



Australian Government

National Health and Medical Research Council

Human Research Ethics Application (HREA)

‘How to’ Guide

March 2018

Version 3.0

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1 Introduction

This 'how-to' guide contains step-by-step instructions on how to carry out all the key steps in using the HREA to prepare, finalise and submit an ethics application to a Human Research Ethics Committee, from creating your account to revising and re-submitting a previously submitted application.

It is recommended that, before using the HREA, you review the HREA Getting Started guide, available at <https://www.nhmrc.gov.au/health-ethics/human-research-ethics-application-hrea/hrea-support?> which outlines the fundamentals of the HREA. These include the principles behind the form, how to manage your applications, how to navigate the HREA and how to enter information.

There are also a series of 'how-to' videos that walk you through many of the activities in this document. These are available at <https://www.nhmrc.gov.au/health-ethics/human-research-ethics-application-hrea/hrea-support?>

If you have any questions please contact HREA help at help@hrea.gov.au or 1800 500 983 (international callers +61 2 6217 9451) Monday to Friday 09:00 a.m. to 05:00 p.m. AEST/AEDT, excluding public holidays and ACT public holidays.

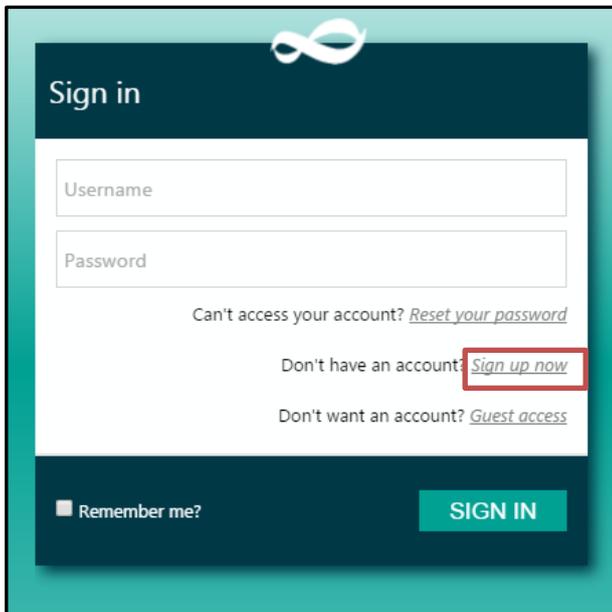
2 How-to guide

2.1 Creating and managing your HREA account

2.1.1 How to create a new account

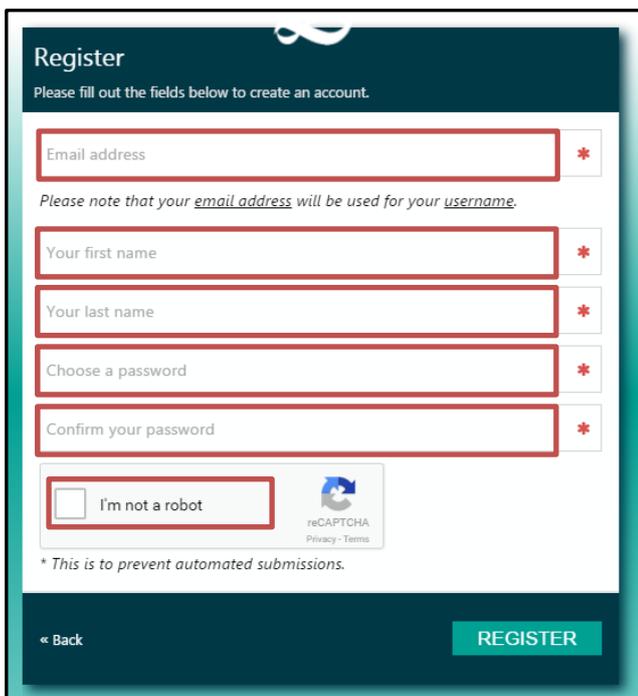
Navigate to <https://hrea.gov.au/> with a web browser and click the sign in button.

1. Select 'Sign up now' from the sign in page.



The screenshot shows the 'Sign in' page of the HREA website. At the top, there is a white infinity symbol logo. Below it, the text 'Sign in' is displayed. There are two input fields: 'Username' and 'Password'. Below the password field, there is a link: 'Can't access your account? [Reset your password](#)'. Below that, there is a link: 'Don't have an account? [Sign up now](#)'. Below that, there is a link: 'Don't want an account? [Guest access](#)'. At the bottom left, there is a checkbox labeled 'Remember me?'. At the bottom right, there is a green button labeled 'SIGN IN'.

2. Complete all the fields on this page. Note that the password must consist of at least 10 characters, comprising at least three of the four types of characters: lower case letter, upper case letter, number and symbol (e.g. \$%*!). The password box will turn green once the complexity requirements are met. Help on using the reCAPTCHA (a Google resource to prevent malicious software) is available here: <https://support.google.com/recaptcha/?hl=en>.



The screenshot shows the 'Register' page of the HREA website. At the top, there is a white infinity symbol logo. Below it, the text 'Register' is displayed. Below that, there is a sub-header: 'Please fill out the fields below to create an account.' There are five input fields, each with a red asterisk on the right: 'Email address', 'Your first name', 'Your last name', 'Choose a password', and 'Confirm your password'. Below the 'Email address' field, there is a note: 'Please note that your *email address* will be used for your *username*.' Below the input fields, there is a reCAPTCHA widget with the text 'I'm not a robot' and a checkbox. Below the reCAPTCHA widget, there is a note: '* This is to prevent automated submissions.' At the bottom left, there is a link: '<< Back'. At the bottom right, there is a green button labeled 'REGISTER'.

3. Click the 'Register' button

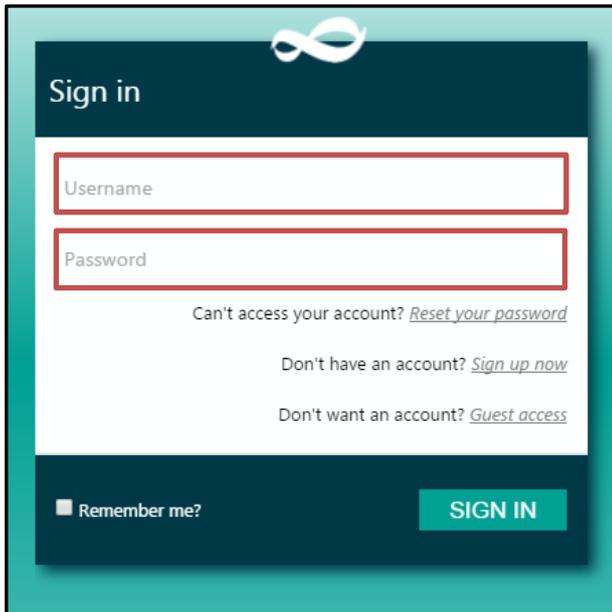
The image shows a registration form with a dark teal header. The title 'Register' is in white. Below the title, a subtitle reads 'Please fill out the fields below to create an account.' The form contains five input fields, each with a red asterisk on the right: 'Email address', 'Your first name', 'Your last name', 'Choose a password', and 'Confirm your password'. A note below the first field states: 'Please note that your *email address* will be used for your *username*.' Below the password fields is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and the reCAPTCHA logo. A note below the reCAPTCHA section reads: '* This is to prevent automated submissions.' At the bottom left is a '< Back' link, and at the bottom right is a teal 'REGISTER' button with a red border.

4. You will receive an email confirming your registration with a web link included. Click on this web link to activate your account. If you don't receive an email within 5 minutes, please check your spam/junk email folder. If the activation email is not there, please reset your password following the instructions below.

2.1.2 How to sign in with your registered account

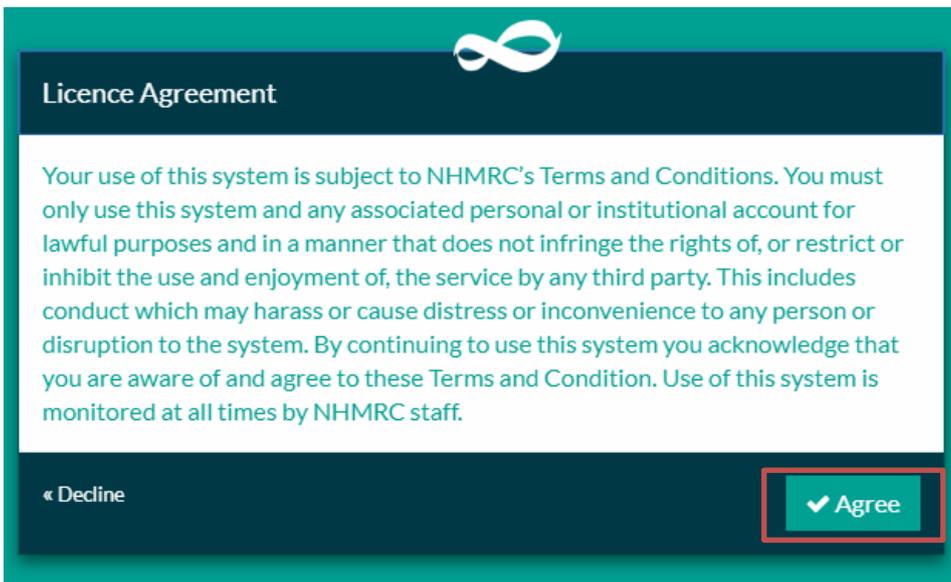
Navigate to <https://hrea.gov.au/> with a web browser and click the sign in button.

1. Enter your username (the email address used for registration) and password on the sign in page then select 'Sign in'.



The screenshot shows the 'Sign in' page of the HREA system. At the top, there is a white infinity symbol logo on a dark teal background. Below the logo, the text 'Sign in' is displayed. There are two input fields: 'Username' and 'Password', both outlined in red. Below the password field, there are three links: 'Can't access your account? [Reset your password](#)', 'Don't have an account? [Sign up now](#)', and 'Don't want an account? [Guest access](#)'. At the bottom left, there is a checkbox labeled 'Remember me?'. At the bottom right, there is a teal button labeled 'SIGN IN'.

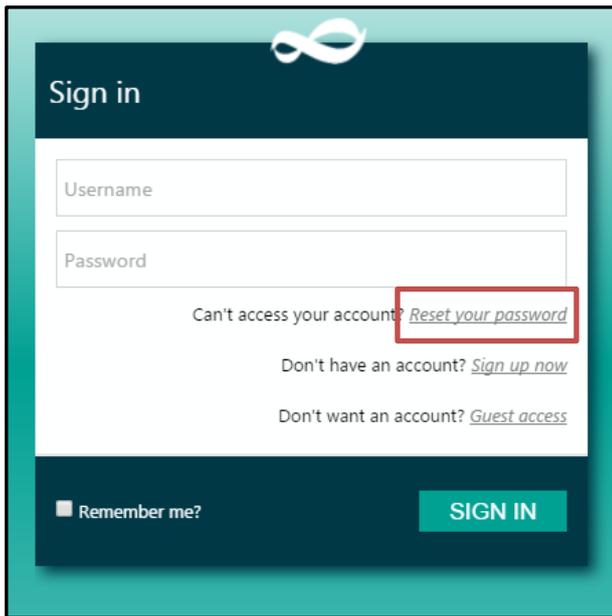
2. Click 'Agree' to accept the licence agreement and enter the HREA.



The screenshot shows the 'Licence Agreement' page of the HREA system. At the top, there is a white infinity symbol logo on a dark teal background. Below the logo, the text 'Licence Agreement' is displayed. The main content area contains the following text: 'Your use of this system is subject to NHMRC's Terms and Conditions. You must only use this system and any associated personal or institutional account for lawful purposes and in a manner that does not infringe the rights of, or restrict or inhibit the use and enjoyment of, the service by any third party. This includes conduct which may harass or cause distress or inconvenience to any person or disruption to the system. By continuing to use this system you acknowledge that you are aware of and agree to these Terms and Condition. Use of this system is monitored at all times by NHMRC staff.' At the bottom left, there is a link labeled '« Decline'. At the bottom right, there is a teal button labeled '✓ Agree', which is outlined in red.

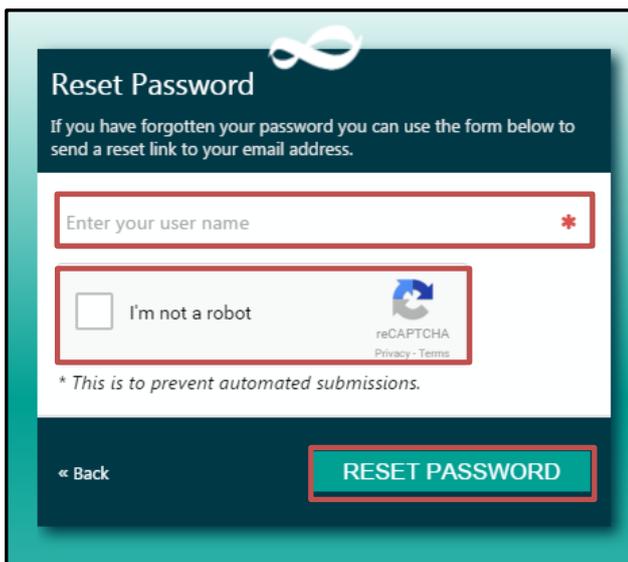
2.1.3 How to reset a forgotten password

1. Select 'Reset your password' from the sign in page.



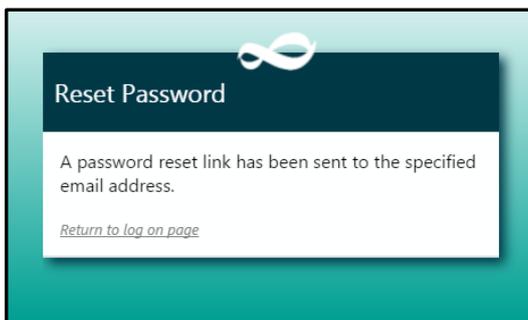
The screenshot shows a 'Sign in' form with a dark teal header and a white body. The form includes a 'Username' field, a 'Password' field, and a 'Remember me?' checkbox. Below the password field, there are three links: 'Reset your password' (highlighted with a red box), 'Sign up now', and 'Guest access'. A teal 'SIGN IN' button is at the bottom right.

2. Enter your username (the email address used for registration), complete the reCAPTCHA test and select 'reset password'.



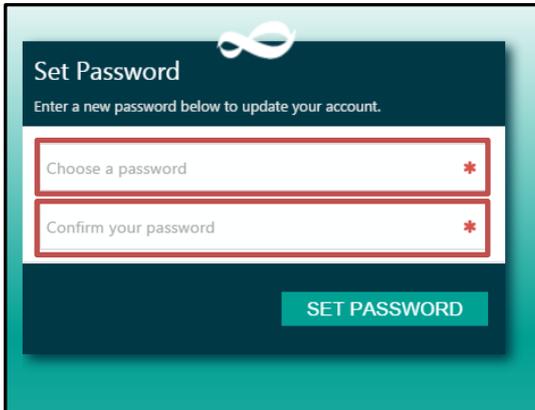
The screenshot shows a 'Reset Password' form with a dark teal header and a white body. The form includes a text input field for 'Enter your user name' (highlighted with a red box), a reCAPTCHA widget (highlighted with a red box), and a teal 'RESET PASSWORD' button (highlighted with a red box). A 'Back' link is at the bottom left. A note below the reCAPTCHA widget states: '* This is to prevent automated submissions.'

3. An email will be sent to the specified email address containing a link to reset the password.



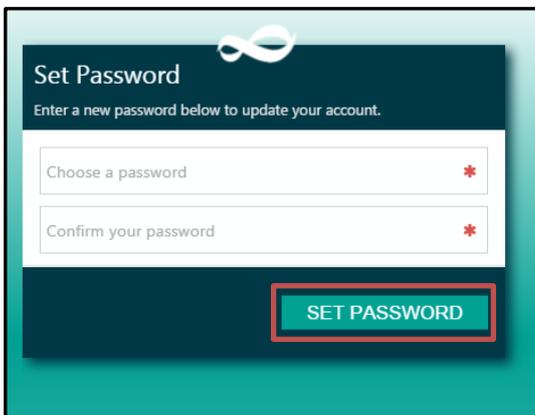
The screenshot shows a confirmation message on a dark teal background. The message reads: 'Reset Password' followed by 'A password reset link has been sent to the specified email address.' and a link 'Return to log on page'.

4. Open the email and click on the reset password link (or paste the URL into your web browser).
5. Type in a new password. Note that the password must consist of at least 10 characters, comprising at least three of the four types of characters: lower case letter, upper case letter, number and symbol. The password box will turn green once the complexity requirements are met.



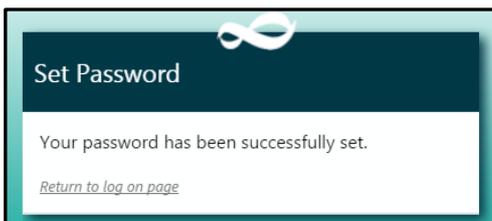
The screenshot shows a 'Set Password' form with a dark teal header and a white body. The header contains the title 'Set Password' and a logo. Below the header, there is a sub-header 'Enter a new password below to update your account.' followed by two input fields: 'Choose a password' and 'Confirm your password', each with a red asterisk icon. At the bottom right, a teal button labeled 'SET PASSWORD' is highlighted with a red border.

6. Click on 'Set password'.



This screenshot is identical to the previous one, showing the 'Set Password' form. The 'SET PASSWORD' button is highlighted with a red border, indicating it has been clicked.

