

SVHM Application for Governance and Ethics (SAGE) – FAQs Sheet

This FAQ sheet will be updated periodically. The Research directorate welcomes questions in regards to SAGE, please send us an email on research.directorate@svha.org.au or submit your questions on the SVHM [User Group Page](#) on Sharepoint.

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1. *What is SAGE?*

St Vincent's Application for Governance Application (SAGE) is a new online portal developed by SVHM and F1 Solutions to manage ethics and governance applications.

2. *Who will be using SAGE?*

Anyone who intends to submit a Human Research Ethics Application (HREA) to SVHM HREC or Site-Specific Application (SSA) to RGU may use SAGE.

3. *Why are we moving to SAGE?*

- SAGE improves the creation, processing, and storage of new submissions (HREA and SSA), post-approval amendments, progress/final reports, and safety & breach notifications.
- SAGE captures submission status in real-time, which means applicants can track the application progress as the RGU processes and reviews the applications/reports forms.
- SAGE smart forms will pre-populate the fields with project data captured from previous submissions.
- Project details on SAGE will record any RGU decisions and approved amendments.
- SAGE saves all study documents and correspondence with SVHM RGU. You can access them on the study project page.
- SVHM has been actively involved in the development of SAGE and will continue to provide support and advice to SVHM researchers regarding system and account users.

4. *What can I do on SAGE?*

- New ethics submissions for SVHM HREC, you may use the smart HREA form on SAGE. This includes High-Risk and Low-Risk ethics. Quality Assurance is not supported on SAGE at this point. For more details on what is High or Low-Risk studies and QA, please contact research.ethics@svha.org.au
- New governance submissions for SVHM sites, you may use the smart SSA form on SAGE.
- Amendment requests for approved studies on SAGE.
- Complete your reporting submissions, including progress reports, breach and safety reports.
- View any decision and track submission statuses.

Please note that for any studies conducted at non-SVHM sites in Victoria, you will still need to complete your SSA on ERM. Similarly, the Ethics and SSA applications for other sites outside Victoria still need to comply with the local state requirements.

5. *When can I start using SAGE?*

We are rolling the system out using pilot and phased implementation methods. This means we will implement SAGE in stages before a full transition. We will update the user manual as soon as the pilot stage is finished. Please reach out to us if you are interested in being involved in the pilot implementation phase.

6. *What about my previous submissions and study records?*

We have migrated the project summary of all active projects into SAGE. We did not migrate all the study documents. You may transfer the study documents on SAGE under the migrated projects.

7. *How do I start using SAGE?*

Simply head on to <https://research.svhm.org.au/> and register a new account.

Alternatively, if you are SVHM employees and logging in on SVHM network, you can log in using SAML through your SVHM email address.

Please note that SVHM is rolling this program out progressively, and you will be contacted by research.ethics@svha.org.au to submit your new ethics/governance applications on SAGE.

8. *Who should I contact for SAGE technical support?*

For more information on how to use SAGE and account setup, please reach out to research.directorate@svha.org.au

For other technical difficulties, please call 1300 073 447 or email support@f1solutions.com.au. The help desk is open Monday to Friday from 7 am to 7 pm (excluding public holidays).

For browser and connectivity issues at SVHM sites and devices, please contact SVHA IT Service Desk.

9. *Who should I contact for Ethics and Governance enquiries such as ethics/governance requirements and submission guidelines?*

You may continue to contact our Research Governance Unit [here](#).

10. *Can I complete HREA and SSA concurrently on SAGE?*

Yes, after Project Registration, an HREA and an SSA for all SVHM listed sites will be generated and you will be able to edit both concurrently. However, The SSA can only be submitted upon ethics approval.

11. How do I keep track of my application progress/ status?

You can keep track of ethics and governance applications status from the SAGE portal. Additionally, you will be notified via email whenever the application status changes, for example when more information is requested or an approval has been granted.

12. Is ERM still required in addition to SAGE?

Yes, it is still required by law that all applications and reports for Victorian public hospitals' research office are submitted through ERM. If you are submitting to the SVHM HREC, you may export the HREA from SAGE and upload to ERM. If ethics has been submitted to a non-SVHM HREC and you require governance for St Vincent's, you may import the HREA from ERM and upload to SAGE.

13. If we are the lead site and complete a HREA through SAGE, will other sites be able to view the HREA on ERM?

No, you will need to export this HREA from SAGE and upload to ERM for other sites to view.

14. How do I submit a governance application to SVHM through SAGE if ethics was submitted to ERM previously?

During Project Registration on SAGE, upload the exported HREA and all relevant study documents (check our website for these requirements) from ERM to SAGE. Once an SVHM site is added and Project Registration is complete, an SSA will be generated on SAGE.

15. Can I upload the VSM from ERM to SAGE in addition to the ERM HREA?

Yes, you may attach the VSM at Project Registration, separately from the HREA. For previously approved ethics applications or those submitted to a non-SVHM HREC, HREA is uploaded at the start of project registration (Part A) while all remaining study documents, including VSM, may be uploaded at the end of project registration (Part F).