

Ethical Review Manager (ERM) for Applicants & Sponsors

3.4 ERM signatures

Apply 'wet ink' and electronic signatures

Although electronic signatures are preferred, ERM also allows for 'wet ink' signatures that are uploaded to the form as a pdf.

'Wet ink' signatures must be uploaded before requesting electronic signatures.

Requesting electronic signatures locks the form. The form is also locked if the person signing is the form owner.

Locked forms can be unlocked (prior submission) but to do so will invalidate any existing electronic signatures (or any signature requests).

Apply signature to the HREA

The HREA must be signed prior submission.

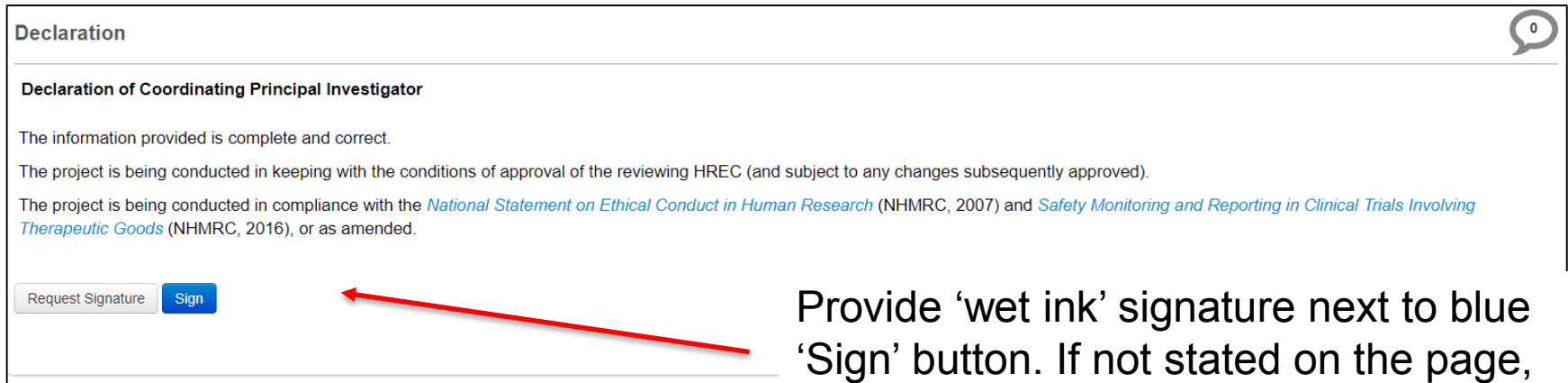
Multi-site projects

The HREA requires the applicant to enter the names of members of the research team who are signing the application.

- The Coordinating Principal Investigator is required to sign the Declaration for the HREA submission.
- Consult your institution's policy for guidance on whether all members must sign this application or whether the CPI can sign on behalf of the research team

Apply a 'Wet Ink' signature

1. Using the **Print button** from the Actions pane, print the Declaration page.



The screenshot shows a web form titled "Declaration" with a sub-heading "Declaration of Coordinating Principal Investigator". The form contains three paragraphs of text. At the bottom left, there are two buttons: "Request Signature" (grey) and "Sign" (blue). A red arrow points from the text on the right to the "Sign" button.

Declaration

Declaration of Coordinating Principal Investigator

The information provided is complete and correct.

The project is being conducted in keeping with the conditions of approval of the reviewing HREC (and subject to any changes subsequently approved).

The project is being conducted in compliance with the [National Statement on Ethical Conduct in Human Research](#) (NHMRC, 2007) and [Safety Monitoring and Reporting in Clinical Trials Involving Therapeutic Goods](#) (NHMRC, 2016), or as amended.

