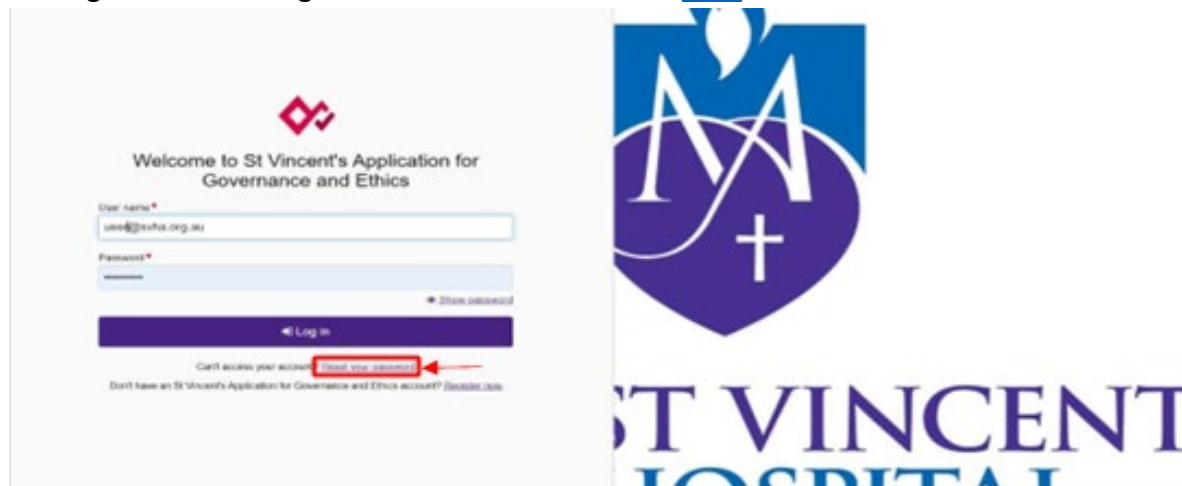


How to submit an external Site Closure Report on SAGE

This form is used when the Ethics Reviewing committee is SVHM HREC, but the closing site(s) is not under SVHM's governance.

Please refer to the [Annual Report Submission guideline](#) to submit a site closure form for SVHM (Public), St Vincent's Private Hospital or Calvary Healthcare sites.

1. Login to SAGE – Login instructions can be found [here](#).



2. Locate your project on SAGE. Most active studies have been migrated and can be found on the PI/CPI's dashboard. Please contact research.directorate@svha.org.au if you have an issue locating the project.

St Vincent's Application for Governance and Ethics

Decisions ✓ Reviews Meetings **Projects**

Project > Projects

Listed below are all the projects you currently have access to.

By clicking a project, its related applications will also be displayed.

