

Submitting your progress report on SAGE

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Types of Progress reports

There are 2 types of Progress Reports on SAGE

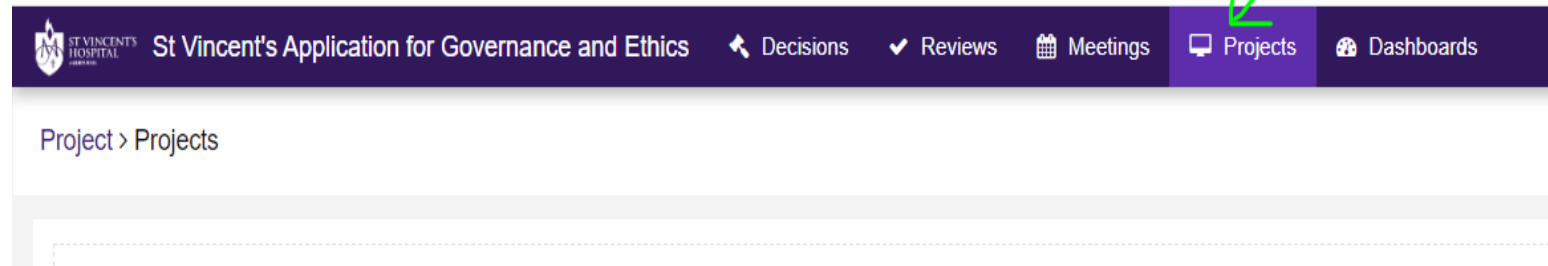
- Ethics Projects (SVH) - Progress/Final Report (HREC)
- Site Projects (SSA) - Site Report/Closure Form (RGO)

Project types	Report Form Required
Ethics (SVH) only project	Progress/Final Report (HREC)
Governance (SSA) only project	Site Report/Closure Form (RGO)
Both SVH and SSA project (Single-site)	Site Report/Closure Form (RGO)
Both SVH and SSA project (Multi-site)	BOTH forms

Where to find your report submission page?

1. From the homepage, navigate to the project tab.

Contact
Research.directorate@svha.org.au
if you cannot find a project.



2. Type in the PID or title of the project on the Search Bar.

Studies that have been previously approved have been migrated to the CPI's or PI's SAGE accounts.
Please contact Research.Directorate@svha.org.au if you cannot locate your project (please provide the ERM number or the S Title).

[Export CSV](#) PID06400

TITLE

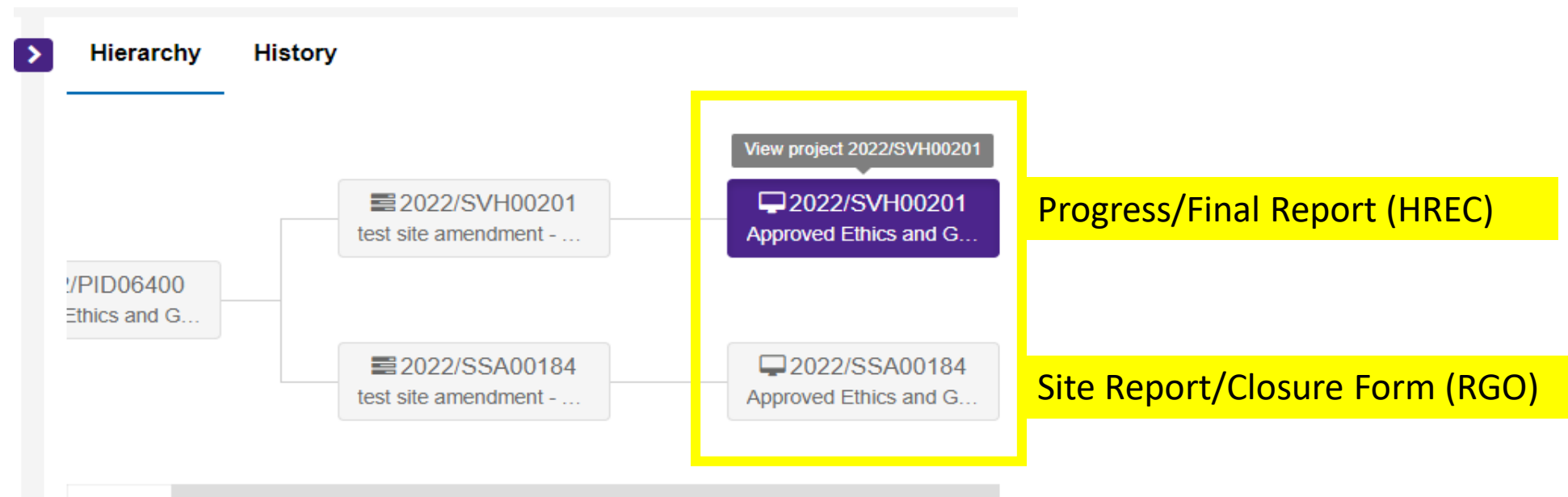
[Approved Ethics and Governance Project](#)