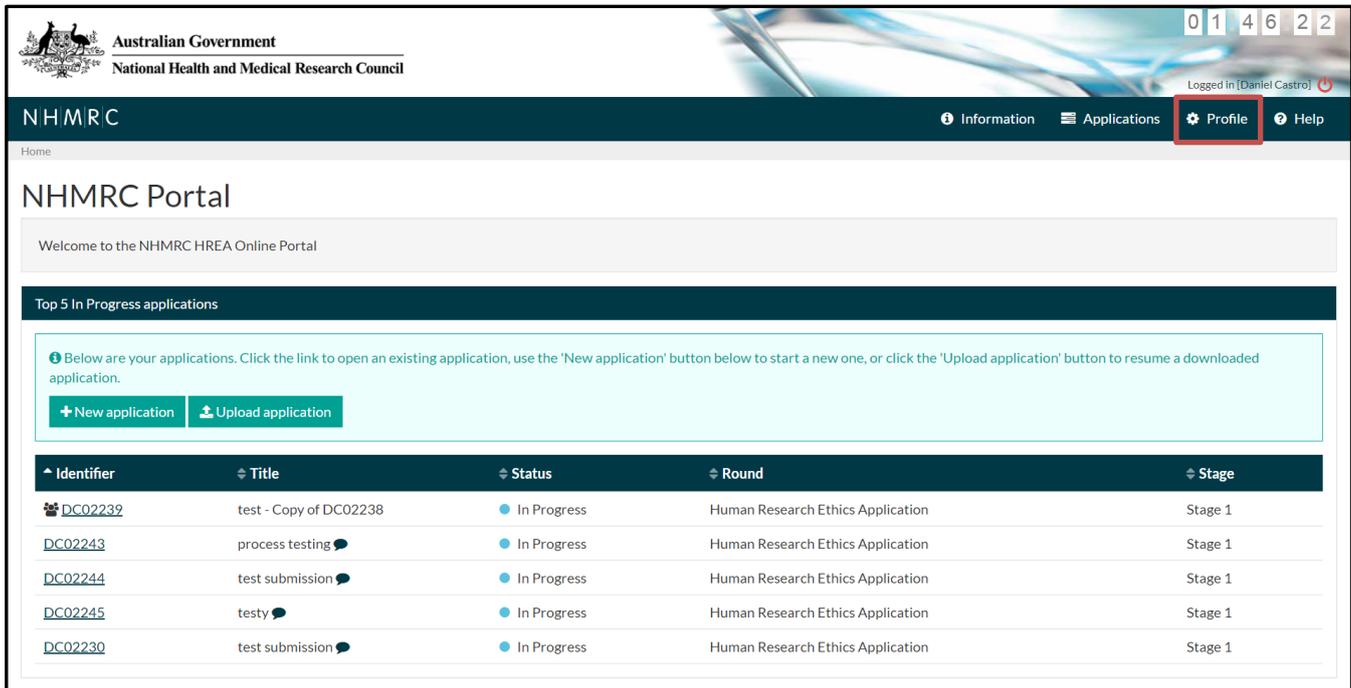
7. If you have successfully reset your password you will see the below notification.



The screenshot shows a success notification on the 'Set Password' page. The header is dark teal with the title 'Set Password' and a logo. The main content area is white and contains the message 'Your password has been successfully set.' followed by a link 'Return to log on page'.

2.1.4 How to manage your profile

1. Sign in to the HREA with your registered account.
2. Select the 'Profile' button on the HREA front page.



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National Health and Medical Research Council

0 1 4 6 2 2
Logged in [Daniel Castro]

NHMRC Information Applications **Profile** Help

Home

NHMRC Portal

Welcome to the NHMRC HREA Online Portal

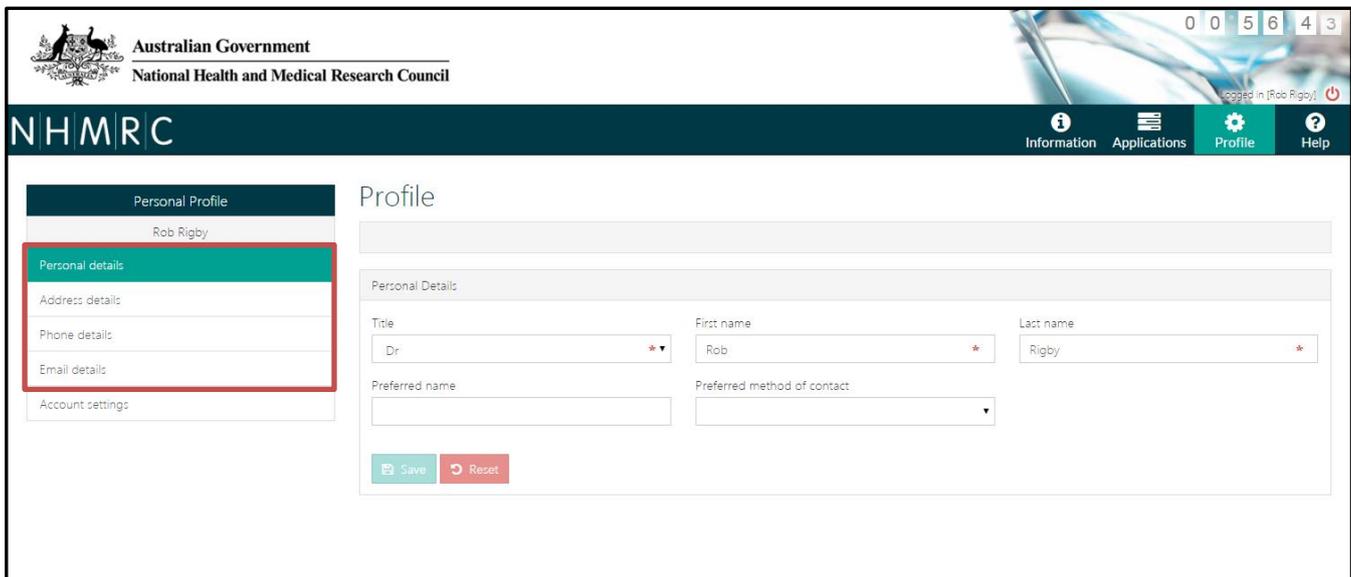
Top 5 In Progress applications

Below are your applications. Click the link to open an existing application, use the 'New application' button below to start a new one, or click the 'Upload application' button to resume a downloaded application.

+ New application Upload application

Identifier	Title	Status	Round	Stage
DC02239	test - Copy of DC02238	In Progress	Human Research Ethics Application	Stage 1
DC02243	process testing	In Progress	Human Research Ethics Application	Stage 1
DC02244	test submission	In Progress	Human Research Ethics Application	Stage 1
DC02245	testy	In Progress	Human Research Ethics Application	Stage 1
DC02230	test submission	In Progress	Human Research Ethics Application	Stage 1

3. Select the profile component to modify from the left hand menu. The options are Personal details, Address details, Phone details and Email details.



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0 0 5 6 4 3
Logged in [Rob Rigby]

NHMRC Information Applications Profile Help

Profile

Personal Profile
Rob Rigby

- Personal details**
- Address details
- Phone details
- Email details
- Account settings

Personal Details

Title: Dr * First name: Rob * Last name: Rigby *

Preferred name: Preferred method of contact:

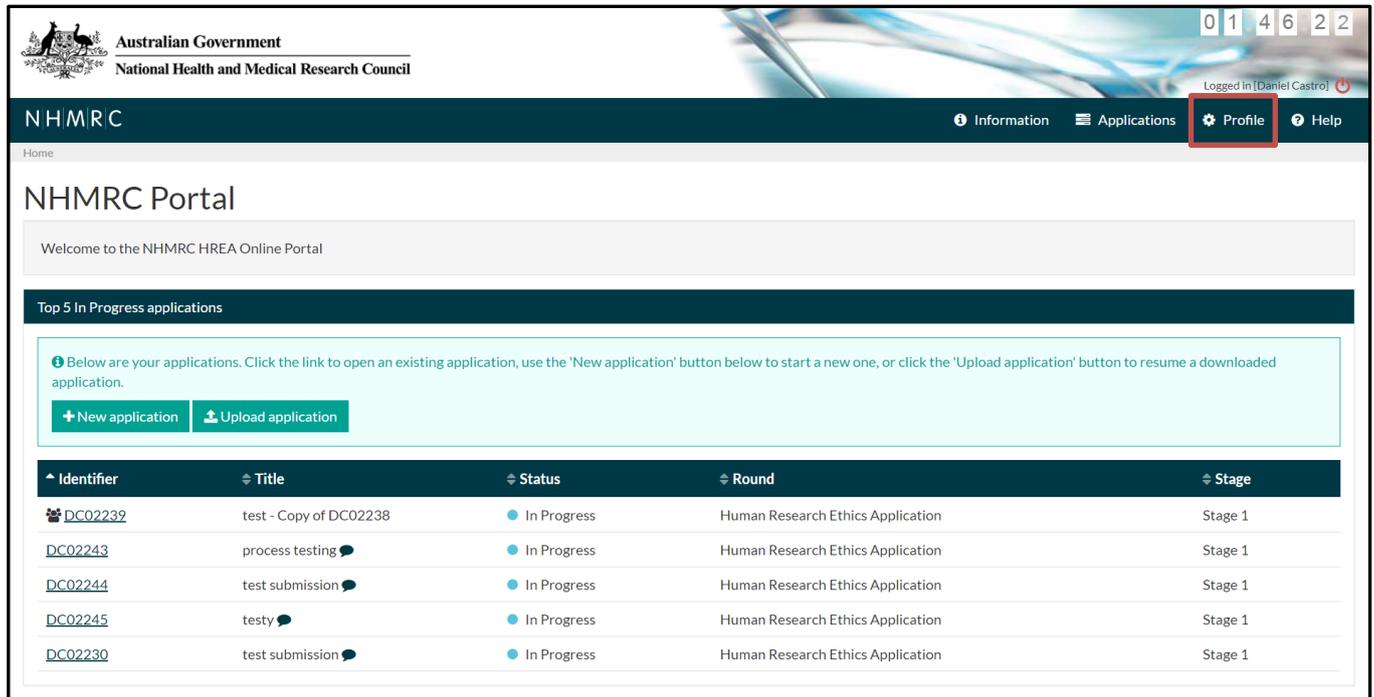
Save Reset

4. Amend details and select 'Save'

The screenshot shows the NHMRC Personal Profile page. At the top left is the Australian Government logo and the text "Australian Government National Health and Medical Research Council". At the top right is a clock showing "00:54:53" and a user status "logged in [Rob Rigby]". Below the header is a dark green navigation bar with "NHMRC" on the left and "Information", "Applications", "Profile", and "Help" on the right. The main content area has a left sidebar with "Personal Profile" and "Rob Rigby" at the top, and a list of menu items: "Personal details", "Address details", "Phone details", "Email details", and "Account settings". The "Personal details" menu item is highlighted. The main content area is titled "Profile" and contains a "Personal Details" form. The form has four fields: "Title" (with a dropdown menu showing "Dr"), "First name" (with the text "Robert" and a green checkmark), "Last name" (with the text "Rigby"), and "Preferred name" (with an empty text box). Below the "Preferred name" field is a "Preferred method of contact" dropdown menu. At the bottom of the form are two buttons: "Save" (with a floppy disk icon) and "Reset" (with a circular arrow icon). Both the "Save" button and the "First name" field are highlighted with red boxes.

2.1.5 How to change your username

1. Sign in with your registered account.
2. Select 'Profile' button on HREA front page.



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NHMRC

Information Applications **Profile** Help

Home

NHMRC Portal

Welcome to the NHMRC HREA Online Portal

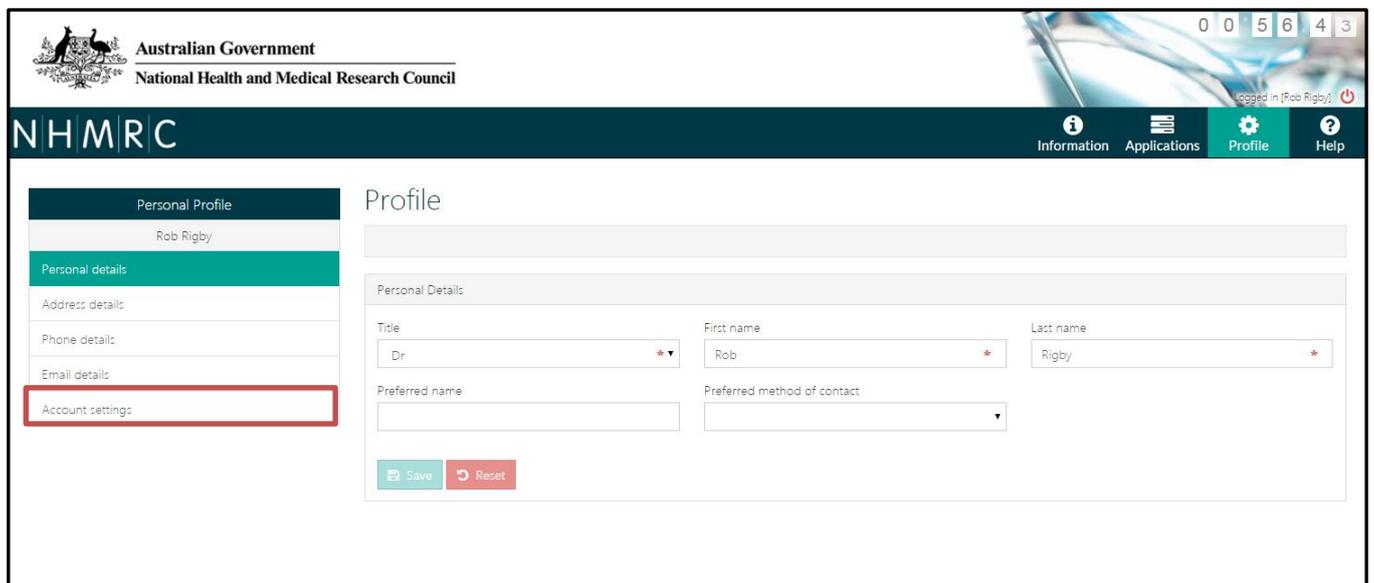
Top 5 In Progress applications

Below are your applications. Click the link to open an existing application, use the 'New application' button below to start a new one, or click the 'Upload application' button to resume a downloaded application.

[+ New application](#) [Upload application](#)

Identifier	Title	Status	Round	Stage
DC02239	test - Copy of DC02238	In Progress	Human Research Ethics Application	Stage 1
DC02243	process testing	In Progress	Human Research Ethics Application	Stage 1
DC02244	test submission	In Progress	Human Research Ethics Application	Stage 1
DC02245	testy	In Progress	Human Research Ethics Application	Stage 1
DC02230	test submission	In Progress	Human Research Ethics Application	Stage 1

3. Select 'Account settings'.



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NHMRC

Information Applications **Profile** Help

Logged in (Rob Rigby)

Profile

Personal Profile
Rob Rigby

Personal details

Address details

Phone details

Email details

Account settings

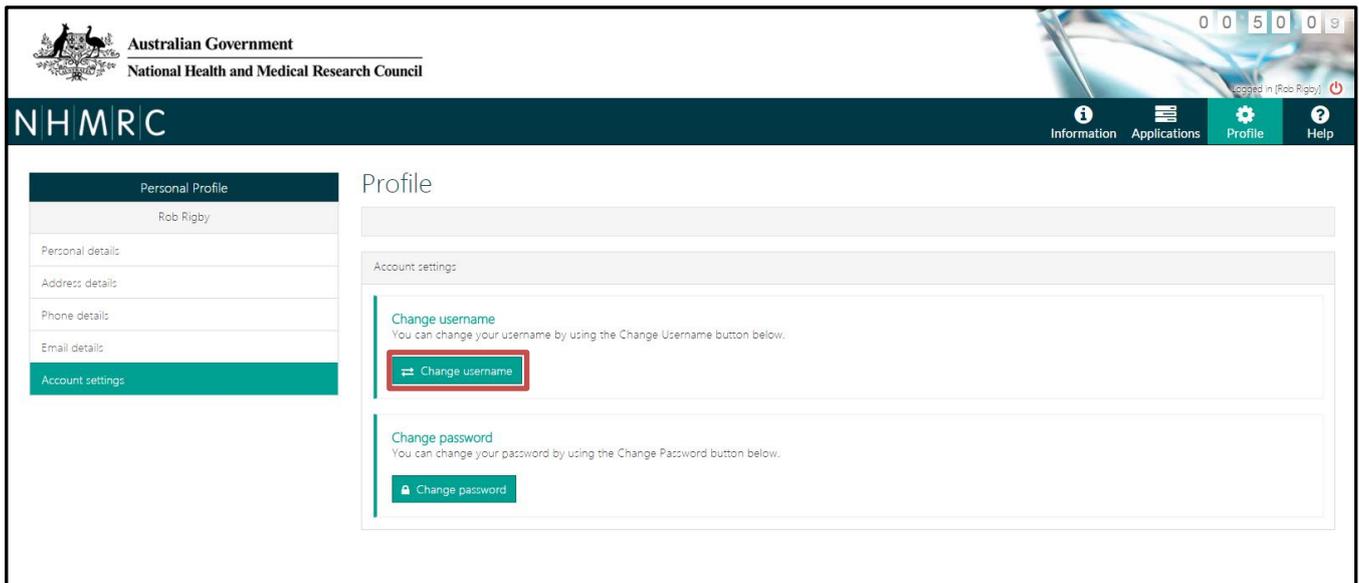
Personal Details

Title: Dr * First name: Rob * Last name: Rigby *

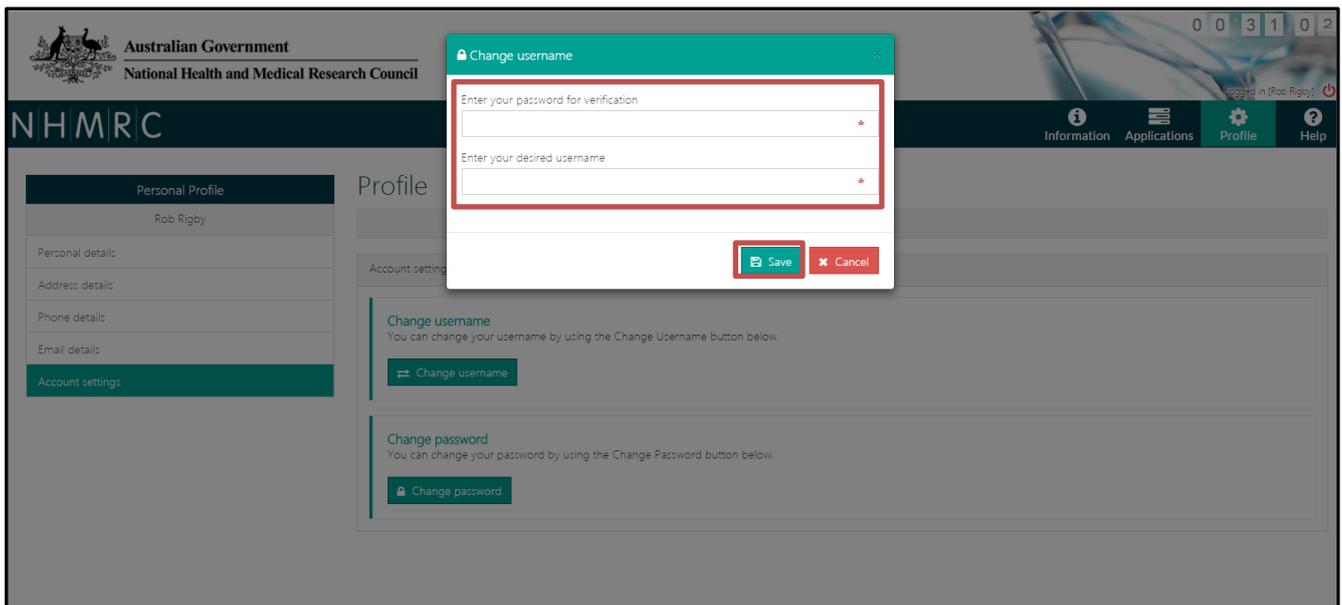
Preferred name: Preferred method of contact:

[Save](#) [Reset](#)

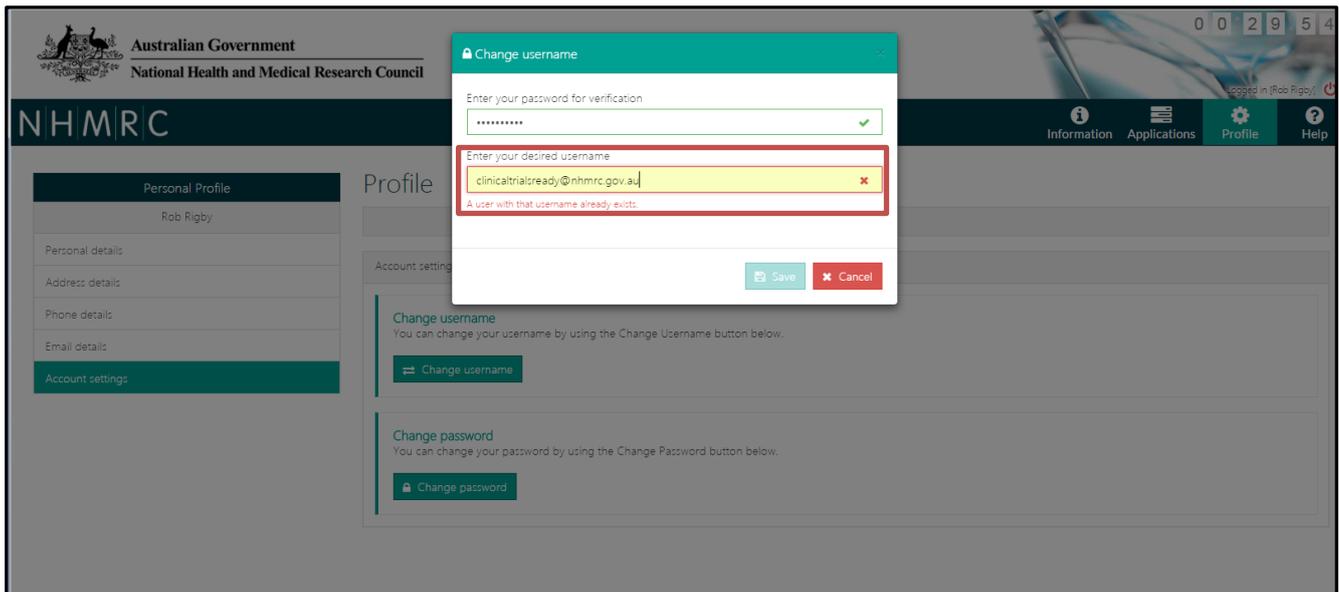
4. Select 'Change username'.



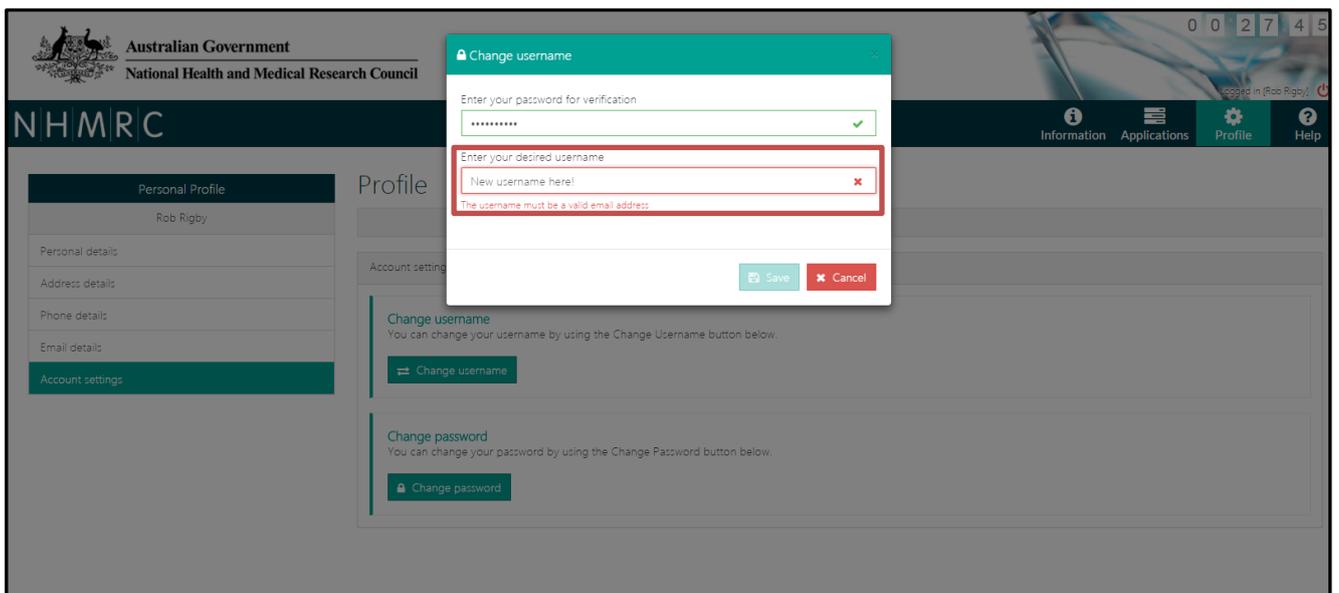
5. Enter your password and the new username and select 'save'. Note that the username must be an active email address. Do not leave the HREA after clicking 'save'.



You will be informed if the new email address has an existing account associated with it.

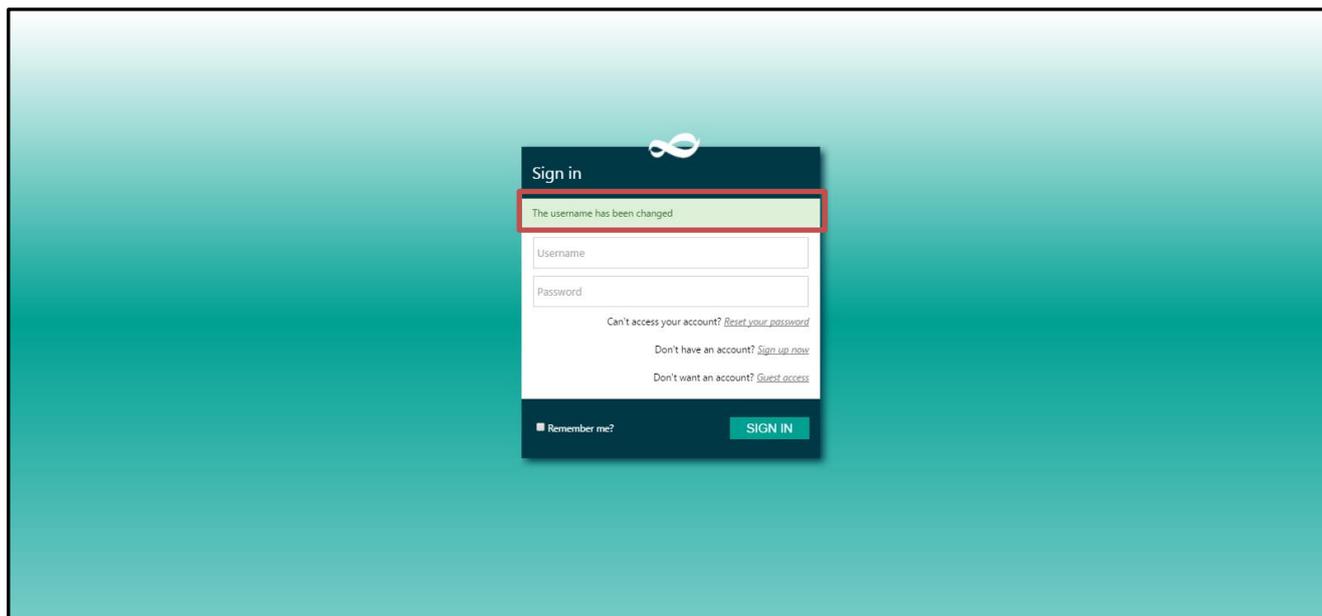


You will also be informed if the new username is not in the correct format.

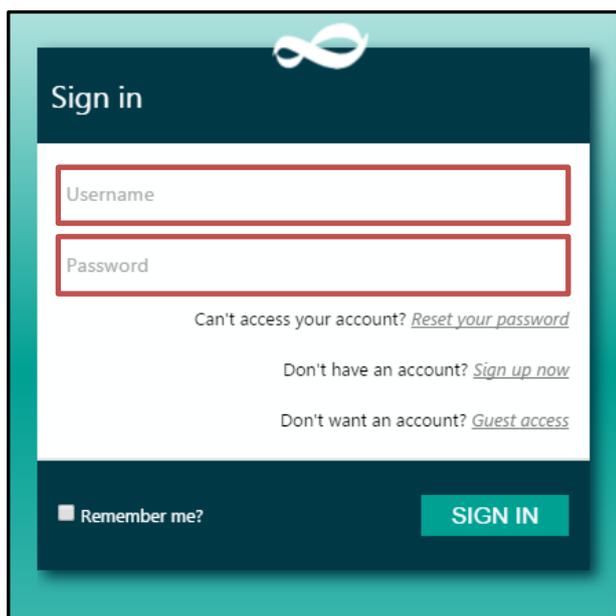


6. An email will be sent to the original email address with a web link for you to verify the change to the username.

7. The change to the username will be verified on-screen.



8. Enter the new username and password to confirm the change has occurred.



9. To make sure that emails are now sent to your new username, select the 'Profile' button on the HREA front page.

The screenshot shows the NHMRC Portal home page. At the top left is the Australian Government logo and the text 'Australian Government National Health and Medical Research Council'. The NHMRC logo is prominently displayed. On the right, there is a navigation bar with 'Information', 'Applications', 'Profile', and 'Help'. The 'Profile' button is highlighted with a red box. Below the navigation bar, the page title is 'NHMRC Portal'. A section titled 'Top 5 in progress applications' contains a list of applications with columns for 'Application identifier', 'Title', and 'Status'. The applications listed are CR00217, BR00167, BR00168, and BR00221, all with a status of 'In Progress'.

10. Select 'email details'.

The screenshot shows the NHMRC Profile page. The left sidebar contains a list of profile options: 'Personal Profile', 'Daniel Castro', 'Personal Details', 'Address Details', 'Phone Details', 'Email Details', and 'Account Settings'. The 'Email Details' option is highlighted with a red box. The main content area is titled 'Profile' and includes a sub-section for 'Email Details'. It contains a message: 'To add a new email address click the button below.' followed by a '+ Add new email address' button. Below this, there is a 'Show 10 entries' dropdown and a search box. A table with one entry is shown, with columns for 'Preferred' and 'Email address'. The entry is checked under 'Preferred'. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' navigation buttons.

11. Select 'Add new email address'.

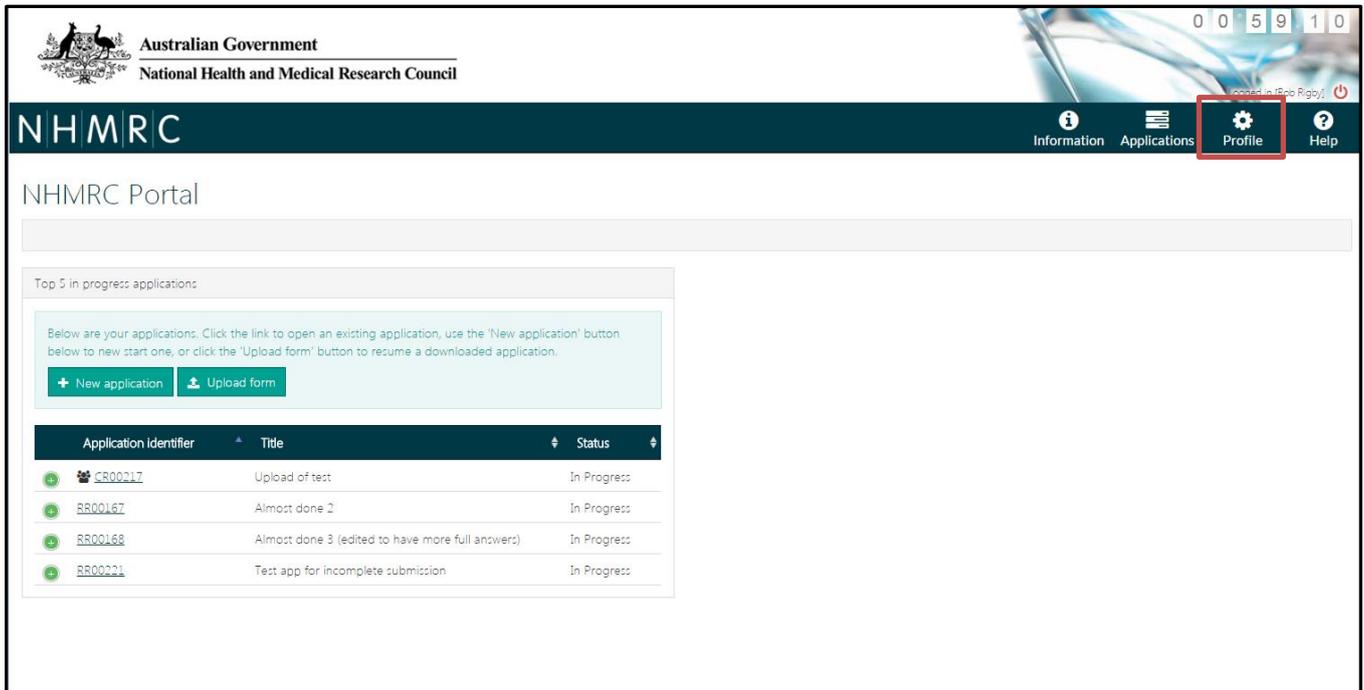
The screenshot shows the NHMRC Profile page. The user is logged in as Daniel Castro. The left sidebar contains a 'Personal Profile' menu with options: Daniel Castro, Personal Details, Address Details, Phone Details, Email Details (highlighted), and Account Settings. The main content area is titled 'Profile' and includes a sub-section 'Email Details'. A light blue box contains the instruction: 'To add a new email address click the button below.' Below this, a red-bordered button labeled '+ Add new email address' is highlighted. Below the button, there is a 'Show 10 entries' dropdown and a search field. A table header shows 'Preferred' and 'Email address'. Below the header, a single entry is visible with a checkmark in the 'Preferred' column. At the bottom, it says 'Showing 1 to 1 of 1 entries' and navigation links for 'Previous', '1', and 'Next'.

12. Enter the new email address (your new username), tick 'preferred' and select 'save'.

The screenshot shows the NHMRC Profile page with the 'Add new email address' form filled out. The 'Email' field contains 'help@hrea.gov.au' and has a green checkmark. The 'Preferred' checkbox is checked. Below the form are 'Save' and 'Cancel' buttons. The rest of the page layout is identical to the previous screenshot, showing the 'Email Details' section and the table with one entry.

2.1.6 How to change your password

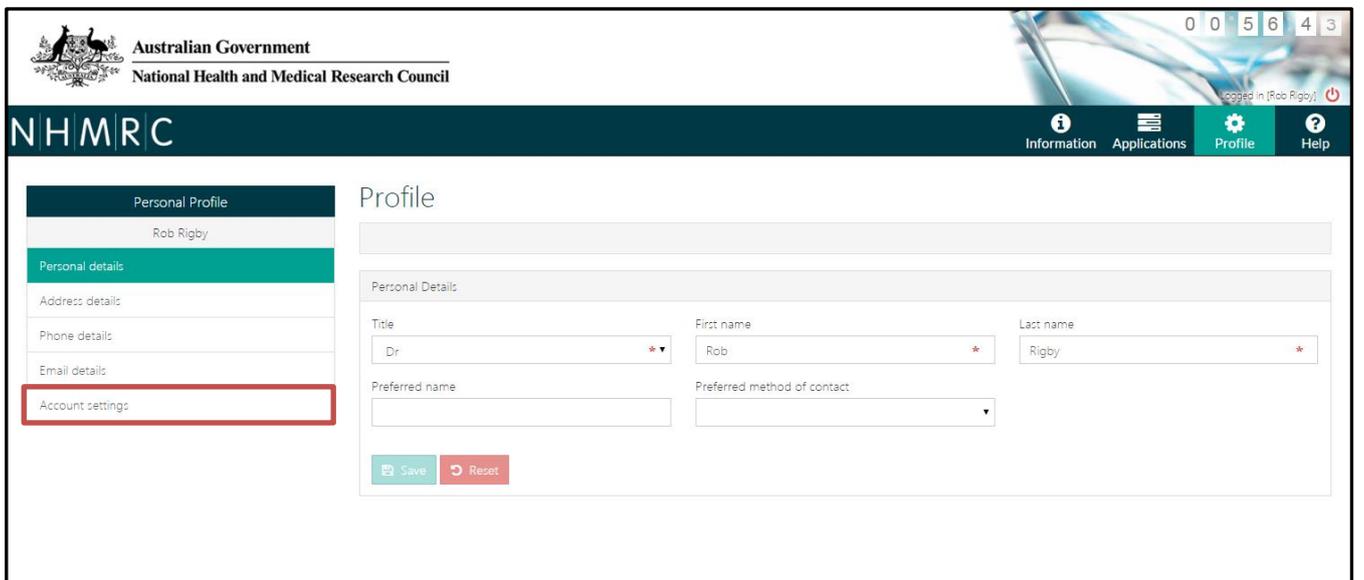
1. Sign in with your registered account.
2. Select 'Profile' button on HREA front page.



