

How to Create a LARF and Submit Post Approval Items

The below instructions should be followed if the research project is approved and is not on [Ethics Review Manager](#) (ERM).

Projects initially submitted via Online Forms have been migrated and are available via ERM. If you are unsure if the project is on ERM, please contact the REGI Unit at regi@barwonhealth.org.au or Infonetica Helpdesk at Helpdesk@infonetica.net and provide the following details: Barwon Health reference number, HREC reference number, project title/short title, possible existing owner, etc.

Note for first time ERM users: Log onto ERM using your Online Forms username and password. If you do not have an Online Forms account, create a new account by selecting the 'New User' button on the log in screen.

Creating a Legacy Application Replacement Form (LARF)

A LARF should be created when the approved project is not already on ERM. This will allow users to submit post approval items for the project via ERM (instead of via email). A LARF only needs to be completed once per project.

- 1) Log onto ERM
- 2) Select 'Create Project'
- 3) Enter the Project Title, Jurisdiction, and select 'Legacy Application Replacement Form' from the main form drop-down list
- 4) Select 'Create'
- 5) Complete the questions in the LARF
- 6) Select 'Submit' (the form will be submitted to the organisation that reviewed the original application)

For more detailed steps showing examples of the above, see [pg. 69 of the Applicant User Guide to ERM](#).

Submitting Post Approval Items from the LARF

Post approval items are submitted after ethics approval has been obtained, and includes amendments, safety reports and related documents, and progress/final reports.

- 1) From the LARF, select 'Create Sub-Form'
- 2) Select the Jurisdiction and the appropriate sub-form i.e. Amendment Request
- 3) Select 'Create'
- 4) Select 'Roles' to share the LARF with other research team members
- 5) Enter the collaborator's email address and select Post Approval/Authorisation Sub-Forms and select 'Share Role'
- 6) Complete the questions in the post-approval form
- 7) Sign the post-approval form and select 'Submit'

For more detailed steps showing examples of the above, see [pg. 69 of the Applicant User Guide to ERM](#).

Submitting Post Approval Items from the HREA/SSA/QA

For full instructions, see [pg. 72 – 80 of the Applicant User Guide to ERM](#).

Need help?

If you require further assistance to complete a LARF or submit a post approval item, please contact the Department of Health and Human Services on (03) 9096 7394.