< Previous 1 Next >

Where to find your progress report? – cont.

3. Under the Hierarchy

- Select the SVH project to submit Progress/Final Report (HREC); or
- Select the SSA project to submit Site Report/Closure Form (RGO).



Where to find your progress report? – cont.

4. Navigate to the 'Milestones' tab of the project.
You will see a report listed here.


Applications Details Forms **Milestones**

Contact
research.directorate@svha.org.au
if no progress report is listed in
your project.

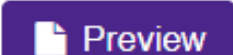
Project milestones are on this page.

 Export CSV



IDENTIFIER	MILESTONE TITLE	DETAIL	ORGANISATION	STATUS	DAYS REMAINING	↑ DUE DATE
2022/SVH00201	 Progress/Final Report (HREC)	Progress Report	SVHM	● Pending	● 39 days	1/05/2023

Completing the Form

- Go through the form and make sure it has the correct details saved to the project.
- As many of the projects were migrated, it may still have outdated information, please reach out to research.directorate@svha.org.au if the information is incorrect.
- A progress report or final report will be generated based on the Study Status. See next page for more information.
- Click on the 'Submit' button on the final page when you are ready to submit.
- You may also download a copy of your responses and disseminate the report by clicking on the  button on the top right corner of the page.

Not yet commenced

In progress

Completed

Closed (post analysis)

Abandoned

Terminated

See how to share with
other uses here

Progress Report or Final Report

Selecting one of these statuses will create a **progress report**
(study is ongoing and a future report is expected to be submitted)

- **Not Yet Commenced:** No Clinical activities involving participants (including participant recruitment) have commenced.
- **In Progress:** Clinical or study activities have commenced
- **Completed:** When the last participant has met the last study analysis endpoint. When reached at a single site study, this is likely the time point when data analysis can begin. When reached at the last site in a multi-site study, this is likely the time point when data analysis can begin. Participants may still be undergoing follow-up visits.

Progress Report or Final Report

Selecting one of these statuses will create a final report
(study has completed no future reports will be submitted)

- **Closed (post analysis):** The study has finished normally, participants are no longer being treated or examined, but the documents are not yet archived.
- **Abandoned:** The application has been approved/authorised, but it has been determined that the project will never commence.
- **Terminated:** After study start but before study close, discontinuation of a research project by the investigator or sponsor, wherein activity will not resume. Possible reasons include: Ethical, safety, financial or other grounds. Will never progress to "Complete" or "Closed (post analysis)".

How to share the project with others so that they can submit the report?

1. Select the correct project
2. Go to the 'Details' tab
3. Click on the 'Invite user to register or share' button

The screenshot displays a project management interface. At the top, there are two tabs: 'Hierarchy' and 'History'. The 'Hierarchy' tab is active, showing a tree structure of projects. A yellow box labeled '1' highlights a specific project node: '2022/SVH00201 Approved Ethics and G...'. Below this, another yellow box labeled '3' highlights a purple button with a person icon and the text 'Invite user to register or share'. In the bottom left, a yellow box labeled '2' highlights the 'Details' tab in a navigation menu. The breadcrumb path at the top reads: 'Project > 2022/PID06400 - Approved Ethics and Governance Project > 2022/SVH00201 - Approved Ethics and Governance Project'. The bottom right of the interface shows a message: 'Project share added for'.

Sharing the project with other users

1) Click on “Add another user”

2) Enter the person’s email address in the Username field. This will look up the person’s account on SAGE.