The screenshot shows the NHMRC Portal home page. At the top left is the Australian Government logo and the text "Australian Government National Health and Medical Research Council". The top right shows a date "005910" and a user name "logged in [Rob Rigby]". The main navigation bar contains "Information", "Applications", "Profile" (highlighted with a red box), and "Help". Below the navigation bar is the "NHMRC Portal" heading. A section titled "Top 5 in progress applications" contains a message: "Below are your applications. Click the link to open an existing application, use the 'New application' button below to new start one, or click the 'Upload form' button to resume a downloaded application." Below this message are two buttons: "+ New application" and "Upload form". A table lists the top 5 applications:

Application Identifier	Title	Status
BR00217	Upload of test	In Progress
BR00167	Almost done 2	In Progress
BR00168	Almost done 3 (edited to have more full answers)	In Progress
BR00221	Test app for incomplete submission	In Progress

3. Select 'Account settings'.

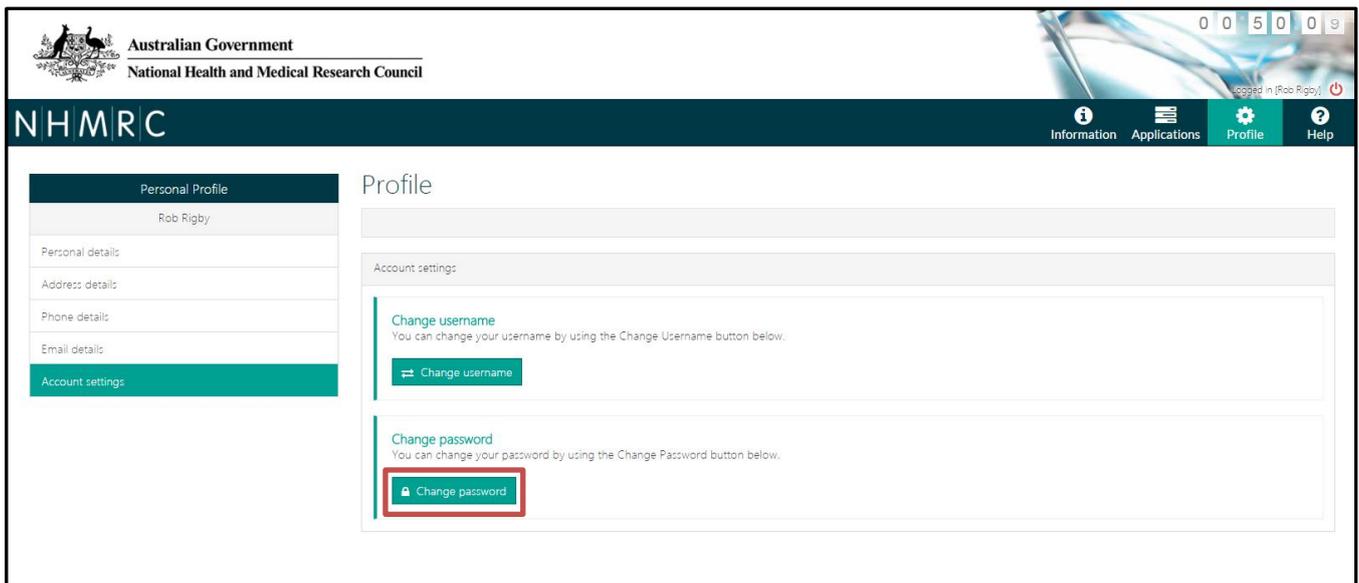


The screenshot shows the NHMRC Profile page. The top navigation bar is the same as in the previous screenshot, with "Profile" selected. The left sidebar shows a "Personal Profile" section with the name "Rob Rigby" and a list of links: "Personal details", "Address details", "Phone details", "Email details", and "Account settings" (highlighted with a red box). The main content area is titled "Profile" and contains a "Personal Details" form with the following fields:

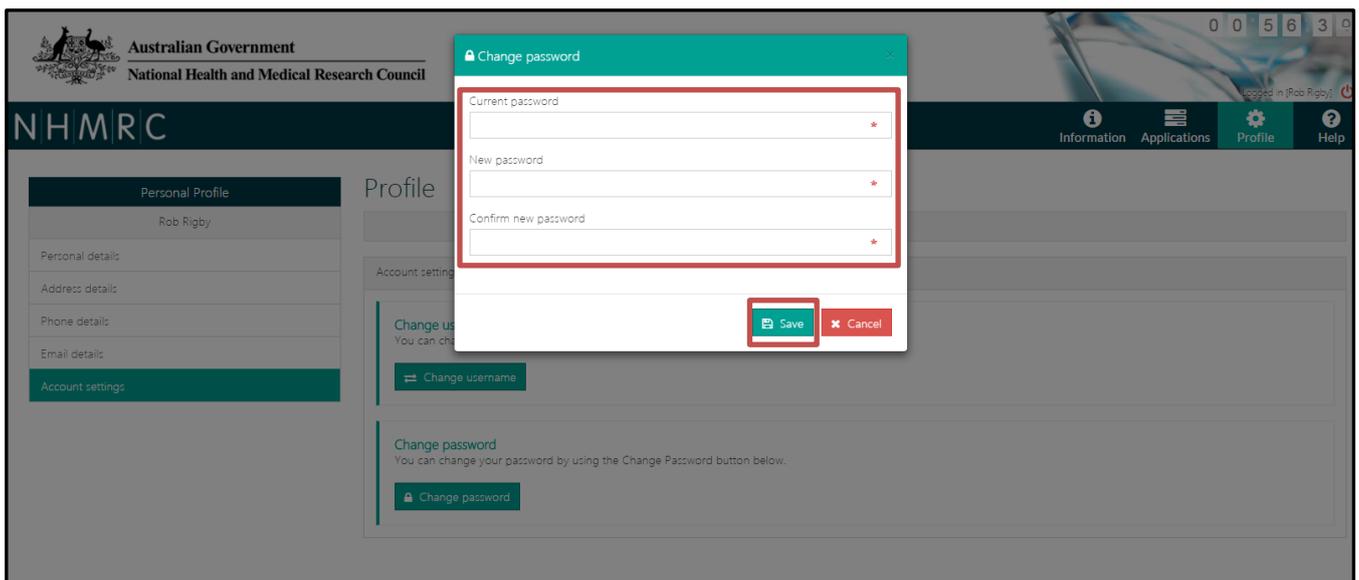
- Title: Dr
- First name: Rob
- Last name: Rigby
- Preferred name: (empty)
- Preferred method of contact: (dropdown menu)

At the bottom of the form are "Save" and "Reset" buttons.

4. Select 'Change password'.



5. Enter the current password and the new password and select 'save'. Note that the password must consist of at least 10 characters, comprising at least three of the four types of characters: lower case letter, upper case letter, number and symbol. The password box will turn green once the complexity requirements are met.

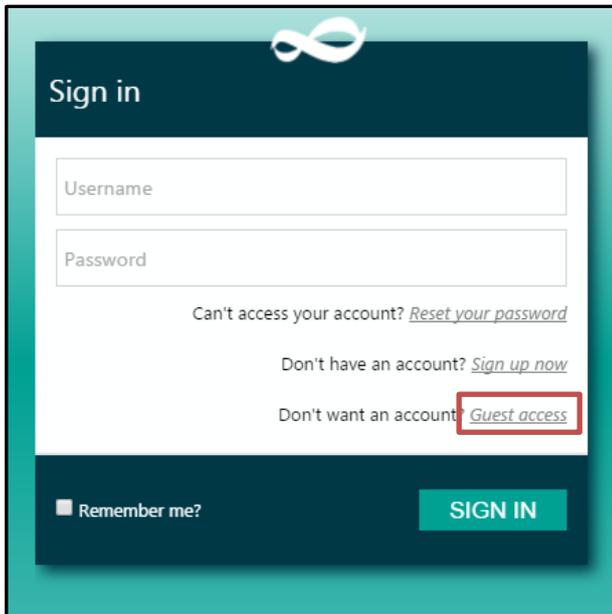


6. The change to the password will be confirmed.

2.1.7 How to access the HREA as a Guest

Navigate to www.hrea.gov.au with a web browser and click the sign in button.

1. Select 'Guest Access'.



Sign in

Username

Password

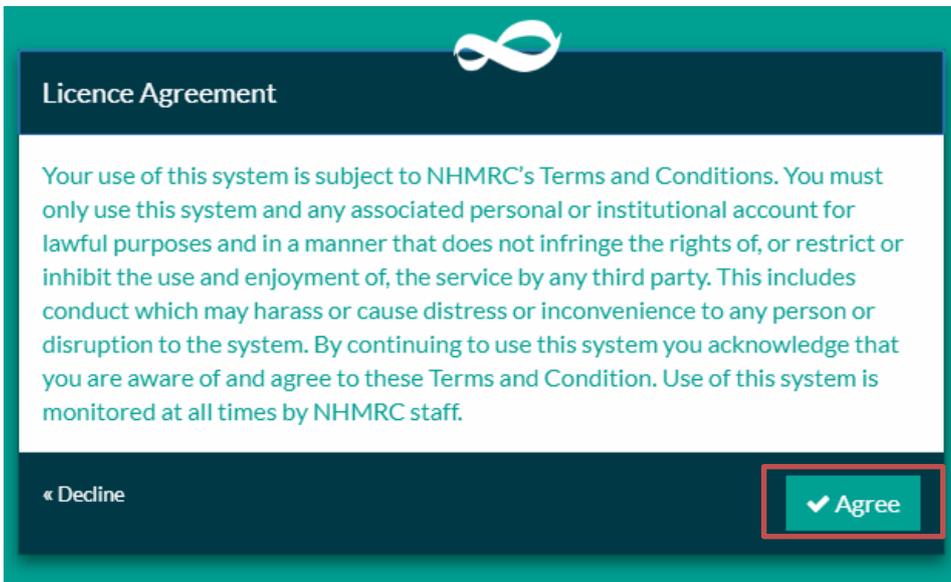
Can't access your account? [Reset your password](#)

Don't have an account? [Sign up now](#)

Don't want an account? [Guest access](#)

Remember me?

2. Click 'Agree' to accept the licence agreement and enter the HREA.



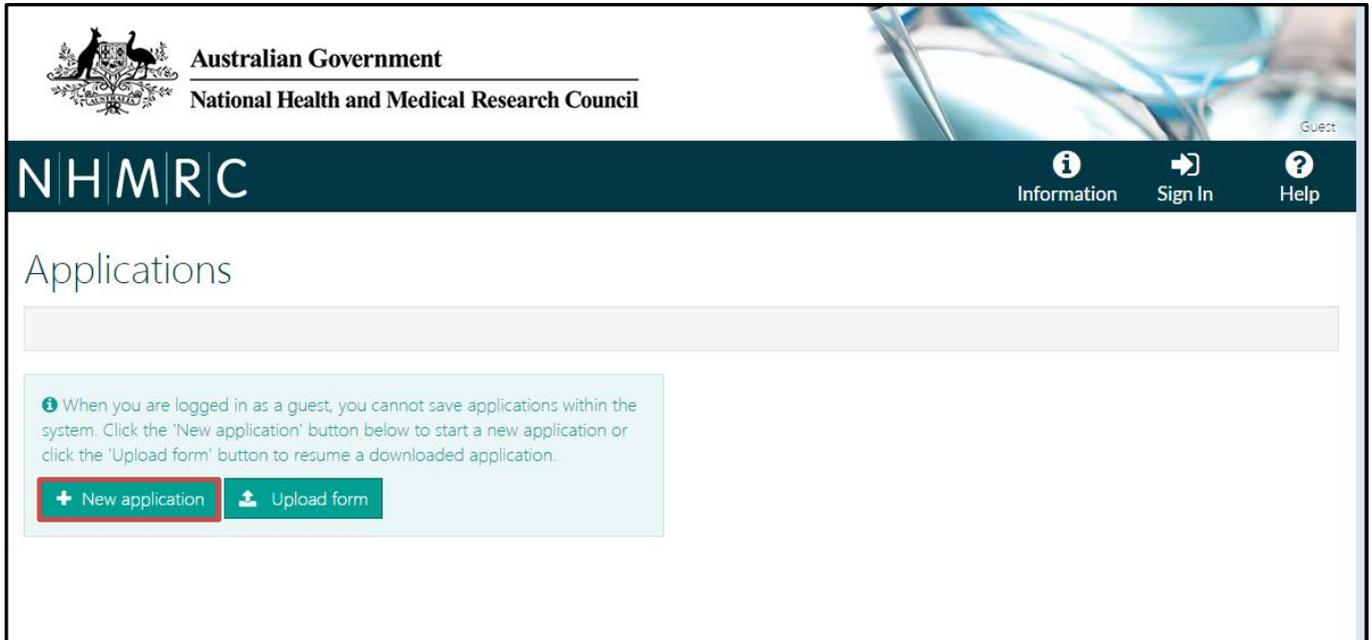
Licence Agreement

Your use of this system is subject to NHMRC's Terms and Conditions. You must only use this system and any associated personal or institutional account for lawful purposes and in a manner that does not infringe the rights of, or restrict or inhibit the use and enjoyment of, the service by any third party. This includes conduct which may harass or cause distress or inconvenience to any person or disruption to the system. By continuing to use this system you acknowledge that you are aware of and agree to these Terms and Condition. Use of this system is monitored at all times by NHMRC staff.

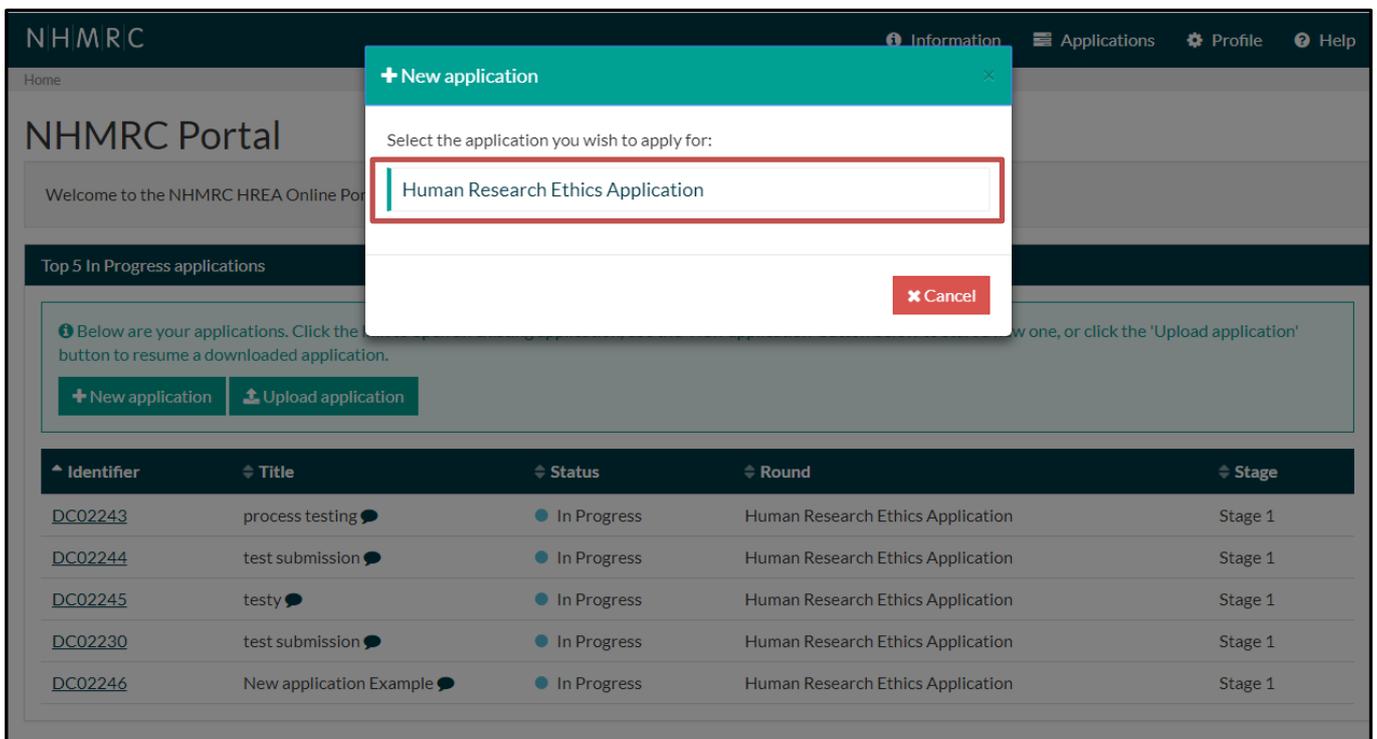
2.2 Creating your ethics application

2.2.1 How to start a new application

1. Log in to the HREA as a registered user (recommended) or as a guest.
2. Select the 'New application' button



3. Select 'Human Research Ethics Application'



4. Enter an Application title and any comments you want to include and click 'Done'. **Caution:** Please avoid using apostrophes in your application title.

...conducted using facilities and resources appropriate for the research .

• It is expected that adequate resources will be available for this research project. Resources may include: financial resources, human resources, equipment, facilities and in-kind support.

