

SAGE – How to Submit Applications using ERM forms

Ethics Submission on ERM is still required by Victorian Department of Health to meet reporting guidelines.

You may choose to complete the application forms on ERM OR on SAGE. However, SAGE will be used as the submission portal for ethics applications to SVHM HREC.

This guide provides a step-by-step instruction on how to submit your Ethics and Site applications using ERM form or the SAGE form.

Click onto each option below to find out how:

Submitting a New Ethics Application

- [Option 1: Completing HREA Form on ERM \(recommended\)](#)
- [Option 2: Completing HREA Form on SAGE](#)

Submitting a New Governance Application

- [Option 1: Completing SSA Form on ERM](#)
- [Option 2: Completing SSA Form on SAGE](#)

Submitting a New Ethics Application

Option 1: Completing HREA Form on ERM (recommended)

First logon to ERM

1. Select SVHM HREC and complete the form
Please note that document uploads are OPTIONAL unless stated otherwise on ERM
2. Request signature from CPI (e-Signature or Letter of Support)
3. Download a Copy of the completed HREA from ERM (.PDF) with CPI's signature

Then, logon to SAGE ([SAGE login instructions available here](#))

4. Register a new Project - see [Project Registration](#)
5. **In Part A:** Previous Ethics Application
 - i. Select **Yes** >
 - ii. select **ERM form** >
 - iii. Upload **PDF copy of HREA** from ERM



Part A: Previous Ethics Application

[← Previous](#)

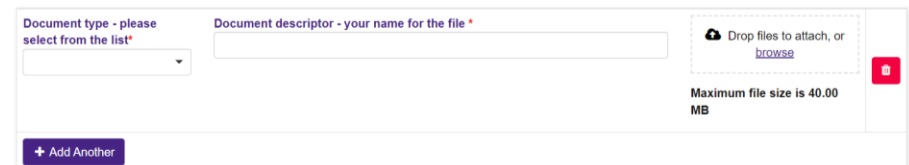
i. Do you have a completed ERM HREA form or an approved HREA?
 Yes No

ii. Please select *
 Submitted to SVHM HREC on ERM
 Submitted to non-SVHM HREC (must be accepted by SVHM)

Select **Yes** if you wish to upload the HREA form from ERM, or if you have an ethics approval by another HREC and you wish to submit an SSA to SVHM RGU.
 Select **No** if you wish to start a new HREA form on SAGE.

iii. Please upload pdf of ERM HREA application *
 Drop files to attach, or [browse](#)

6. **In Part F:** Submit all documents that are required for an Ethics application. See checklist [here](#).



Document type - please select from the list*

Document descriptor - your name for the file *

Drop files to attach, or [browse](#)

Maximum file size is 40.00 MB

[+ Add Another](#)

Once the project registration is complete, the HREA form and all study documents will be sent to the Research Office. You do not need to send us an email.

Please note that if you are submitting an ethics application and have not completed the SSA form at this submission stage, please reattach the HREA PDF copy on Part C. Once project registration is completed, the Ethics and Governance Application will be submitted to RGU.

Once you have received ethics approval and are ready to submit the SSA form, you can upload the completed SSA on SAGE – [instructions here](#).

Submitting a New Ethics Application

Option 2: Completing HREA Form on SAGE

First logon to SAGE

1. Register a new Project - see Project Registration
2. Previous Ethics Application: Select No

Part A: Previous Ethics Application

← Previous

Do you have a completed ERM HREA form or an approved HREA?

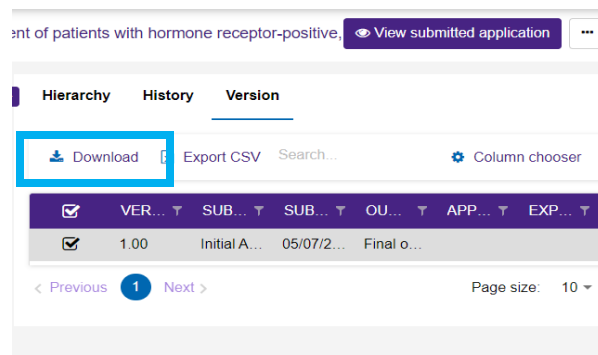
Yes No

Select **Yes** if you wish to upload the HREA form from ERM, or if you have an ethics approval by another HREC and you wish to submit an SSA to SVHM RGU.