Request Signature Sign

Provide 'wet ink' signature next to blue 'Sign' button. If not stated on the page, clearly print signatory name/designation

2. Signatory signs printed Declaration page.
3. Save the signed Declaration page as a pdf. Name file clearly.
4. Upload the pdf to the documents section of the form that allows 'Other' or 'Additional' documents

Apply an electronic signature

1. Select **Request signature**

ERM performs a completeness check to highlight any incomplete sections that need to be completed. Each incomplete item will be displayed as a link to the relevant section. Completed forms are locked to allow the signature request to proceed.



The screenshot shows a dialog box titled "Request a signature" with a close button (X) in the top right corner. Below the title is the instruction "Enter the email address of the person you want to sign this form". There are two input fields: a text field labeled "Email Address" and a larger text area labeled "Enter a message (Optional, max 800 characters)". At the bottom right, there are two buttons: a blue "Request" button and a grey "Close" button.

2. Enter the signatory email and a message (optional)

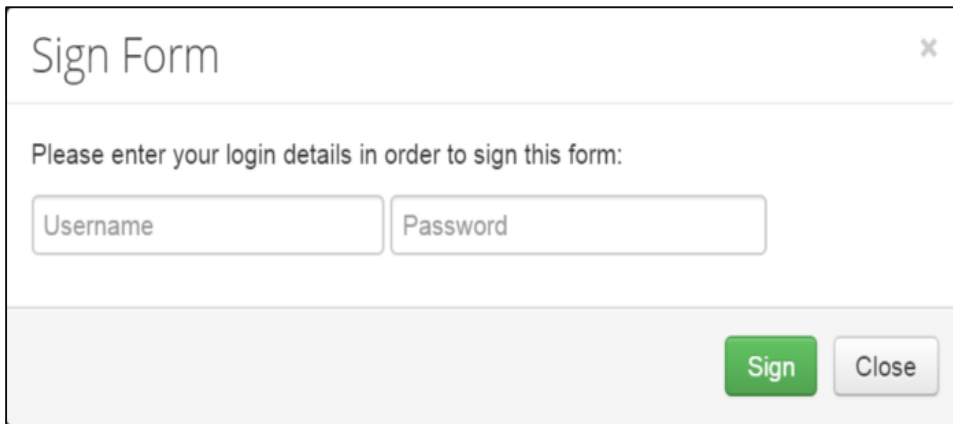
3. Select the blue **Request** button

Note : Signatories must have a ERM account to provide an electronic signature

Electronic signatory actions request

Signatory advised by email that a notification has been received

1. Opens ERM account, selects the relevant notification which opens the form.
2. When the signatory is satisfied with the project, select the 'Sign' button, from the Action pane which raises the 'Sign Form' pop up.



Sign Form

Please enter your login details in order to sign this form:

Username Password

Sign Close

3. Enters their ERM email and password

4. Selects the green **Sign** button

This completes the Signatory role.

View the Signatures tab

1. Go to the relevant Form Management screen
2. Select the **Signatures** tab to view requested and applied electronic signatures

Navigation	Documents	Signatures	Collaborators	Submissions	Correspondence	History
Signatures						
Type	Signatory Email		Signed Date		Validity	
Coordinating Principal Investigator	ima.testperson2@gmail.com		21/08/2019 15:17		Valid	
Signature Requests						
Type	Signatory Email	Requested Date	Status	Response Date	Action	
Coordinating Principal Investigator	ima.testperson2@gmail.com	21/08/2019 15:16	Signed	21/08/2019 15:17	<input type="button" value="Cancel"/>	

Where to access ERM help and
further information

ERM applicant user guide



Applicant user guide is found at:

<https://www2.health.vic.gov.au/about/publications/policiesandguidelines/applicant-user-guide-to-erm-feb-2019>

Further information

To access ERM:

<https://au.forms.ethicalreviewmanager.com/Account/Login>

For assistance:

Infonetica

- 02 9037 8404
- helpdesk@infonetica.net

Coordinating Office

- 03 9096 7394
- Multisite.ethics@DHHS.vic.gov.au

Further information: [E-bulletin](#)