• Consult with your institution's ethics or research office for further advice.

3) All research projects should be considered and adhered to the HREC's ethical standards. You should be consulted prior to completing this application.

• Institutional approval (if appropriate) has been obtained.

• Conducting research at multiple sites that require separate ethics review (if appropriate) has been obtained.

4) Research projects involving multiple sites (if appropriate) has been obtained.

• You must obtain appropriate ethics review (if appropriate).

5) The research project must be approved by the HREC.

• It is strongly recommended that you prepare the Project Description/Protocol before commencing this HREA. Advice on what to include in this document is available on the Project Description Page.

Note: You cannot complete the HREA unless you acknowledge the above statements.

Acknowledge and Continue

5. This will take you to the first page of the HREA. From here you can answer HREA questions and complete your application.

NHMRC

Information Applications Profile Help

Home | New Application

DC02248 - New application example

Introduction

HREC Directory

Introduction

Before completing this application, acknowledge that:

- The HREA has been designed for ethics review of human research, as defined in the National Statement. ***
 - The National Statement states that research is:
"...widely understood to include at least investigation undertaken to gain knowledge and understanding or to train researchers... Human research is research conducted with or about people, or their data or tissue".
 - The Australian Code for the Responsible Conduct of Research (the Code) states that research includes:
"...original investigation undertaken to gain knowledge, understanding and insight..."
 - Research excludes activities that are carried out exclusively for quality improvement, quality assurance or evaluation.
 - Audit-type activities may be considered research if investigating a potential research question.
 - Non-research projects that will be published and some student internships may need ethics review, but not necessarily by an HREC.
 - Contact your institution's ethics or research office for guidance on whether your project requires ethics review.
- Adequate resources must be available to conduct this research project. ***
 - National Statement 1.1 (f) states that research that has merit is:
"...conducted using facilities and resources appropriate for the research".
 - It is expected that adequate resources will be available for this research project. Resources may include: financial resources, human resources, equipment, facilities and in-kind support.
 - Consult with your institution's ethics or research office for further advice.

2.2.2 How to share your application with collaborators

The HREA allows you to easily share your HREA online while it is being prepared. This feature can be used to invite anyone to review and amend your application. If you invite someone without a HREA account they will be prompted to create an application.

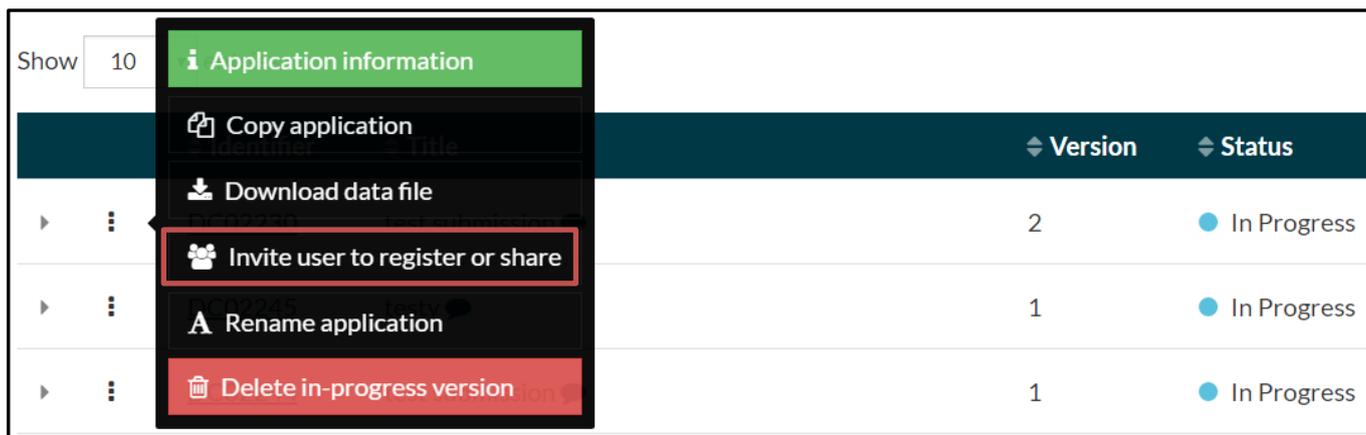
1. Navigate to the Applications page

Identifier	Title	Version	Status	Owner	Round	Stage	Status
DC02248	New application example	1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open
DC02246	New application Example	1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open
DC02237	New Version Test	2	Completed	Daniel Castro	Human Research Ethics Application	Stage 1	Open
DC02230	test submission	2	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open

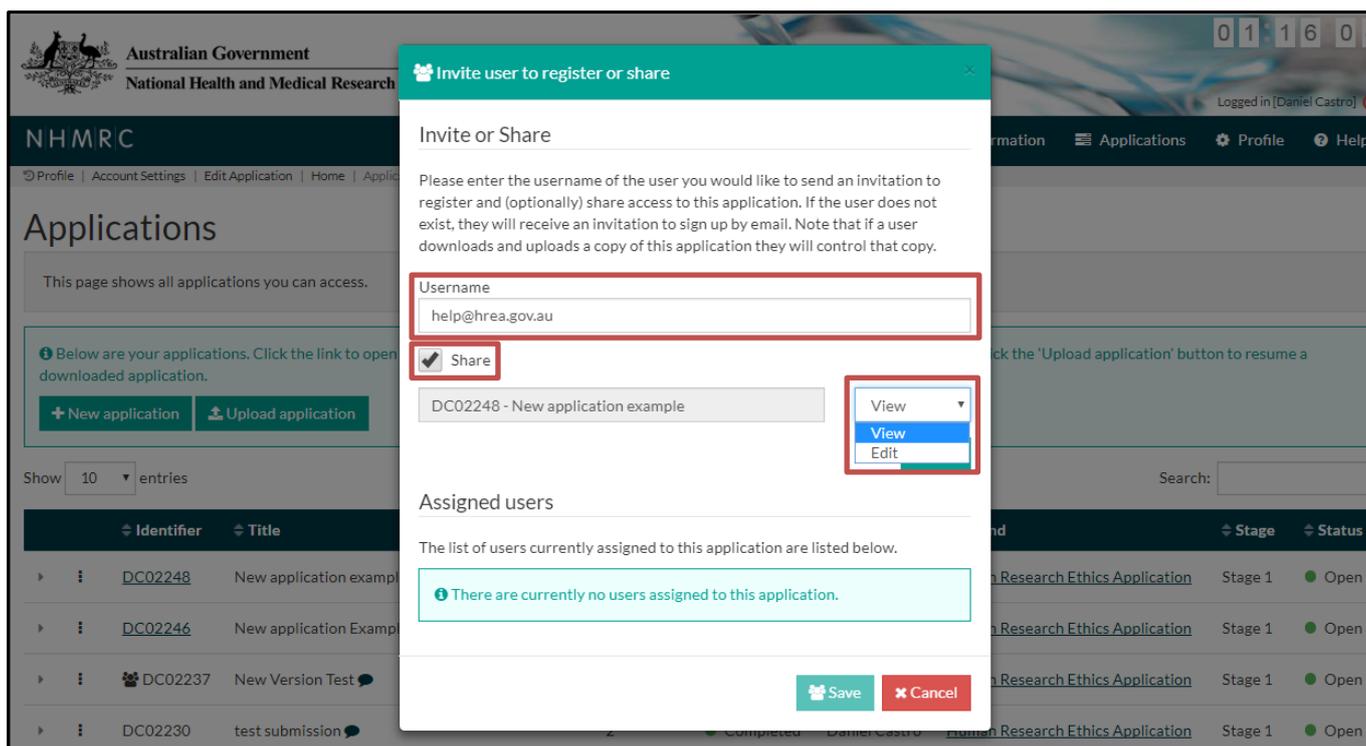
2. Identify the application you wish to share and click on the button next to it.

Identifier	Title	Version	Status	Owner	Round	Stage	Status
DC02248	New application example	1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open
DC02246	New application Example	1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open
DC02237	New Version Test	2	Completed	Daniel Castro	Human Research Ethics Application	Stage 1	Open
DC02230	test submission	2	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open

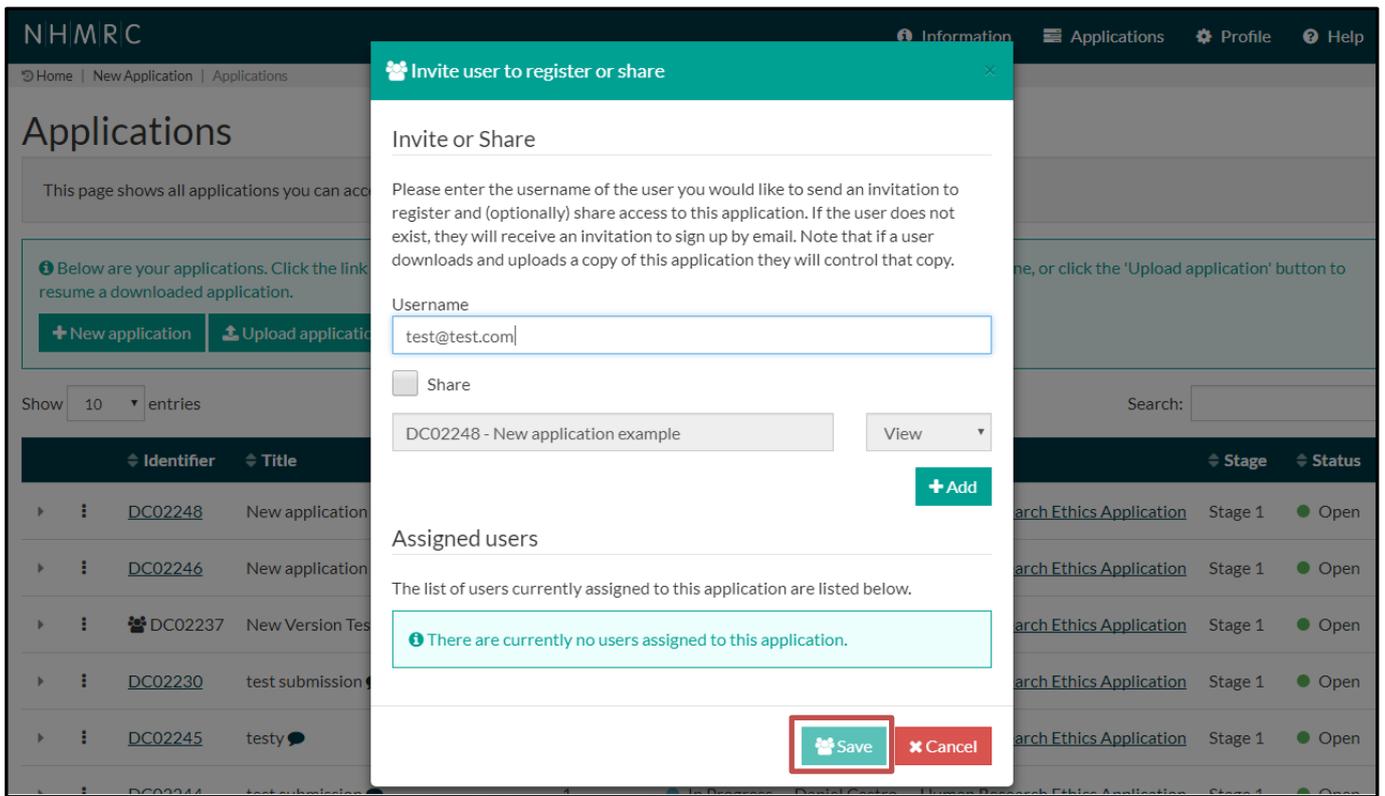
3. Click on the  Invite user to register or share button.



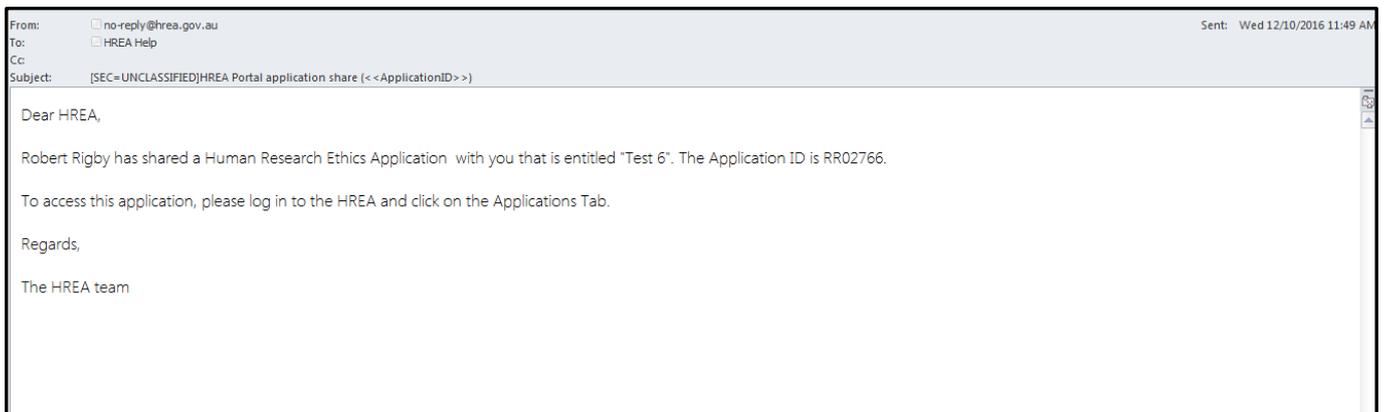
4. Enter the username (i.e. the email address) of the person you wish to share the application with. They will be added to the list of assigned users. Tick the 'Share' box and select from either the 'View' or 'Edit' option. 'View' will allow the user to open the application but not make any alterations to it. 'Edit' will allow the user to open and edit the application.



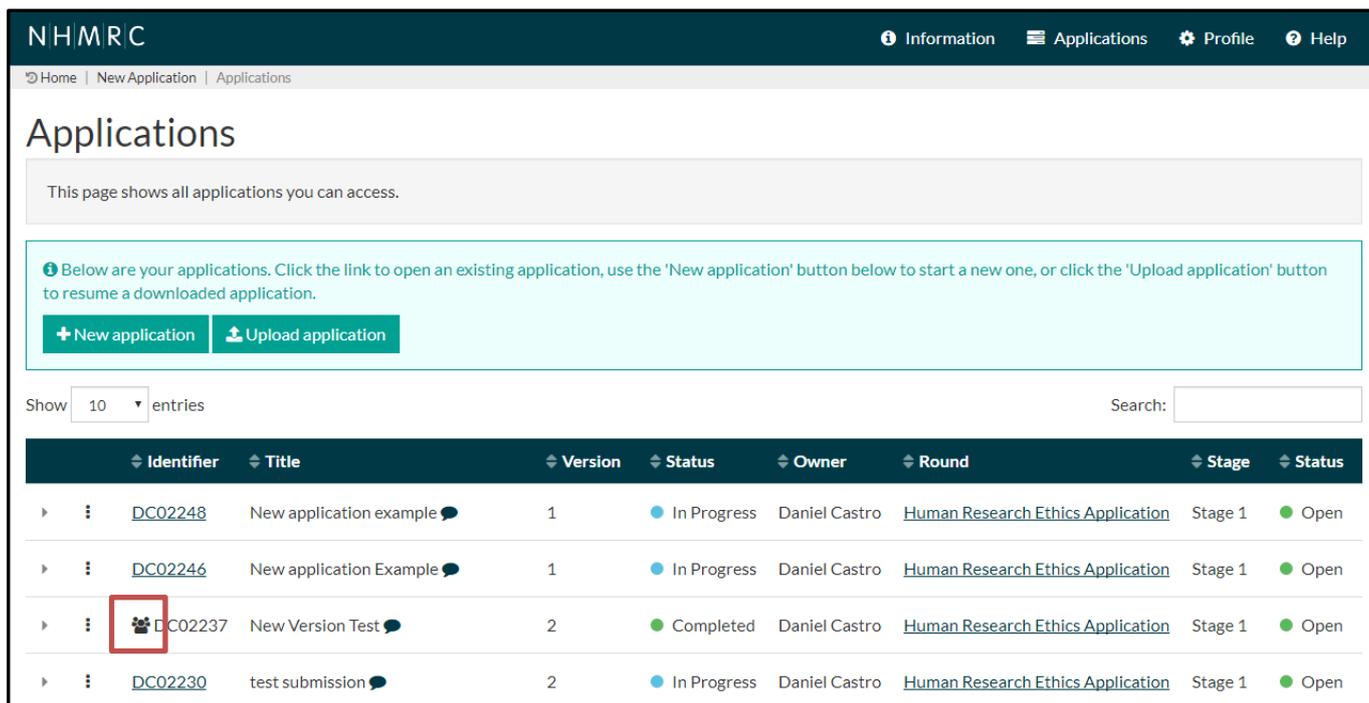
5. Click on the Save button.



6. The person with whom you have shared the application will receive an email. If the person does not have a registered HREA account, they will be prompted to create one.



7. The  icon indicates an application is being shared.



NHMRC

Information Applications Profile Help

Home | New Application | Applications

Applications

This page shows all applications you can access.

Below are your applications. Click the link to open an existing application, use the 'New application' button below to start a new one, or click the 'Upload application' button to resume a downloaded application.