3) Select Share with Edit Access to allow the user to submit the Annual Report

Invite user to register, share & manage access

The list of users currently assigned to this project are listed below

SEND	NAME	USERNAME	ACCESS STATUS	MODIFY ACCESS
<input checked="" type="checkbox"/>		Jarvis.disonsukamto@svha.org.au	Shared with access	Share with edit
		john.doe123@me.com	No current access	Invite only

No user is found. An invitation will be sent to this email address

+ Add another user

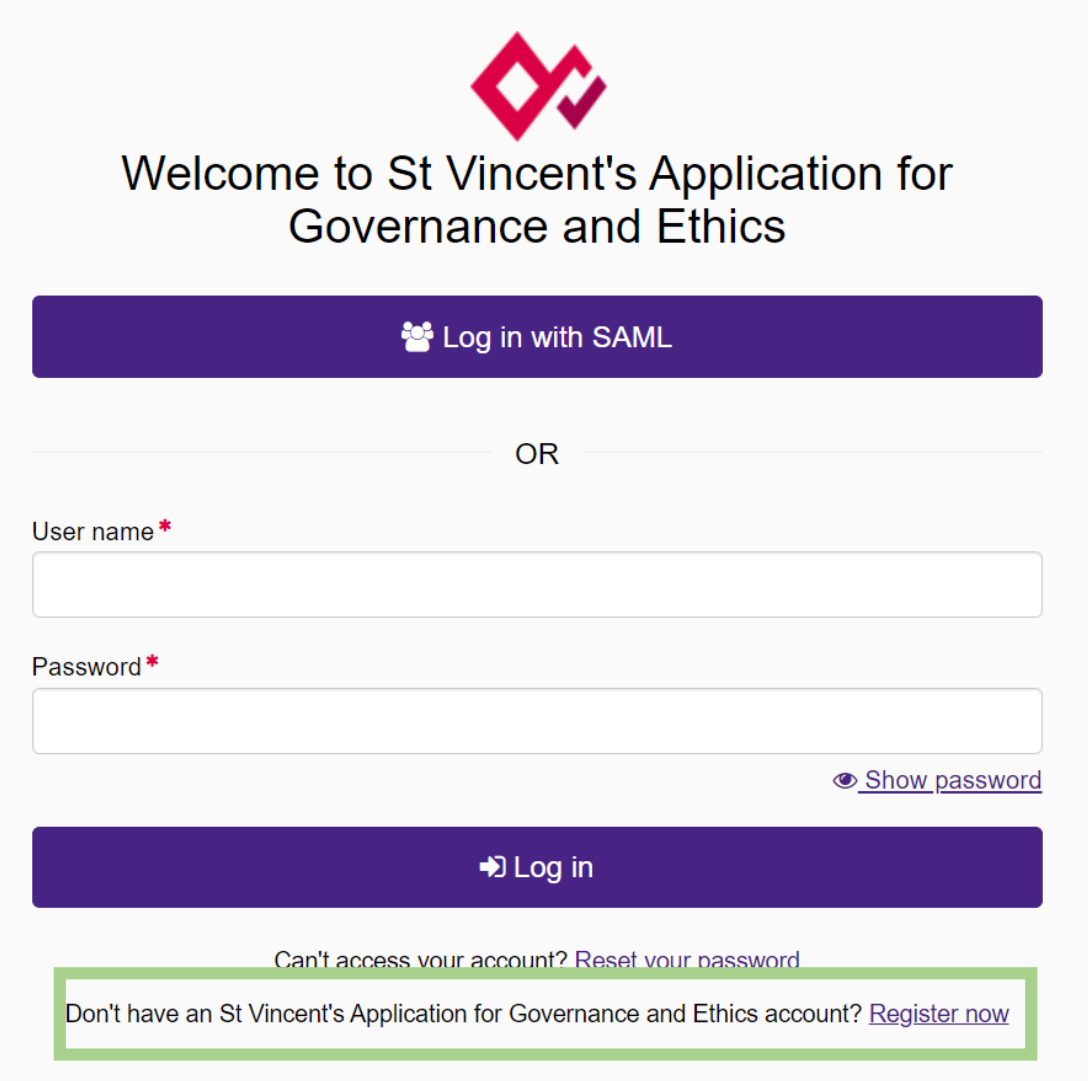
Save and send Cancel

4) if the person does not have an account on SAGE, you will see “No user is found. An invitation will be sent to this email address”. See the next page for a continuation.