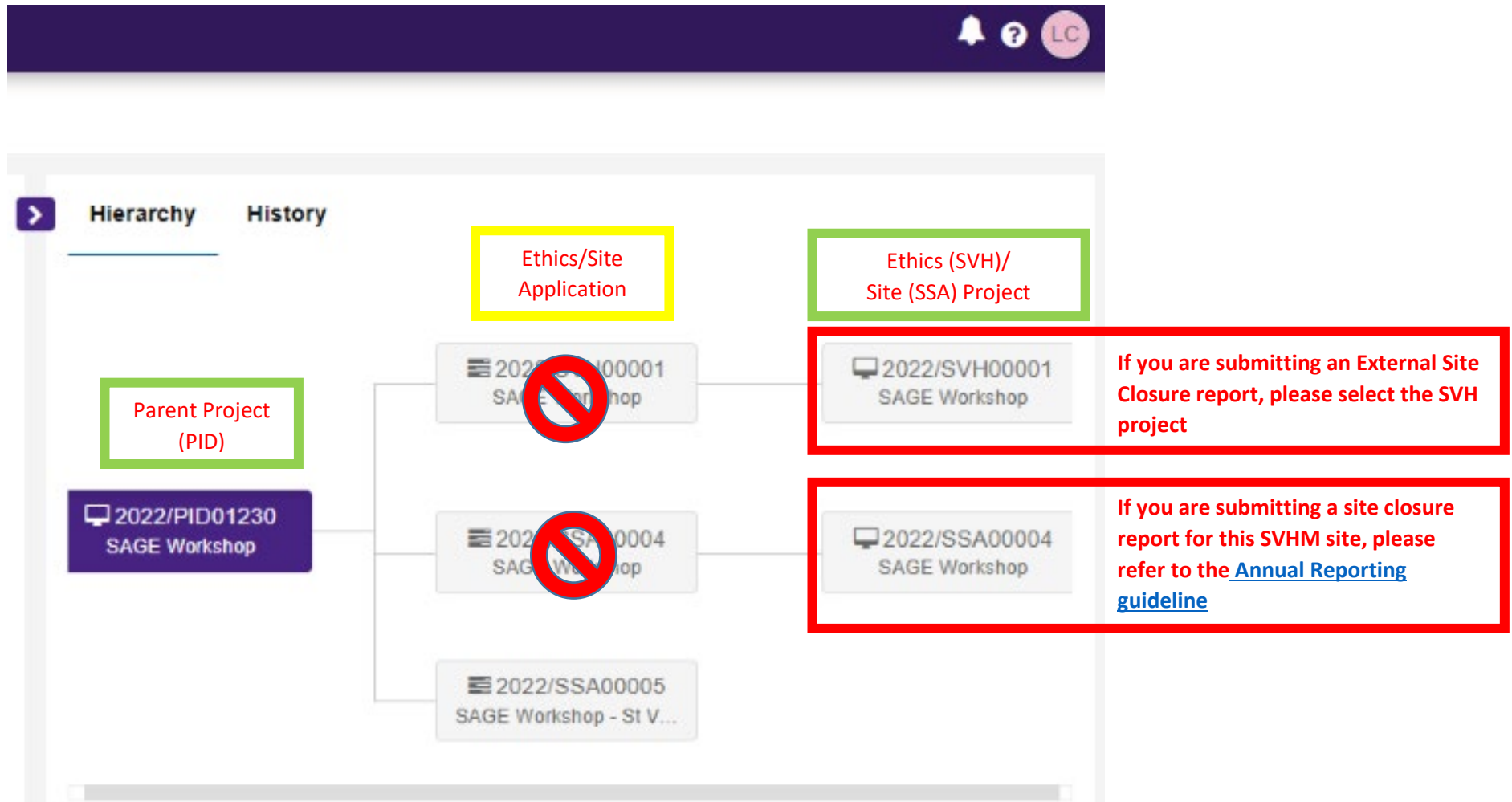
In order to submit an application (ethics and/or site-governance), you must first register the project - you can do that here by selecting the **+New Project** button at the top right.

[Export CSV](#)