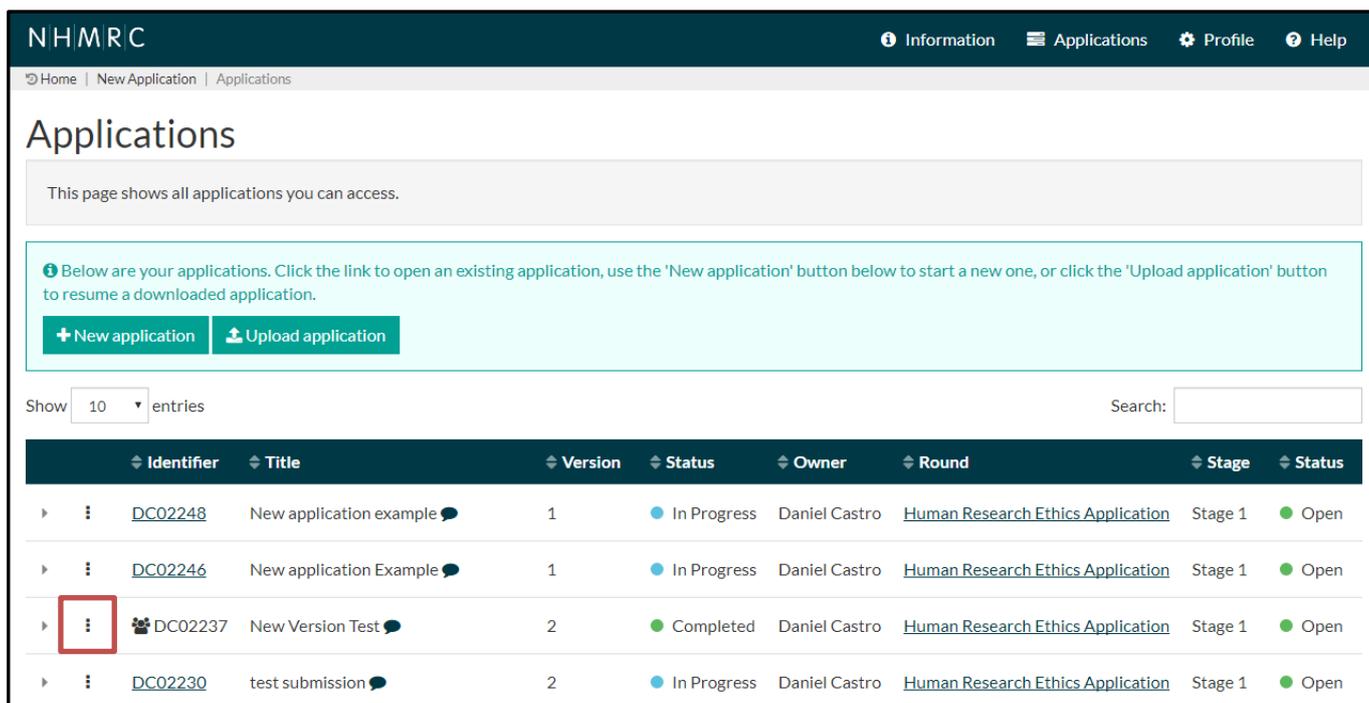
+ New application Upload application

Show 10 entries Search:

Identifier	Title	Version	Status	Owner	Round	Stage	Status
DC02248	New application example	1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open
DC02246	New application Example	1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open
DC02237	New Version Test	2	Completed	Daniel Castro	Human Research Ethics Application	Stage 1	Open
DC02230	test submission	2	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open

8. Note that only one person can edit a shared application at a time.

9. To 'unshare' an application, identify the application you wish to 'unshare' and click on the  button next to it. Please note that only the form owner can 'unshare' an application.



NHMRC

Information Applications Profile Help

Home | New Application | Applications

Applications

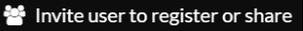
This page shows all applications you can access.

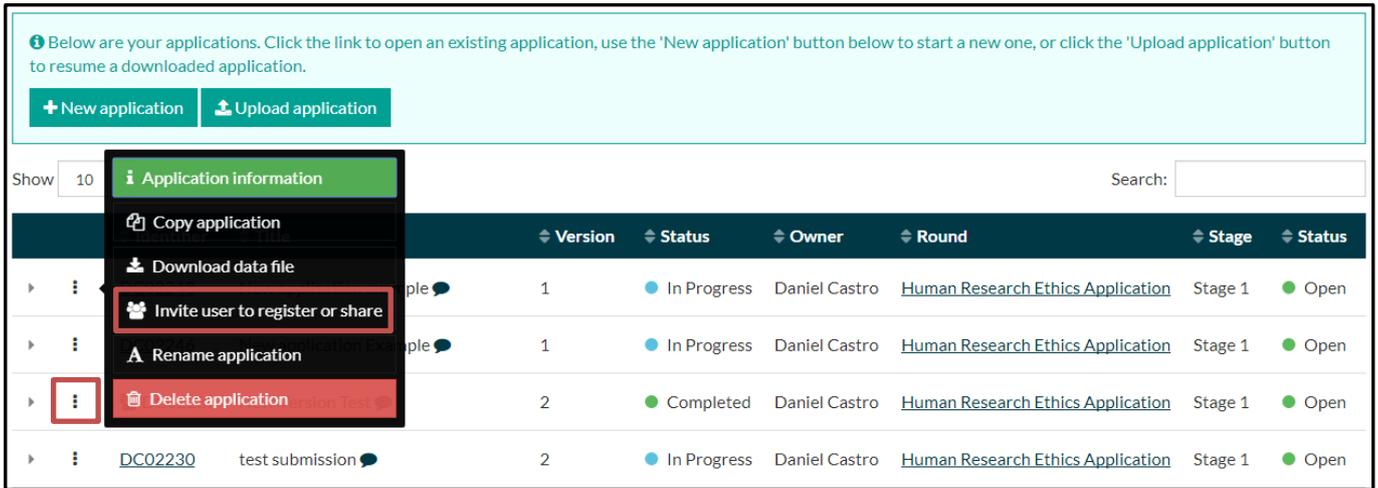
Below are your applications. Click the link to open an existing application, use the 'New application' button below to start a new one, or click the 'Upload application' button to resume a downloaded application.

+ New application Upload application

Show 10 entries Search:

Identifier	Title	Version	Status	Owner	Round	Stage	Status
DC02248	New application example	1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open
DC02246	New application Example	1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open
DC02237	New Version Test	2	Completed	Daniel Castro	Human Research Ethics Application	Stage 1	Open
DC02230	test submission	2	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open

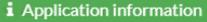
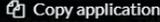
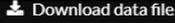
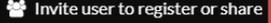
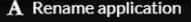
10. Click on the  button.



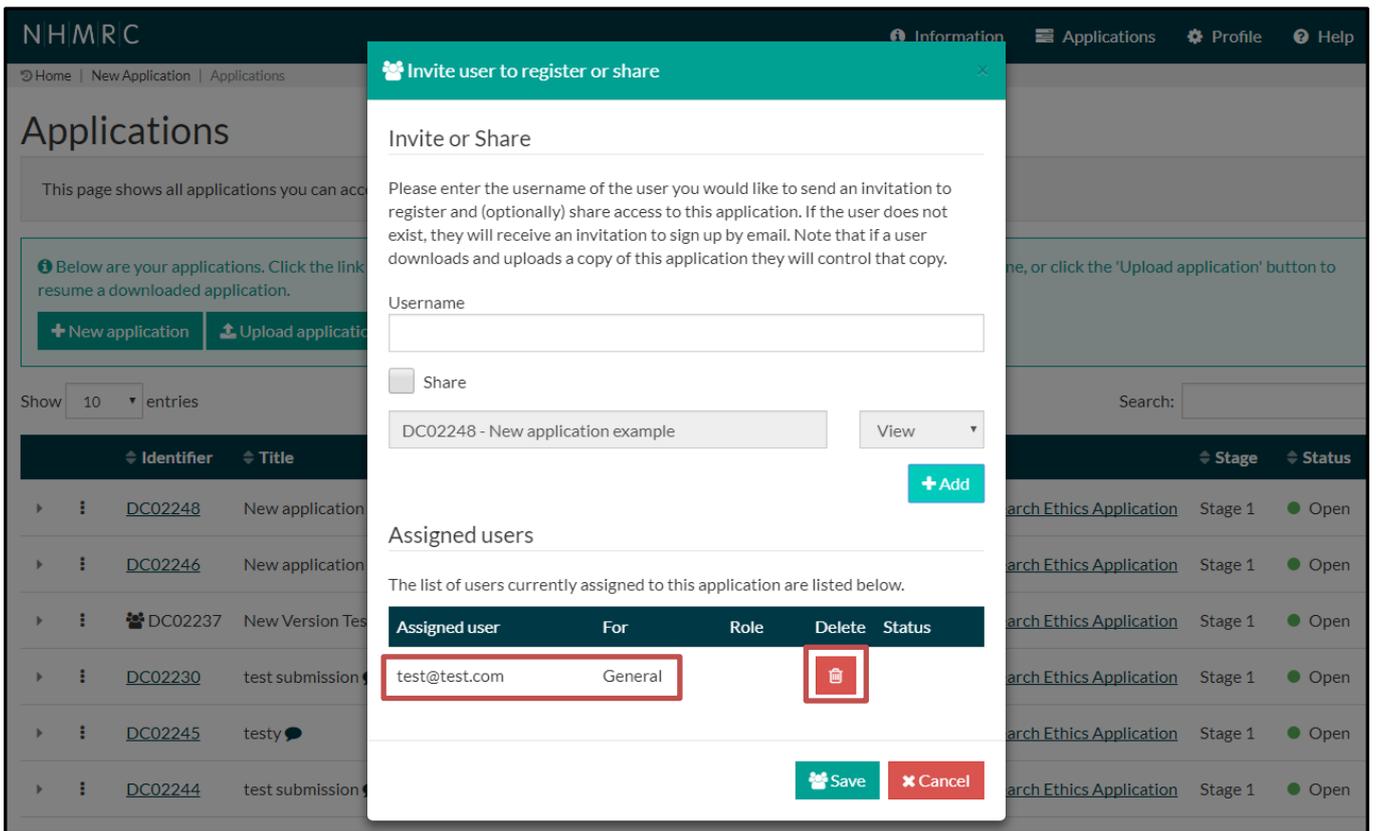
Below are your applications. Click the link to open an existing application, use the 'New application' button below to start a new one, or click the 'Upload application' button to resume a downloaded application.

[+ New application](#) [Upload application](#)

Show 10 Search:

	Version	Status	Owner	Round	Stage	Status
▶  	1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open
▶  	1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open
▶  	2	Completed	Daniel Castro	Human Research Ethics Application	Stage 1	Open
▶  	2	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open
▶  						
▶  						
▶  DC02230 test submission 	2	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open

11. Identify the user/s you wish to remove and click on the  button



NHMRC | Information | Applications | Profile | Help

Home | New Application | Applications

Applications

This page shows all applications you can access.

Below are your applications. Click the link to open an existing application, use the 'New application' button below to start a new one, or click the 'Upload application' button to resume a downloaded application.

[+ New application](#) [Upload application](#)

Show 10 entries Search:

Identifier	Title	Version	Status	Owner	Round	Stage	Status
▶  DC02248 New application							
▶  DC02246 New application							
▶   DC02237 New Version Test							
▶  DC02230 test submission 							
▶  DC02245 testy 							
▶  DC02244 test submission 							

Invite user to register or share

Invite or Share

Please enter the username of the user you would like to send an invitation to register and (optionally) share access to this application. If the user does not exist, they will receive an invitation to sign up by email. Note that if a user downloads and uploads a copy of this application they will control that copy.

Username

Share

DC02248 - New application example View

[+ Add](#)

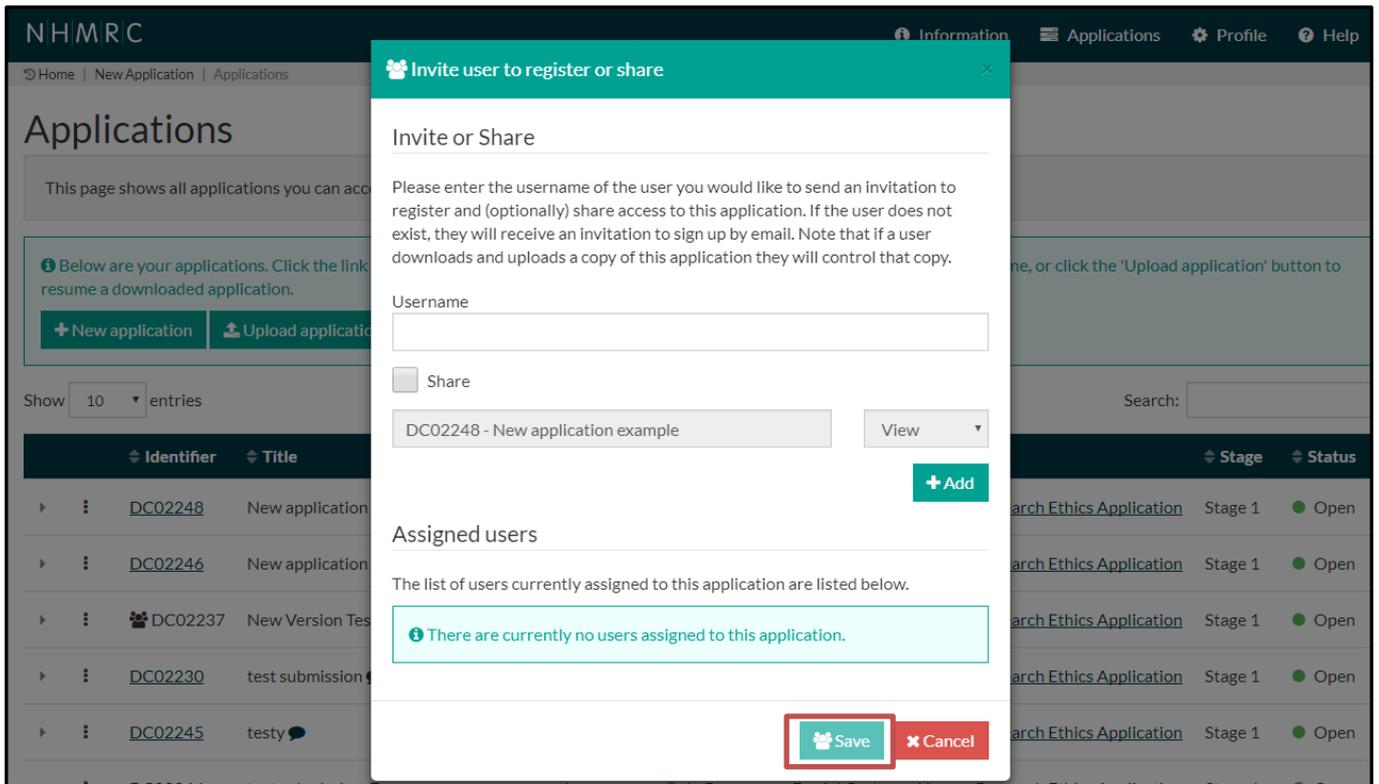
Assigned users

The list of users currently assigned to this application are listed below.

Assigned user	For	Role	Delete	Status
test@test.com	General			

[Save](#) [Cancel](#)

12. Deleted users will no longer appear in the Assigned Users list. Click 'Save' to complete and return to the 'Applications' list screen.



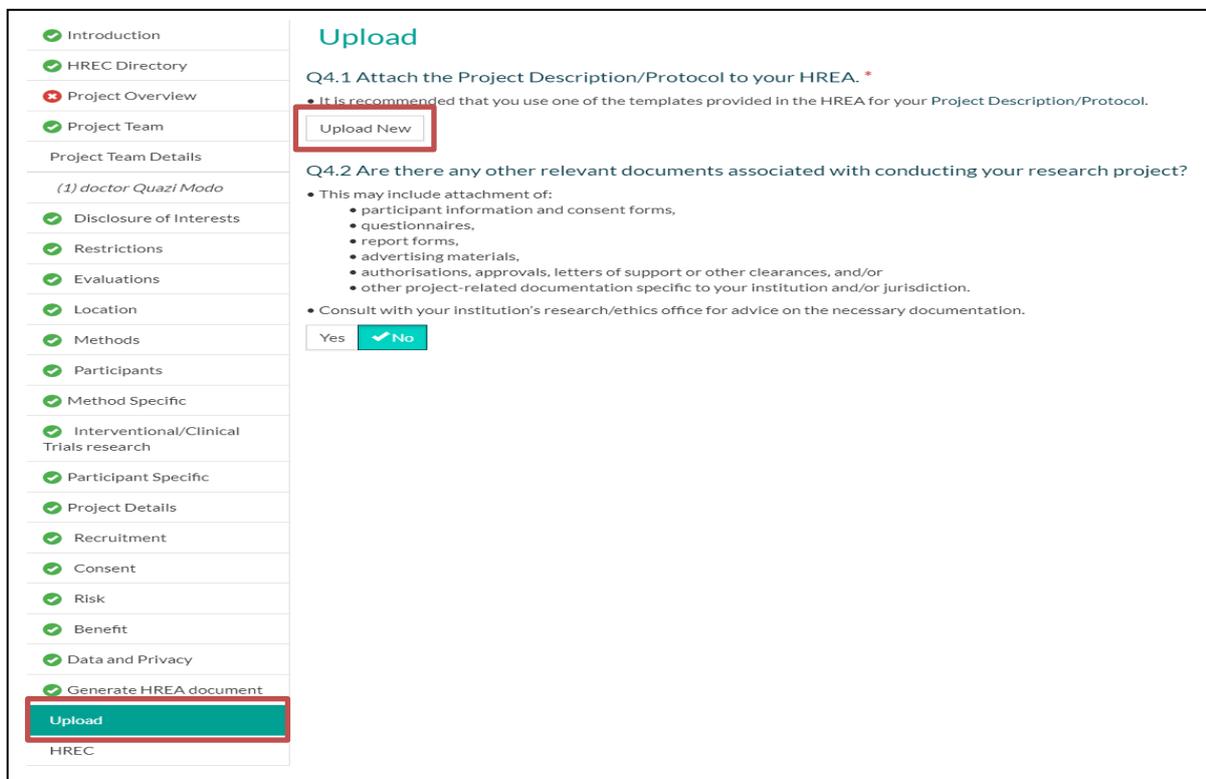
13. Note: If you share an application with another user and grant them 'edit' permission then they will be able to complete the application on your behalf.

14. Note: When an application is completed and generated it will no longer be shared with other users and will automatically disappear from the list of applications visible to those users. Only the original owner of the application will be able to access it.