5) Clicking “save and send” will send the recipient an email notification that this project has been shared with them.

How to create a new SAGE account

- The invited users will receive an email to redirect them to create a SAGE account on <https://research.svhm.org.au/>
- Click “Register Now” and enter the same email address to create the SAGE account.
- Once they have created a new account, they will have edit access to the Shared Project to submit the Progress report.



The screenshot shows the login interface for St Vincent's Application for Governance and Ethics. At the top is a red logo consisting of two overlapping diamonds. Below the logo, the text reads "Welcome to St Vincent's Application for Governance and Ethics". There are two main login options: a purple button labeled "Log in with SAML" and a standard login form. The form includes fields for "User name *" and "Password *", with a "Show password" link next to the password field. A purple button labeled "Log in" is positioned below the form. At the bottom, there are two links: "Can't access your account? Reset your password" and "Don't have an St Vincent's Application for Governance and Ethics account? Register now". The "Register now" link is highlighted with a green border.

St Vincent's Application for Governance and Ethics

Log in with SAML

OR

User name *

Password *

Show password

Log in

Can't access your account? [Reset your password](#)

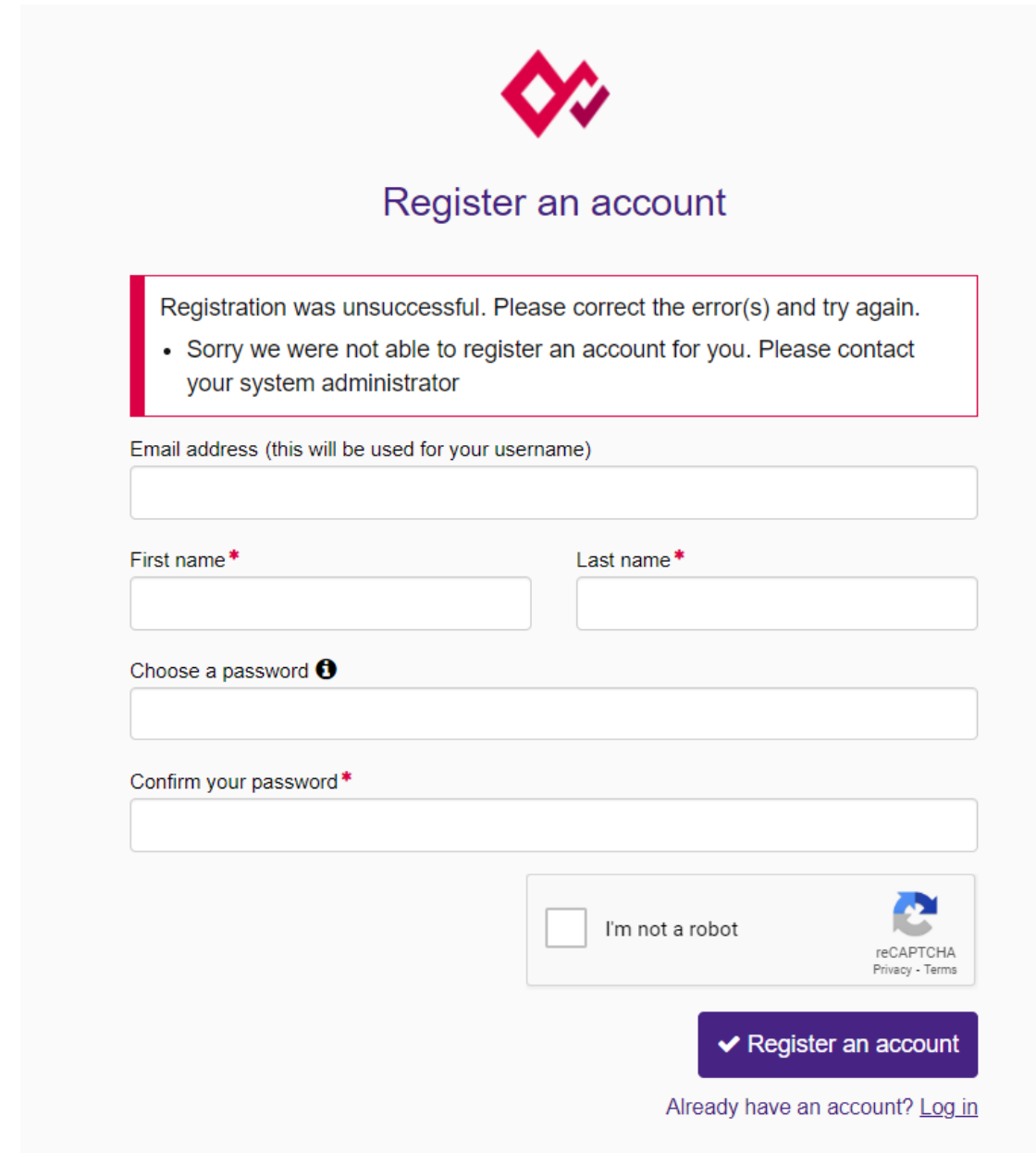
Don't have an St Vincent's Application for Governance and Ethics account? [Register now](#)

