

5. Submitting a response to a request for further information for an application reviewed in Victoria

Once a Victorian application has been electronically submitted, the submitted application form and supporting documents are READ ONLY unless the research office has requested further information.

Steps

1. Open the project and click on the Navigate tab to modify the application form (if required).

Screenshots

SECTION	QUESTION NUMBER
1. TITLE AND SUMMARY of Project	1-3
2. RESEARCHERS / INVESTIGATORS	2 3 4 5-6 6-7a
3. RESOURCES	1-4 5-9
4. PRIOR REVIEWS	1-3 4-5 6-7 8-9 11

2. Click on the Documents tab to upload new/revise documents (if required).

Document Type	Document Upload Date	Document Date	Version	Size	Uploaded by Assessing Organisation	Tools
Covering Letter	28/05/2015	01/05/2015	1.0	12 KB		View / Manage

3. To **upload new versions** of documents, from the List tab, click View/Manage for the selected document. Update the version number, document date, description and browse to upload a new version of the file and then click the Upload New Version button.

Single document upload: ?
(For Internet Explorer 7/8/9 or Safari 5.1.1 > 5.1.7 for Windows)

Document Type:

Version: Document date:

Description:

Choose file to upload:

* Please note that the fields Version and Description will be visible by the assessing organisation

→ History

Upload Date	Document Date	Version	System Version	File Size	Uploaded by Assessing Organisation	Action
28/05/2015	28/05/2015	2.0	2 (current)	12 KB		View Uploaded File
28/05/2015	01/05/2015	1.0	1	12 KB		View Uploaded File Delete

- To **upload new documents** go to the Upload tab. Enter the document type, version number, document date, description and browse to upload the file, then click Upload File.

- Once you have modified the application form and/or uploaded new/revise documents, click on the Submission tab.

- Click Submit your application electronically **if you are re-submitting a revised application form with or without new/revise documents**. Click Submit to confirm.

Submission Code	Submission Code Date	Submission Status	PDF	XML
AU/1/17BE115	28/05/2015 16:13	Application – made a request for further information and clock stopped 28/05/2015 16:37:03.	Generate PDF	Save as XML

- Go to the Provisional Approval Response section and click Submit Documents **if you are submitting new/revise documents only** (i.e. no change to application form).

The system will check for new/revise documents and indicates the number of documents electronically sent to the research office.

Submission Code	Submission Code Date	Submission Status	PDF	XML
AU/1/17BE115	28/05/2015 16:13	Application – made a request for further information and clock stopped 28/05/2015 16:37:03.	Generate PDF	Save as XML