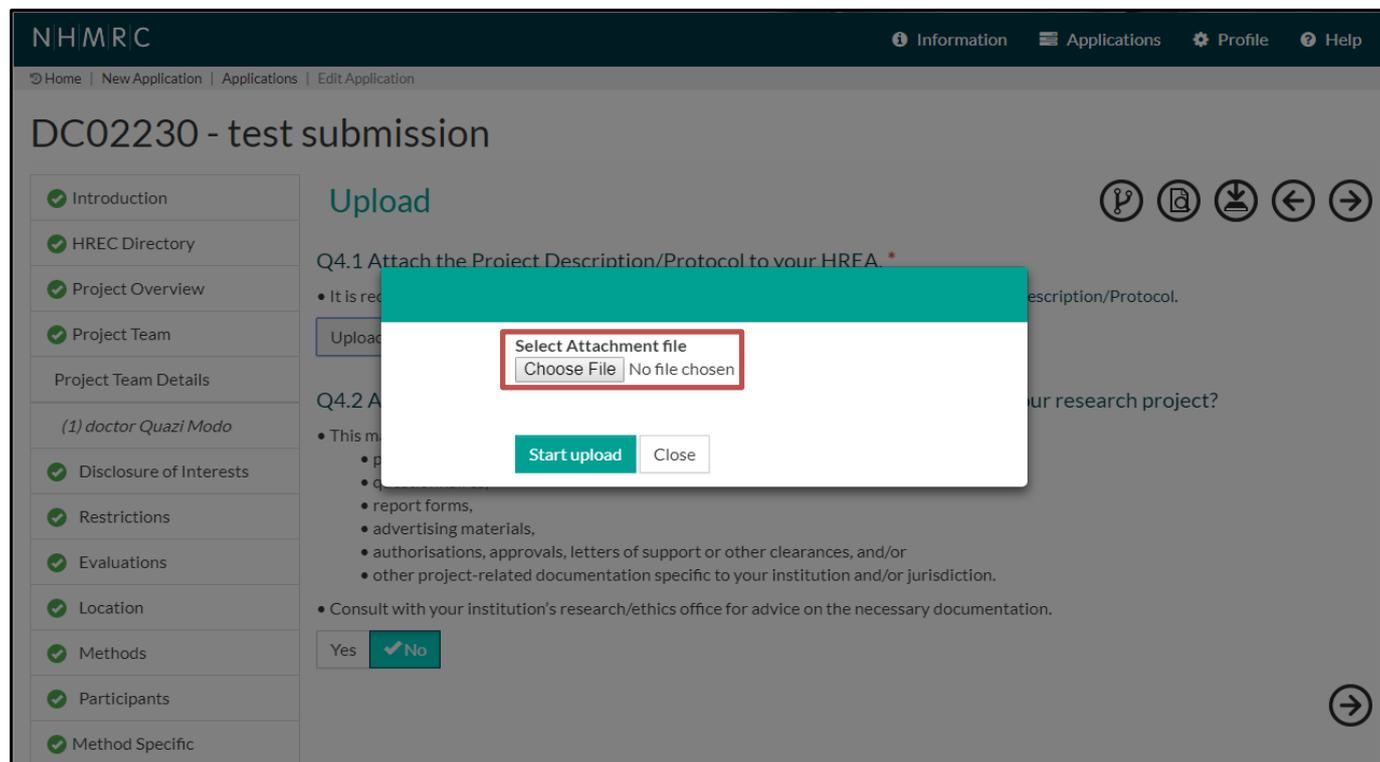
2.2.3 How to attach the Project Description/Protocol

Attachment of a Project Description/Protocol to the HREA is mandatory and it is attached separately to any other relevant (optional) documents.

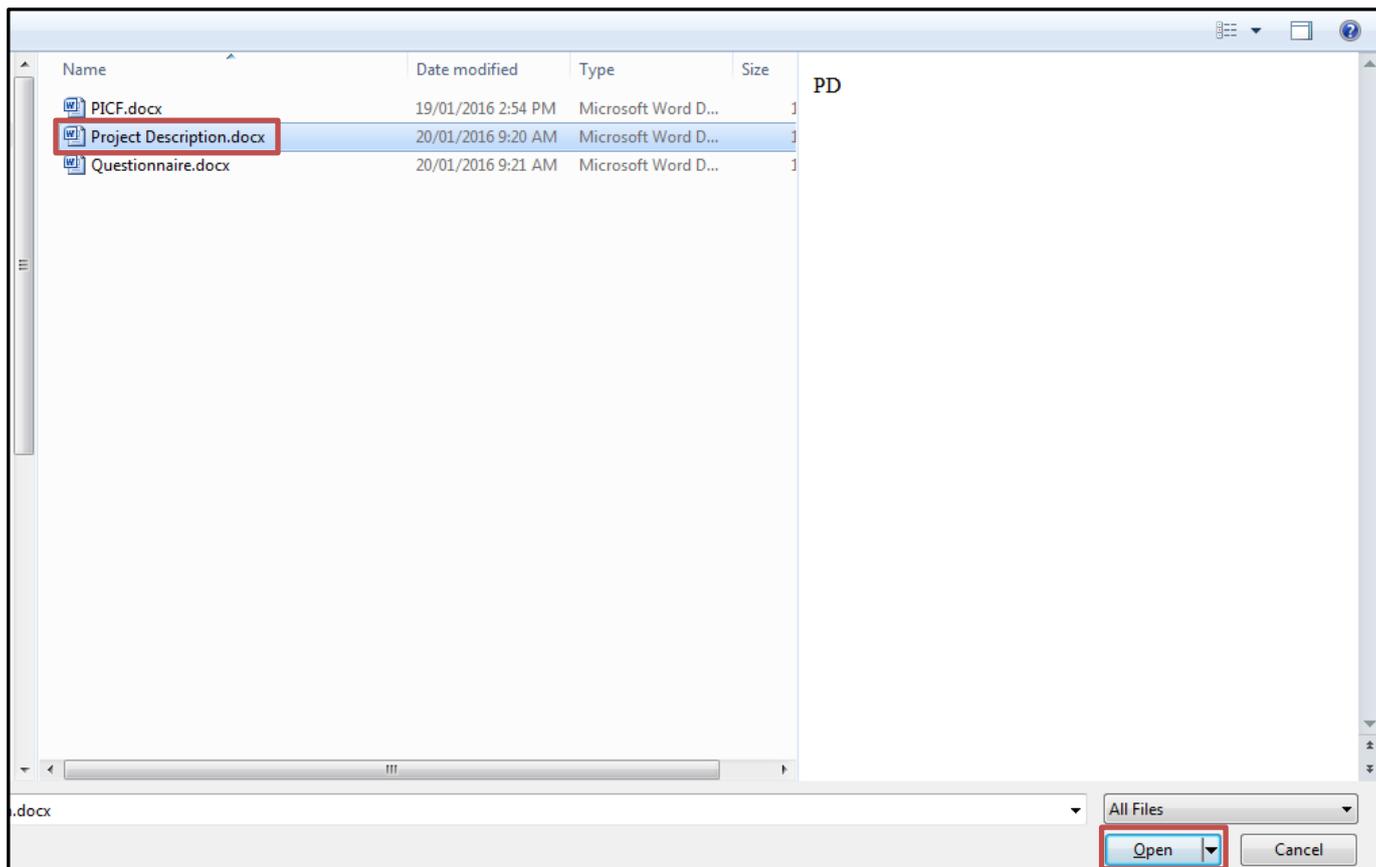
1. Navigate to the Upload page and select the 'Upload New' button.



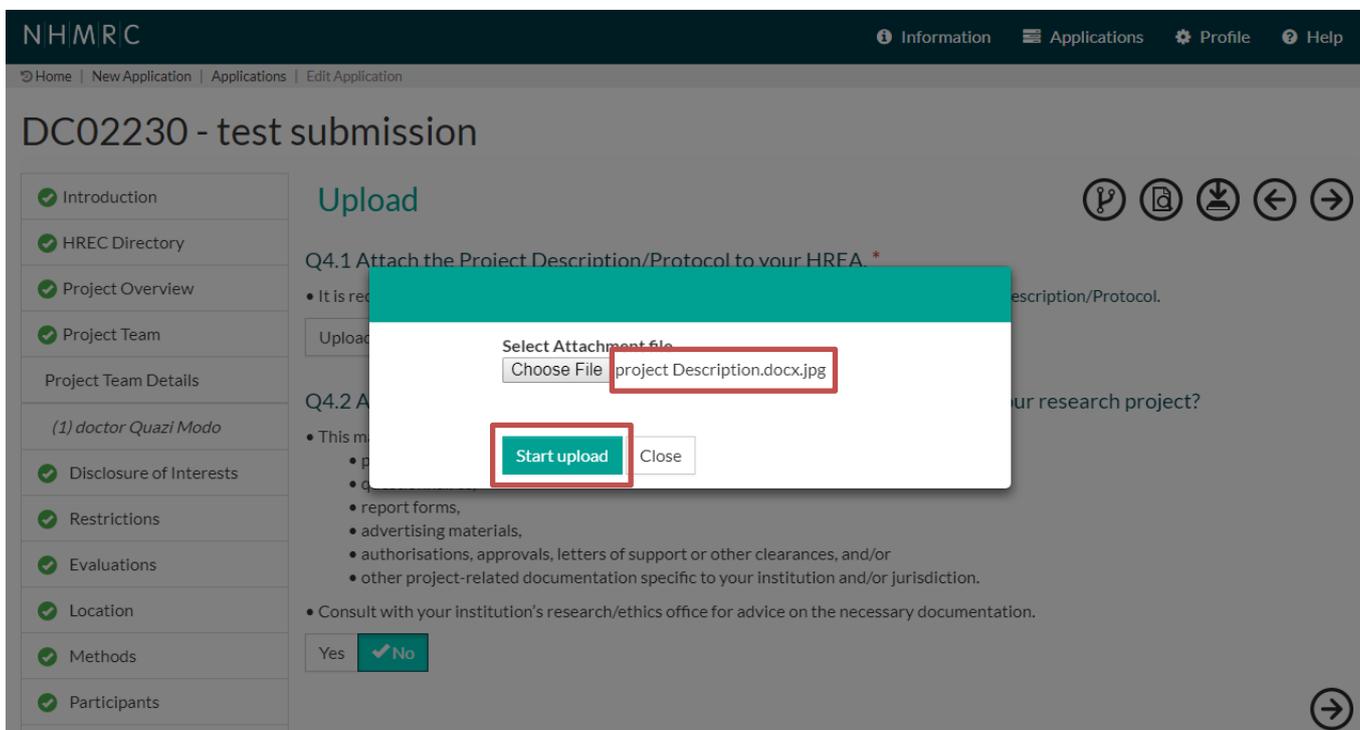
2. Select 'Choose file' – the HREA will open the file explorer on your computer.



3. Select file for attachment and select 'open'.



4. Ensure correct filename is listed and select 'Start upload'



5. Confirm the correct document has been uploaded. Selecting 'Open' will download the attached document. The attached document is a copy of the original document. The original document will remain on your computer.

The screenshot shows the NHMRC application interface for 'DC02230 - test submission'. The left sidebar contains a list of sections: Introduction, HREC Directory, Project Overview, Project Team, Project Team Details, (1) doctor Quazi Modo, Disclosure of Interests, Restrictions, Evaluations, Location, Methods, Participants, and Method Specific. The main content area is titled 'Upload' and contains two questions: Q4.1 'Attach the Project Description/Protocol to your HREA.' and Q4.2 'Are there any other relevant documents associated with conducting your research project?'. Under Q4.1, there is a link 'Clear content selection' which is highlighted with a red box, and a file '(project Description.docx.jpg) [Open]'. Under Q4.2, there are radio buttons for 'Yes' and 'No', with 'No' selected.

6. To remove the attached Project Description/Protocol, select 'Clear content selection'.

This screenshot is identical to the one above, showing the NHMRC application interface for 'DC02230 - test submission'. The 'Clear content selection' link is highlighted with a red box, and the 'No' radio button is selected under Q4.2.

7. **Caution:** Please avoid uploading large files (e.g. uncompressed photos) to the HREA. Your application may not open if you have attached files with a cumulative size of 100mb or more.

2.2.4 How to attach other relevant documentation

As other documents attached here are not mandatory, and there may be more than one, the process for attaching other relevant documents is slightly different to the process for attaching the mandatory Project Description /Protocol.

1. Navigate to the Upload page

The screenshot shows a web application interface for an HREC application. On the left is a vertical navigation menu with a list of sections, each preceded by a green checkmark. The sections are: Introduction, HREC Directory, Project Overview, Project Team, Project Team Details, (1) doctor Quazi/Modo, Disclosure of Interests, Restrictions, Evaluations, Location, Methods, Participants, Method Specific, Biospecimen analysis research, Participant Specific, People in other countries, Project Details, Recruitment, Consent, Risk, Benefit, Data and Privacy, and Generate HREA document. The 'Upload' section at the bottom of the menu is highlighted with a red rectangular box. The main content area is titled 'Upload' and contains two questions. Question Q4.1 asks to attach the Project Description/Protocol to the HREA, with a note that it is recommended to use provided templates. Below this is a 'Clear content selection' button and a link to '(project Description.docx.jpg) [Open]'. Question Q4.2 asks if there are any other relevant documents associated with the research project. Below this is a list of document types that may be included: participant information and consent forms, questionnaires, report forms, advertising materials, authorisations, approvals, letters of support or other clearances, and/or other project-related documentation specific to the institution and/or jurisdiction. A note advises consulting with the institution's research/ethics office. At the bottom of the Q4.2 section are two radio buttons: 'Yes' and 'No', with the 'No' button selected. In the top right corner of the main content area, there are five circular icons: a document with a checkmark, a document with a magnifying glass, a document with a download arrow, a left-pointing arrow, and a right-pointing arrow. On the right side of the main content area, there is a single circular icon with a right-pointing arrow.

2. Click 'Yes' to show the upload attachment and attachment description fields.

DC02230 - test submission

Introduction
HREC Directory
Project Overview
Project Team
Project Team Details
(1) doctor Quazi Modo
Disclosure of Interests
Restrictions
Evaluations
Location
Methods
Participants
Method Specific
Biospecimen analysis research
Participant Specific
People in other countries
Project Details
Recruitment
Consent
Risk

Upload

Q4.1 Attach the Project Description/Protocol to your HREA. *

- It is recommended that you use one of the templates provided in the HREA for your Project Description/Protocol.

Clear content selection
(project Description.docx.jpg) [Open]

Q4.2 Are there any other relevant documents associated with conducting your research project?

- This may include attachment of:
 - participant information and consent forms,
 - questionnaires,
 - report forms,
 - advertising materials,
 - authorisations, approvals, letters of support or other clearances, and/or
 - other project-related documentation specific to your institution and/or jurisdiction.
- Consult with your institution's research/ethics office for advice on the necessary documentation.

Yes No

Attach any other relevant documents associated with conducting your research project.

- Ensure that you give meaningful and unique names to your files before uploading them. Also provide a meaningful description for each file at Q4.2.2.

Q4.2.1 Upload attachment*	Q4.2.2 Description of attachment*	Completion
<input type="checkbox"/> Upload New	<input type="text"/>	<input type="checkbox"/>

+ -

- Press the '+' button to add another row for additional documents to attach.
- Tick the grey box and press the '-' button to remove an attached document.
- Click and drag the grey bars to reorder the attached documents.

3. To add more attachments, click the  button. In this example, three rows have been added in order to add three separate attachments.

DC02230 - test submission

Introduction
HREC Directory
Project Overview
Project Team
Project Team Details
(1) doctor Quazi Modo
Disclosure of Interests
Restrictions
Evaluations
Location
Methods
Participants
Method Specific
Biospecimen analysis research
Participant Specific
People in other countries
Project Details
Recruitment
Consent
Risk
Benefit

Upload

Q4.1 Attach the Project Description/Protocol to your HREA. *

- It is recommended that you use one of the templates provided in the HREA for your Project Description/Protocol.

Clear content selection
(project Description.docx.jpg) [Open]

Q4.2 Are there any other relevant documents associated with conducting your research project?

- This may include attachment of:
 - participant information and consent forms,
 - questionnaires,
 - report forms,
 - advertising materials,
 - authorisations, approvals, letters of support or other clearances, and/or
 - other project-related documentation specific to your institution and/or jurisdiction.
- Consult with your institution's research/ethics office for advice on the necessary documentation.

Yes No

Attach any other relevant documents associated with conducting your research project.

- Ensure that you give meaningful and unique names to your files before uploading them. Also provide a meaningful description for each file at Q4.2.2.

Q4.2.1 Upload attachment*	Q4.2.2 Description of attachment*	Completion
<input type="checkbox"/> Upload New	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Upload New	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Upload New	<input type="text"/>	<input type="checkbox"/>

+ -

- Press the '+' button to add another row for additional documents to attach.
- Tick the grey box and press the '-' button to remove an attached document.
- Click and drag the grey bars to reorder the attached documents.

3. To add an attachment, select the 'Upload New' button next to the row.

Upload

Q4.1 Attach the Project Description/Protocol to your HREA. *

- It is recommended that you use one of the templates provided in the HREA for your Project Description/Protocol.

Clear content selection
(project Description.docx.jpg) [Open]

Q4.2 Are there any other relevant documents associated with conducting your research project?

- This may include attachment of:
 - participant information and consent forms,
 - questionnaires,
 - report forms,
 - advertising materials,
 - authorisations, approvals, letters of support or other clearances, and/or
 - other project-related documentation specific to your institution and/or jurisdiction.
- Consult with your institution's research/ethics office for advice on the necessary documentation.

Yes No

Attach any other relevant documents associated with conducting your research project.

- Ensure that you give meaningful and unique names to your files before uploading them. Also provide a meaningful description for each file at Q4.2.2.

Q4.2.1 Upload attachment*	Q4.2.2 Description of attachment*	Completion
<input type="checkbox"/> Upload New	<input type="text"/>	X
<input type="checkbox"/> Upload New	<input type="text"/>	X
<input type="checkbox"/> Upload New	<input type="text"/>	X

+ -

- Press the '+' button to add another row for additional documents to attach.
- Tick the grey box and press the '-' button to remove an attached document.
- Click and drag the grey bars to reorder the attached documents.

4. Select 'Choose file' – the HREA will open the file explorer on your computer

NHMRC

Information Applications Profile Help

Home | New Application | Applications | Edit Application

DC02230 - test submission

Upload

Q4.1 Attach the Project Description/Protocol to your HREA. *

- It is recommended that you use one of the templates provided in the HREA for your Project Description/Protocol.