SAGE Registration Error

- If you receive this error, it is because you already have an inactive SAGE account. please reset your password to reactive your account.
- Go to <https://research.svhm.org.au/> and select “Reset your password”

Can't access your account? [Reset your password](#)


- If you still have issues with login, please contact research.directorate@svha.org.au



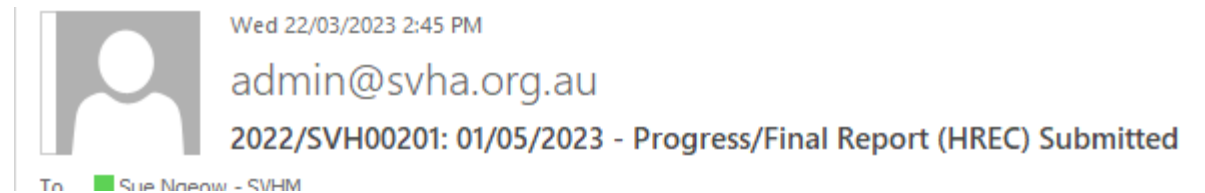
The screenshot shows the SAGE registration page. At the top is the SAGE logo, a red diamond shape with a white outline. Below the logo is the heading "Register an account" in purple. A red-bordered box contains an error message: "Registration was unsuccessful. Please correct the error(s) and try again." followed by a bullet point: "• Sorry we were not able to register an account for you. Please contact your system administrator". Below the error message is a registration form with the following fields: "Email address (this will be used for your username)" with an empty input box; "First name*" and "Last name*" with empty input boxes; "Choose a password" with an information icon and an empty input box; and "Confirm your password*" with an empty input box. At the bottom right of the form is a reCAPTCHA box with the text "I'm not a robot" and a checkbox, and a reCAPTCHA logo with the text "reCAPTCHA Privacy - Terms". Below the reCAPTCHA box is a purple button with a white checkmark and the text "Register an account". At the bottom right of the page is a link: "Already have an account? [Log in](#)".

What happens after you submit?

- The Status of the form will change from 'Pending' to 'Received'


IDENTIFIER	MILESTONE TITLE	DETAIL	ORGANISATION	STATUS	DAYS REMAINING	↑ DUE DATE
2022/SVH00201	 Progress/Final Report (HREC)	Progress Report	SVHM	● Received	● 39 days	1/05/2023

- You will receive an email notification that the report has been submitted
- The RGU will process the report and send
 - a query email or
 - An acknowledgement




Progress report – Query

- If there is any follow-up question, you will receive an email from admin@svha.org.au to query your report.
- The status of the report will change to ‘Revision’, with a new Due Date listed.

IDENTIFIER	MILESTONE TITLE	DETAIL	ORGANISATION	STATUS	DAYS REMAINING	↑ DUE DATE
2022/SVH00201	 Progress/Final Report (HREC)	Progress Report	SVHM	● Revision	● 68 days	30/05/2023

- Please amend the report or provide any information and click on the ‘Submit’ button again.

Progress report – Achieved/Acknowledged

- If there is no query/follow-up to your report, you will receive an email entitled ‘Annual Progress Report Acknowledged’ and a confirmation of your project status.
- Milestone status is now  *Achieved*
- If the study is continuing, you will need to submit another report next year.
- If the study is closed, the project status will change to ‘Completed’, no further report will be required.