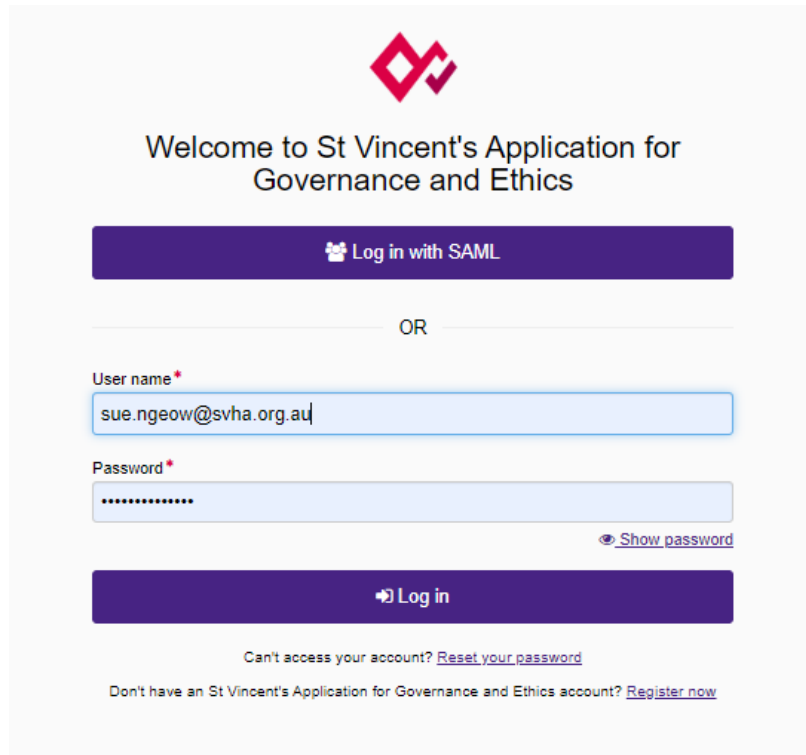


## SAGE – How to respond to an Ineligible Application status

1. Login onto SAGE via <https://research.svhm.org.au/>



Welcome to St Vincent's Application for Governance and Ethics

Log in with SAML

OR

User name \*

sue.ngeow@svha.org.au

Password \*

.....

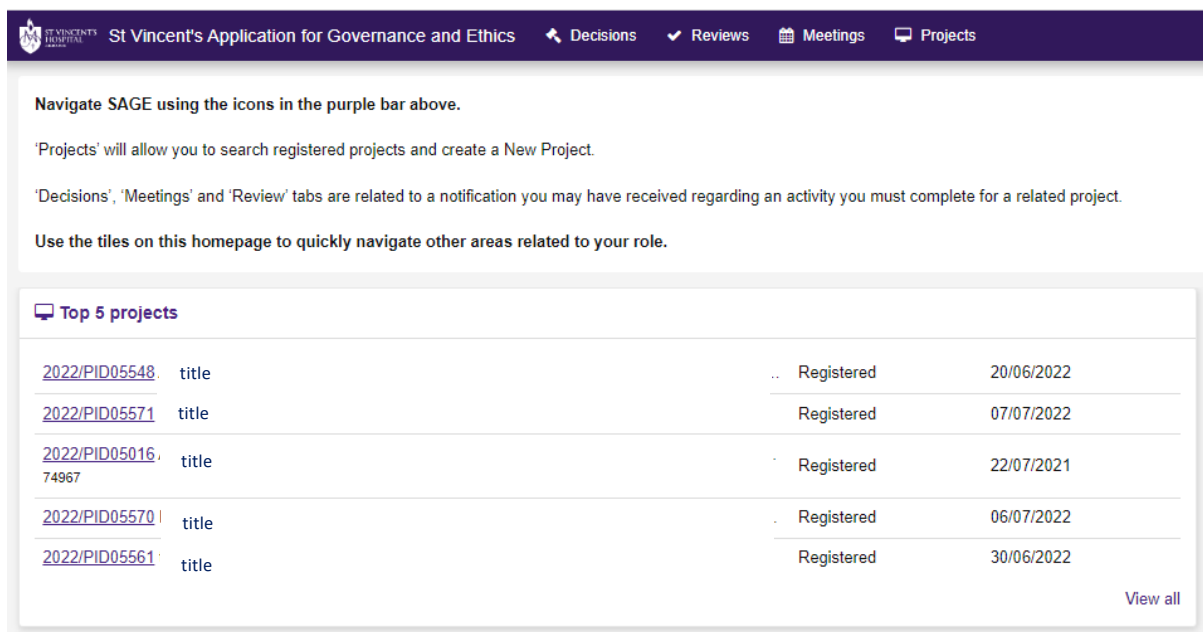
Show password

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](#)

2. Locate your project on the homepage and click the Project ID (PIDxxxxx) to view project details, or follow the link on the Email notification you receive from SAGE.



St Vincent's Application for Governance and Ethics

Decisions Reviews Meetings Projects

Navigate SAGE using the icons in the purple bar above.

'Projects' will allow you to search registered projects and create a New Project.

'Decisions', 'Meetings' and 'Review' tabs are related to a notification you may have received regarding an activity you must complete for a related project.

Use the tiles on this homepage to quickly navigate other areas related to your role.

Top 5 projects

<a href="#">2022/PID05548</a>	title	Registered	20/06/2022
<a href="#">2022/PID05571</a>	title	Registered	07/07/2022
<a href="#">2022/PID05016</a> 74967	title	Registered	22/07/2021
<a href="#">2022/PID05570</a>	title	Registered	06/07/2022
<a href="#">2022/PID05561</a>	title	Registered	30/06/2022

[View all](#)

3. You may track the status of your ethics application (labelled SVHxxxxx) in the project details.

Applications   Details   More information requests

Please ignore the expiry date shown at the base of Project Details. SVHM approval does not have an expiry date. The approval is renewed each year upon the submission of an annual progress report.

Export CSV   Search...

IDENTIFIER	TITLE	VERSION	STATUS	OWNER	CREATED DATE	MODIFIED DATE
2022/SVH00131	A phase III randomi...	1.00	Ineligible		01/07/2022	16/07/2022

**Application information**

Identifier: 2022/SVH00131 ● Ineligible   Owner:

New version:

Invite user to register or share application:

View submitted application:

Withdraw application

Version: 1

Site: St Vincent's Hospital Melbourne Human Research Ethics Committee

< Previous 1 Next >   Page size: 10

Hierarchy   History

2022/PID05565  
A phase III randomized...

2022/SVH00131  
A phase III randomized...

Click into the Ethics application (SVHXXXXX).

4. Go into the forms tab and add New Form (on top right corner of page) > More information required form.

St Vincent's Application for Governance and Ethics   Projects

Project > 2022/PID05565 - A   + New form

Application Details   Forms   Decisions   More information requests   Applications

Application details are on this page.

Export CSV   Search...

TITLE	STATUS	OWNER	CREATED DATE	MODIFIED DATE	SUBMITTED DATE
061602 - More Information Required	Submitted		18/07/2022	18/07/2022	18/07/2022

< Previous 1 Next >   Page size: 10

[Contact SVHM Research Ethics Office](#)   [Resources for Researchers](#)

**+ New form** ✕

Select the form you wish to fill out:

More Information Required

Upload Final Ethics Approval

✕ Cancel

5. Click into the form and you will be able to submit your response and attach amended documents as requested.

More Information Required Preview Validate Save

Please provide the information required

Supporting document upload

[+ Add Another](#)

[Submit](#)