



How to import SAGE .XML onto ERM

- 1. Download application .zip folder
 - i) Download the folder on the pop-up screen as shown below upon the completion of the HREA.

Introduction	۲	Generate HREA document 🕑 Yrack changes 🌓 Preview 🖉 Validate 🖉 Save							
Project Overview	۲	← Previous							
Project Team	۲	Its your application complete and have you attached the Project Description/Protocol and any relevant supporting documents? *							
Project Team Details	۲	the University of the Uni							
Disclosure of Interests	٢	HREC for processing Verify that you are ready to generate your HREA document							
Restrictions	۲	When the below 'Generate HREA document' button is clicked your application will be finalised and will no longer be estilable.							
Evaluations	۲	Iunderstand and would like to proceed. Next Generate HREA document							
Location	۲								
Methods	0								
Particinants	0								
Application submission									
Select the app	licati	on attachments you wish to download:							
All application forms and attachments (.zip)									
files supporting	s contains your application content, attachments, and other r application.								

ii) Download the folder by clicking on "Preview" on the Ethics application registration page.

> Nex

Introduction	Preview
Registration of your project within SAGE has been completed and resulted in generation of this form, so many of the details already entered together with documents already uploaded will be pre-populated to assist its completion. As you work through the HREA, check that the correct information is displayed. Also, if text has been pre-populated within a "free-text" field, you may wish to add additional information relevant to your project.	
To further assist with submission, SVHM HRECs accept the electronic submission of the HREA by the CPI on behalf of the project – additional declarations/signatures are not required to submit once the application is finalised. If you are not the CPI, but will be completing the HREA on their behalf, you will need them to log into SAGE once you have finished to complete the submission.	
Before completing this application, the CPI must read the following statements and complete the acknowledgement below:	
1) The HREA has been designed for ethics review of human research, as defined in the National Statement. *	
The National Statement states that research is: " widely understood to include at least investigation undertaken to gain knowledge and understanding or to train researchers Human research is research conducted with or about people, or their data or tissue".	
 The <u>Australian code for the responsible conduct of research (the Code</u>) states that research includes: the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies, inventions and understandings". 	
2 Extract VMI file from the folder	

2. Extract XML file from .zip folder

i) In the file explorer, drag and drop .xml file from the .zip folder.

2022_SVH00128	57,112	54,889	Chrome HTML Do	15/06/2022 5:0	1A485F4E
2022_SVI 100120	11,297	0,593	Wilcrosoft Word D	15/00/2022 5.0	01070402
2022_SVH00128_v5	- HREA_Export.xml	3,377	Microsoft Edge HT	15/06/2022 5:0	ED907A4F
-2022_3VH00128	72,004	70,905	WICTOSOIL WORD D	13/00/2022 3:0	D90F0590
2022_SVH00128	12,085	9,387	Microsoft Word D	15/06/2022 5:0	5B433FF2
2022_SVH00128	12,081	9,386	Microsoft Word D	15/06/2022 5:0	43DE066E
2022_SVH00128	12,098	9,400	Microsoft Word D	15/06/2022 5:0	B7F9AE38



i)



3. Import .XML file onto ERM



ii) Import .XML file.



iii)

Perform a completeness check.



Please note:

- ERM filter questions will not be populated after the file import, they will need to be answered manually.
- Following the completeness check, responses to some questions may be labelled incorrectly as incomplete. Simply re-select your response for these questions.

Last Updated: 15th June 2022