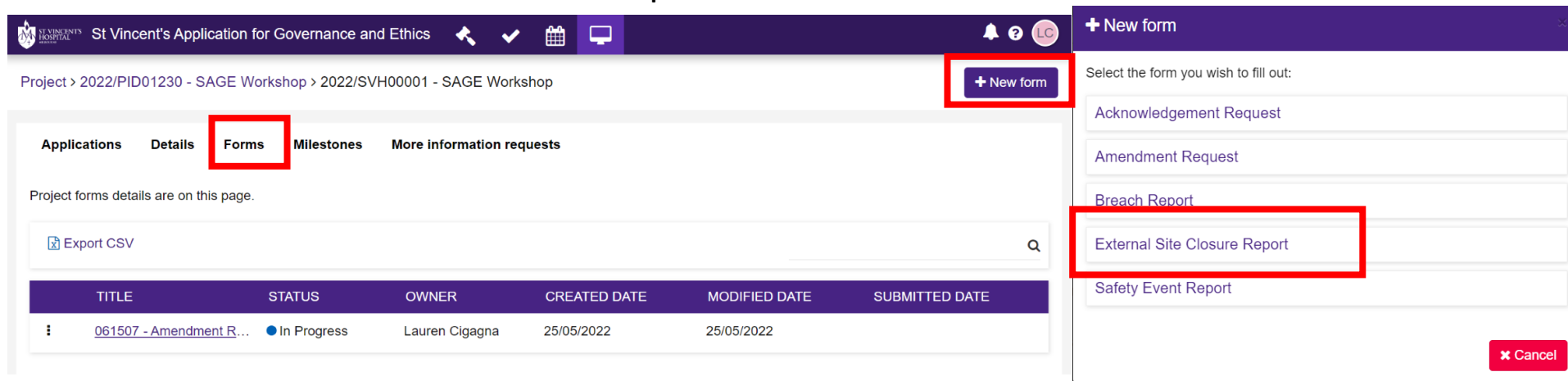
TITLE	IDENTIFIER	STATUS	ETHICS APPROVED	EXPIRY DATE	ORGANISATION
061504 - Project Registr...		In Progress			
061503 - Project Registr...		In Progress			
061500 - Project Registr...		In Progress			
061499 - Project Registr...		In Progress			
061497 - Project Registr...		In Progress			
061432 - Project Registr...		In Progress			
061423 - Project Registr...		In Progress			
061422 - Project Registr...		In Progress			
061421 - Project Registr...		In Progress			
061379 - Project Registr...		In Progress			

< Previous 1 2 3 4 Next >

3. Under 'Hierarchy' please select the SVH Project



4. Click '+New form' and then 'External Site Closure Report'.



The screenshot shows the SAGE application interface. The top navigation bar includes the St Vincent's Hospital logo, the text 'St Vincent's Application for Governance and Ethics', and navigation icons. Below the navigation bar, the breadcrumb trail reads 'Project > 2022/PID01230 - SAGE Workshop > 2022/SVH00001 - SAGE Workshop'. A '+ New form' button is highlighted with a red box. The main content area has tabs for 'Applications', 'Details', 'Forms', 'Milestones', and 'More information requests'. The 'Forms' tab is selected and highlighted with a red box. Below the tabs, there is a search bar with 'Export CSV' and a magnifying glass icon. A table lists project forms with columns for TITLE, STATUS, OWNER, CREATED DATE, MODIFIED DATE, and SUBMITTED DATE. The first row shows '061507 - Amendment R...' with a status of 'In Progress', owner 'Lauren Cigagna', and dates '25/05/2022'. A modal window titled '+ New form' is open on the right, showing a list of form types: Acknowledgement Request, Amendment Request, Breach Report, External Site Closure Report, and Safety Event Report. The 'External Site Closure Report' option is highlighted with a red box. A 'Cancel' button is visible at the bottom right of the modal.

TITLE	STATUS	OWNER	CREATED DATE	MODIFIED DATE	SUBMITTED DATE
061507 - Amendment R...	In Progress	Lauren Cigagna	25/05/2022	25/05/2022	

5. Select Site Status

Completed: Completion of a study or data analysis at this site.

Abandoned: The application has been approved/authorised, but it has been determined that the project will never commence.

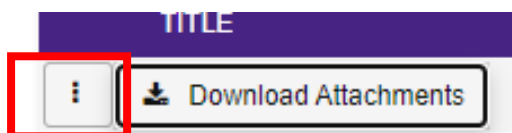
6. You have two options to complete the Site Closure report form

- Complete the SAGE form and submit it via SAGE, or
- Download a copy of the [word template](#), complete and submit it via SAGE.

7. Once completed, click the **'Submit'** button. The PI/CPI, Administration Contact and Reporter will automatically receive an email notification that the report has been submitted, and the RGU will be able to process it on SAGE.

8. After submitting the report

- You **DO NOT** need to send another email to the RGU for submitting a site closure report. However, if you do not receive a response from RGU within 10 business days, please follow up at svhm.ResearchAnnualR@svha.org.au
- To see your submitted Site Closure report form, click on the Option button and select download documents



- You may disseminate the attachments via email to sponsors or other parties.