Select **No** if you wish to start a new HREA form on SAGE.

← Previous

3. Site details: see SSA submission below for further details
4. Complete Project registration to generate an HREA form
5. Complete HREA, and attach all study documents for submission
6. Download a copy of submission



Then, logon to ERM

7. Upload the exported HREA (.XML) on ERM - [See how to export XML to ERM](#)

Name



2022_SVH00124_v1_00 - HREA_Export

Type

XML Document

Submitting a New Governance Application

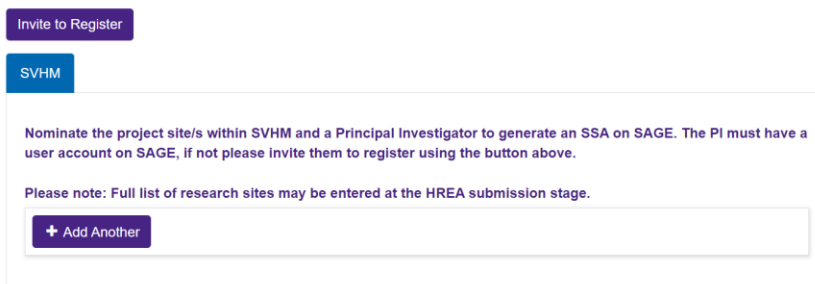
Option 1: Completing SSA Form on ERM

First logon to ERM

- Complete SSA form on ERM
Please note that document uploads are OPTIONAL unless stated otherwise on ERM
- Request signature from PI (e-Signature or Letter of Support)
- Download a Copy of the completed HREA from ERM (.PDF) with each Head of Department and PI's signature/letter of support

Then, to SAGE

- Register a new Project - see Project Registration
- On Part C.. nominate an SVHM site by selecting the "**Add Another**" button,



The screenshot shows a web interface with a purple button labeled 'Invite to Register' and a blue button labeled 'SVHM'. Below these is a text box containing the instruction: 'Nominate the project site/s within SVHM and a Principal Investigator to generate an SSA on SAGE. The PI must have a user account on SAGE, if not please invite them to register using the button above.' Below this text is a note: 'Please note: Full list of research sites may be entered at the HREA submission stage.' At the bottom of the text box is a purple button labeled '+ Add Another'.

- Then select "yes" to submitting an SSA form generated from ERM
Are you submitting an SSA form generated from ERM?*

- Yes
 No

Please upload the ERM SSA or reupload the HREA form if you do not have the SSA form ready. *

📁 Drop files to attach, or [browse](#)

Please note that if you are submitting an ethics application and have not completed the SSA form at this submission stage, please reattach the HREA PDF copy in this section. Once project registration is completed, the Ethics and Governance Application will be submitted to RGU.

Once you have received ethics approval and are ready to submit the SSA form, you can upload the completed SSA on SAGE – [instructions here](#).

Submitting a New Governance Application

Option 2: Completing SSA Form on SAGE

Login to SAGE

Register a new Project (if ethics approved by external HREC), or locate the project on SAGE

- *If ethics has been approved by other HREC, please remember to upload the final ethics approval letter.*
 - Site details: Please list **EACH** SVHM Site at Part C, if any
 - Has SVHM SSA been submitted on ERM: **No**
*Are you submitting an SSA form generated from ERM?**
 - Yes
 - No
 - Once the project registration is complete, an SSA form will be generated on SAGE.
 - At SSA completion
 - Each nominated Head of Department (including the supporting department) will automatically receive an email for digital signature request. If you cannot find the delegate HoD, please notify research.directorate@svha.org.au .
 - After each Head of Department has signed off, SAGE will automatically send signature request via email to the PI for the final sign-off, before RGU can process the SSA application.
- If you need to send the submission to the sponsor on ERM, login to ERM (optional)
- see [how to Export XML file from SAGE](#) and upload to ERM,.