

## 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) <b>was in AU RED</b>	Yes. Login details are the same as their Online Forms account. If they cannot access their ERM account, contact <a href="mailto:helpdesk@infonetica.net">helpdesk@infonetica.net</a> .	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 <b>Create Sub-form</b> and choose <b>Site Specific Assessment (SSA) VIC</b> .	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 <b>Create Sub-form</b> 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) <b>was not in AU RED</b>	Maybe. It will depend whether they have <i>other</i> applications that <i>were</i> in AU RED. If unsure, contact <a href="mailto:helpdesk@infonetica.net">helpdesk@infonetica.net</a> . If the ethics applicant <b>does</b> have an ERM account, login details are the same as their Online Forms account. If they <b>do not</b> 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) <b>once only</b> for the research project. 2. Complete the LARF 3. Submit the LARF to the original reviewing HREC ( <b>once only</b> for the research project). 4. From the LARF, select the button <b>Create Sub-form</b> and choose <b>Site Specific Assessment (SSA) VIC</b> .	In ERM, the ethics applicant must: 1. Create a Legacy Application Replacement Form (LARF) <b>once only</b> for the research project. 2. Complete the LARF. 3. Submit the LARF to the original reviewing HREC ( <b>once only</b> for the research project). 4. From the LARF, select the button <b>Create Sub-form</b> 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 <b>Create Sub-form</b> and choose <b>Victorian Specific Module (VSM)</b> . Follow the instructions within the VSM.	In the HREA or LNR VIC form, select the button <b>Create Sub-form</b> and choose <b>Site Specific Assessment (SSA) VIC</b> .	In the HREA or LNR VIC form, select the button <b>Create Sub-form</b> 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 <b>Create Sub-form</b> and choose <b>Site Specific Assessment (SSA) VIC</b> .	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	<p>If the ethics review was before July 2018 – Yes. Login details are the same as their Online Forms account.</p> <p>If the ethics review was during/after July 2018 – Maybe. It will depend whether they have <b>other</b> applications that <i>were</i> in AU RED. If unsure, contact <a href="mailto:helpdesk@infonetica.net">helpdesk@infonetica.net</a>. If the ethics applicant <b>does</b> have an ERM account, login details are the same as their Online Forms account. If they <b>do not</b> have an ERM account, they will need to register for one.</p>	<p>In ERM, the CPI (in ACT/NSW/SA) creates an ethics Minimal Dataset Form (MDF) <b>once only</b> for the research project.</p> <p>In the MDF, upload a copy of the HREA and all supporting documents. Submit the MDF.</p> <p>In the MDF, select the button <b>Create Sub-form</b> and choose <b>Site Specific Assessment (SSA) VIC</b>.</p>	N/A

**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	<p>Maybe. It will depend whether they have <b>other</b> applications that <i>were</i> in AU RED. If unsure, contact <a href="mailto:helpdesk@infonetica.net">helpdesk@infonetica.net</a>.</p> <p>If the ethics applicant <b>does</b> have an ERM account, login details are the same as their Online Forms account. If they <b>do not</b> have an ERM account, they will need to register for one.</p>	<p>In ERM, the WA CPI creates a Minimal Dataset Form (MDF) <b>once only</b> for the research project.</p> <p>In the MDF, upload a copy of the HREA and all supporting documents. Submit the MDF.</p> <p>In the MDF, select the button <b>Create Sub-form</b> and choose <b>Site Specific Assessment (SSA) VIC</b>.</p>	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) <b>was in AU RED</b>	Yes. Login details are the same as their Online Forms account. If they cannot access their ERM account, contact <a href="mailto:helpdesk@infonetica.net">helpdesk@infonetica.net</a> .	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 <b>Create Sub-form</b> and choose the required post-authorisation form.
Research governance/SSA application (before July 2018) <b>was not in AU RED</b>	Maybe. It will depend whether they have <b>other</b> applications that <i>were</i> in AU RED. If unsure, contact <a href="mailto:helpdesk@infonetica.net">helpdesk@infonetica.net</a> . If the ethics applicant <b>does</b> have an ERM account, login details are the same as their Online Forms account. If they <b>do not</b> have an ERM account, they will need to register for one.	<p>If the associated ethics application is in ERM as a Data Migration Minimal Dataset Form (DM.MDF):</p> <ol style="list-style-type: none"> <li>1. In the DM.MDF, select the button <b>Create Sub-form</b> and choose <b>Site Specific Assessment (SSA) VIC</b>.</li> <li>2. Complete and submit the SSA VIC.</li> <li>3. From the SSA VIC, select the button <b>Create Sub-form</b> choose the required post-authorisation form.</li> </ol> <p>If the associated ethics application is <b>not</b> in ERM:</p> <ol style="list-style-type: none"> <li>1. Create a Legacy Application Replacement Form (LARF) <b>once only</b> for the research project.</li> <li>2. Complete the LARF.</li> <li>3. Submit the LARF to the original reviewing HREC (<b>once only</b> for the research project).</li> <li>4. From the LARF, select the button <b>Create Sub-form</b> and choose <b>Site Specific Assessment (SSA) VIC</b>.</li> <li>5. Complete and submit the SSA VIC.</li> <li>6. From the SSA VIC, select the button <b>Create Sub-form</b> choose the required post-authorisation form.</li> </ol>

## Research governance/SSA – New Applications

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

### ★ Help Contacts ★

Infonetica Helpdesk: [helpdesk@infonetica.net](mailto:helpdesk@infonetica.net)

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