Upload

Q4.2 Are there any other relevant documents associated with conducting your research project?

- This may include attachment of:
 - participant information and consent forms,
 - questionnaires,
 - report forms,
 - advertising materials,
 - authorisations, approvals, letters of support or other clearances, and/or
 - other project-related documentation specific to your institution and/or jurisdiction.
- Consult with your institution's research/ethics office for advice on the necessary documentation.

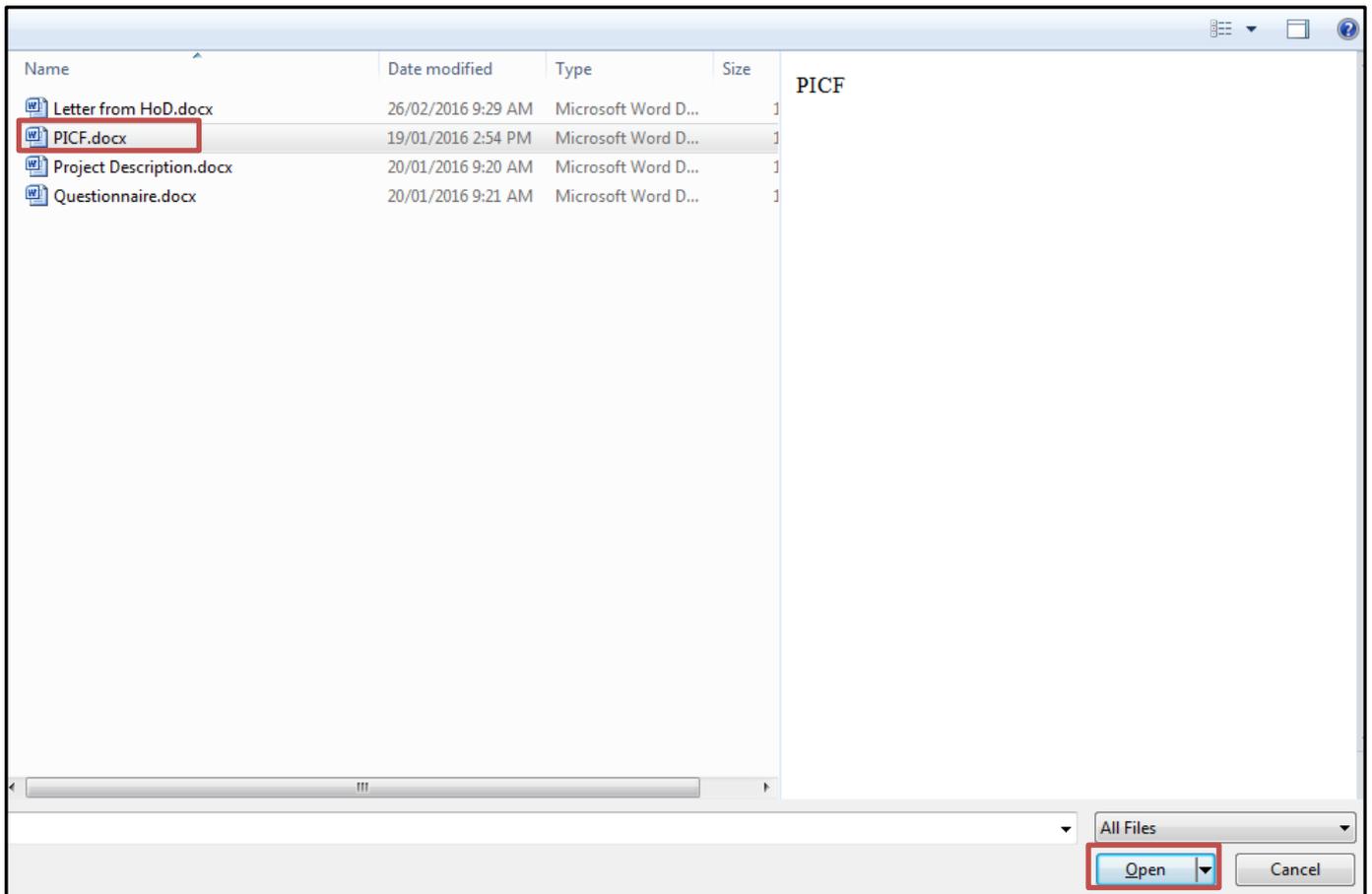
Yes No

Select Attachment file

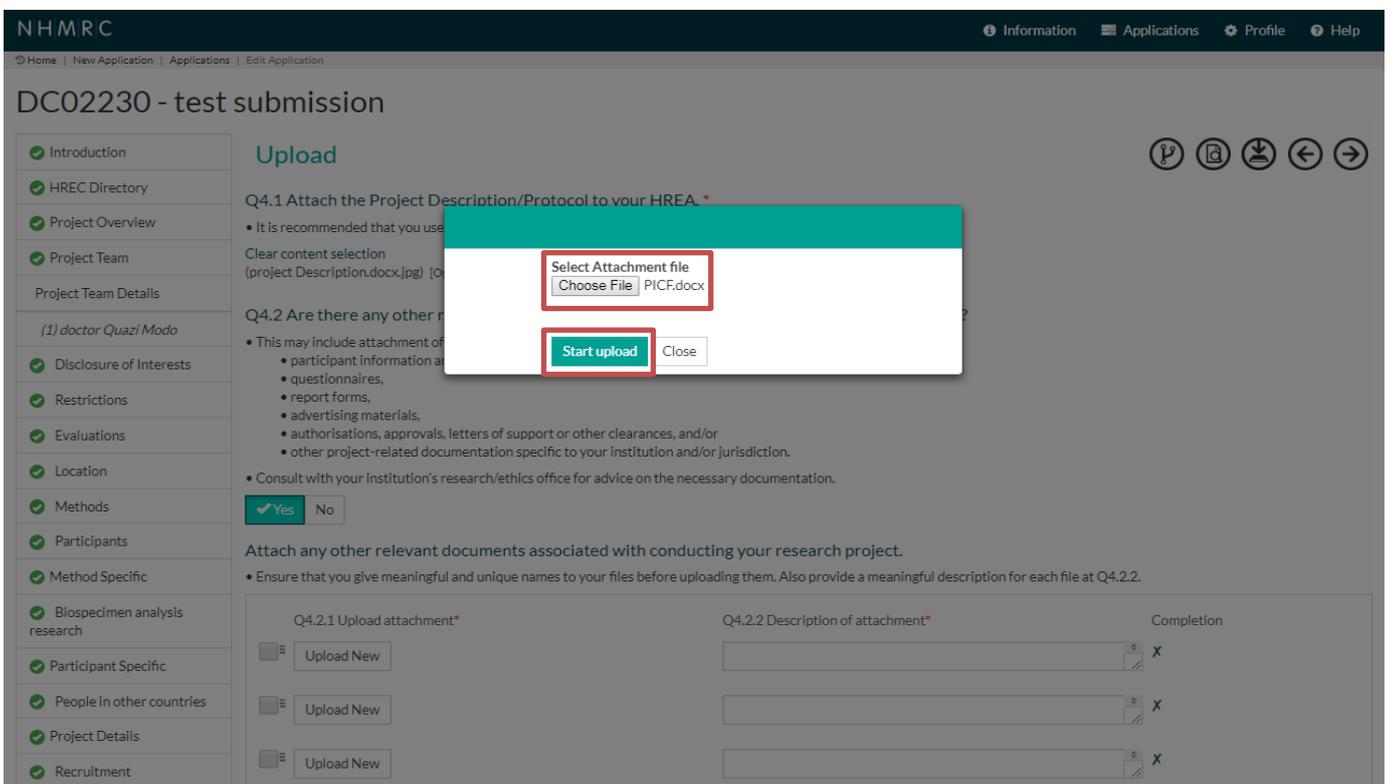
Choose File No file chosen

Start upload Close

5. Select file for attachment and select 'open'.



6. Ensure correct filename is listed and select 'Start upload'



7. Confirm the correct document has been uploaded. Selecting 'Open' will download the attached document. The attached document is a copy of the original document. The original document will remain on your computer.

NHMRC

Information Applications Profile Help

Home | New Application | Applications | Edit Application

DC02230 - test submission

Introduction
HREC Directory
Project Overview
Project Team
Project Team Details
(1) doctor Quazi Modo
Disclosure of Interests
Restrictions
Evaluations
Location
Methods
Participants
Method Specific
Biospecimen analysis research
Participant Specific

Upload

Q4.1 Attach the Project Description/Protocol to your HREA. *

- It is recommended that you use one of the templates provided in the HREA for your Project Description/Protocol.

Clear content selection
(project Description.docx.jpg) [Open]

Q4.2 Are there any other relevant documents associated with conducting your research project?

- This may include attachment of:
 - participant information and consent forms,
 - questionnaires,
 - report forms,
 - advertising materials,
 - authorisations, approvals, letters of support or other clearances, and/or
 - other project-related documentation specific to your institution and/or jurisdiction.
- Consult with your institution's research/ethics office for advice on the necessary documentation.

Yes No

Attach any other relevant documents associated with conducting your research project.

- Ensure that you give meaningful and unique names to your files before uploading them. Also provide a meaningful description for each file at Q4.2.2.

Q4.2.1 Upload attachment*	Q4.2.2 Description of attachment*	Completion
<input type="checkbox"/> Clear content selection (PICF.docx) [Open]	PICF	<input checked="" type="checkbox"/>

8. Add the attachment description. When a document has been successfully uploaded the 'completion' field changes from X to ✓.

NHMRC

Information Applications Profile Help

Home | New Application | Applications | Edit Application

DC02230 - test submission

Introduction
HREC Directory
Project Overview
Project Team
Project Team Details
(1) doctor Quazi Modo
Disclosure of Interests
Restrictions
Evaluations
Location
Methods
Participants
Method Specific
Biospecimen analysis research
Participant Specific

Upload

Q4.1 Attach the Project Description/Protocol to your HREA. *

- It is recommended that you use one of the templates provided in the HREA for your Project Description/Protocol.

Clear content selection
(project Description.docx.jpg) [Open]

Q4.2 Are there any other relevant documents associated with conducting your research project?

- This may include attachment of:
 - participant information and consent forms,
 - questionnaires,
 - report forms,
 - advertising materials,
 - authorisations, approvals, letters of support or other clearances, and/or
 - other project-related documentation specific to your institution and/or jurisdiction.
- Consult with your institution's research/ethics office for advice on the necessary documentation.

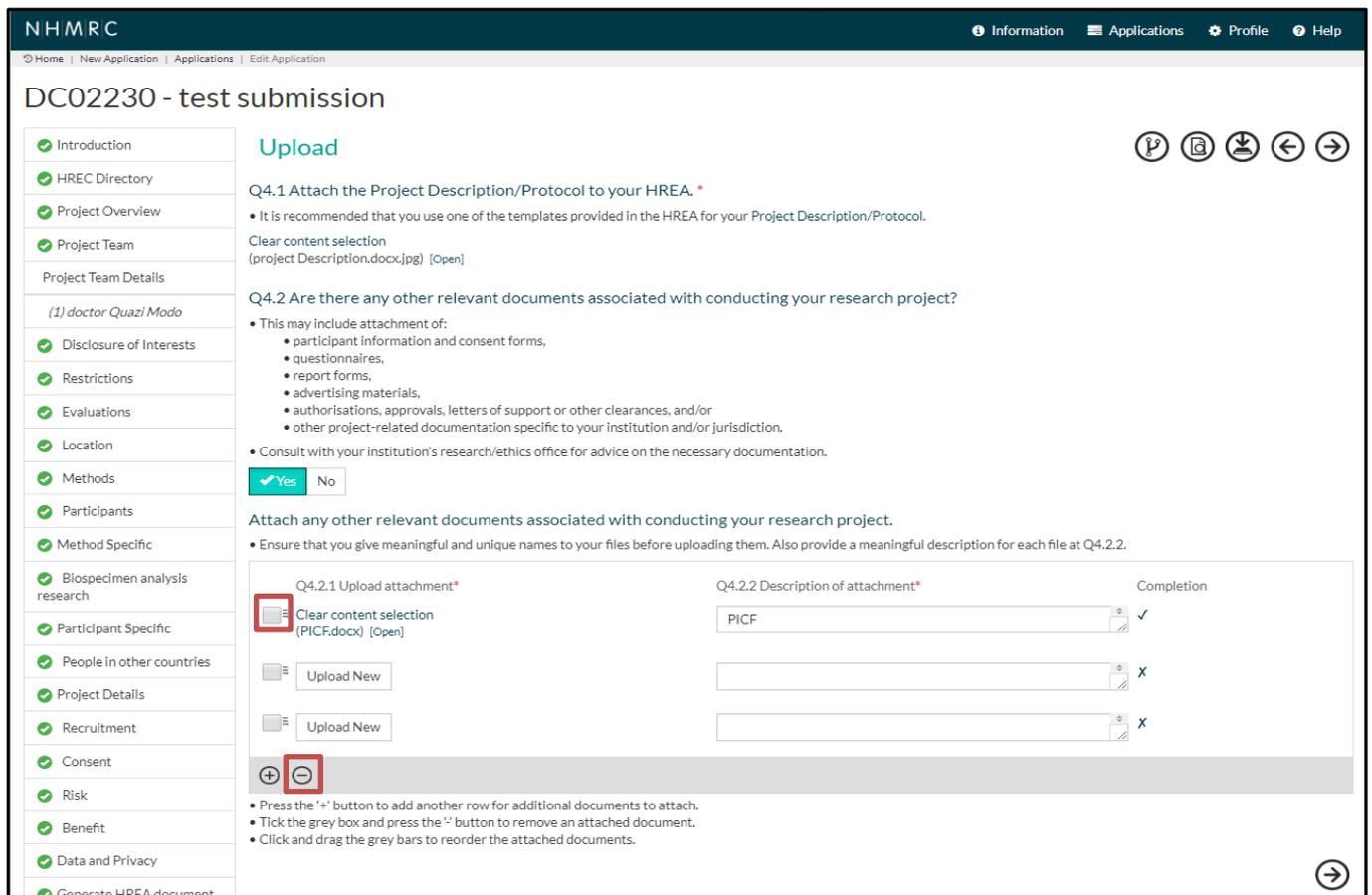
Yes No

Attach any other relevant documents associated with conducting your research project.

- Ensure that you give meaningful and unique names to your files before uploading them. Also provide a meaningful description for each file at Q4.2.2.

Q4.2.1 Upload attachment*	Q4.2.2 Description of attachment*	Completion
<input type="checkbox"/> Clear content selection (PICF.docx) [Open]	PICF	<input checked="" type="checkbox"/>

9. To remove a row in the attachments table (whether a document is attached or not), select the square next to the row to be removed and click the  button. The attachment will be removed from the HREA, but the original will remain on your computer.



The screenshot shows the NHMRC HREA application interface. The main content area is titled 'DC02230 - test submission' and includes an 'Upload' section. The 'Upload' section contains two questions: Q4.1 'Attach the Project Description/Protocol to your HREA' and Q4.2 'Are there any other relevant documents associated with conducting your research project?'. Below Q4.2, there is a table for 'Q4.2.1 Upload attachment' and 'Q4.2.2 Description of attachment'. The table has three columns: 'Q4.2.1 Upload attachment', 'Q4.2.2 Description of attachment', and 'Completion'. The first row shows 'Clear content selection (PICF.docx)' with a description of 'PICF' and a completion status of '✓'. Below the table, there are two 'Upload New' buttons. A red box highlights the minus button in the attachment table, and another red box highlights the minus button in the sidebar.

10. **Caution:** Please avoid uploading large files (e.g. uncompressed photos) to the HREA. Your application may not open if you have attached files with a cumulative size of 100mb or more.

2.2.5 How to attach an investigator's declaration

(The HREA will automatically generate a declaration for each person listed in the 'Project Team' section. These can be signed either by attaching a digital signature, signing on screen or printing a blank space for a 'wet ink' signature).

1. Navigate to 'Declarations' page and select 'Upload other evidence', now select 'Upload New'.

DC02230 - test submission

Introduction
 HREC Directory
 Project Overview
 Project Team
 Project Team Details
 (1) doctor Quazi Modo
 Disclosure of Interests
 Restrictions
 Evaluations
 Location
 Methods
 Participants
 Method Specific
 Biospecimen analysis research
 Participant Specific
 People in other countries
 Project Details
 Recruitment
 Consent
 Risk
 Benefit
 Data and Privacy
 Generate HREA document
 Upload
 HREC
 Declaration

Declaration

This declaration must be completed by each of the researchers/investigators or, where applicable, one member on behalf of the research team.

- Consult your institution's policy for guidance on whether all members must sign this application or whether one member can sign on behalf of the research team.
- You can use the share feature to have other researchers/investigators complete their declaration within this application - see the HREA How to Guide for details.
- You can upload evidence of the other researchers/investigators' agreement to this declaration (e.g. a PDF of an email).
- You can have researchers/investigators sign this application after it is completed and printed (i.e. a 'wet ink' signature).

Ensure you answer Q1.9.11 for each team member before completing this section.

I, **doctor Quazi Modo**, certify that:

- All information in this application and supporting documentation is correct and as complete as possible;
- I have read and addressed in this application the requirements of the National Statement and any other relevant guidelines;
- I have familiarised myself with, considered and addressed in this application any relevant legislation, regulations, research guidelines and organisational policies;
- All relevant financial and non-financial interests of the project team have been disclosed; and
- In the capacity of a supervisor, as applicable, I have reviewed this application and I will provide appropriate supervision to the student(s) in accordance with the arrangements specified in this application and those associated with the student's educational program.

Q4.7 How will doctor Quazi Modo agree to these terms?*

- You can use the HREA 'sign on screen' function to electronically sign this application.
- Select 'Upload other evidence' to upload and attach other evidence, such as an email.
- Select 'Sign after printing' if you intend to sign the HREA after it is printed (i.e. 'wet ink' signature).

Sign on screen Upload other evidence Wet ink sign after printing

Upload Signature*

Upload New

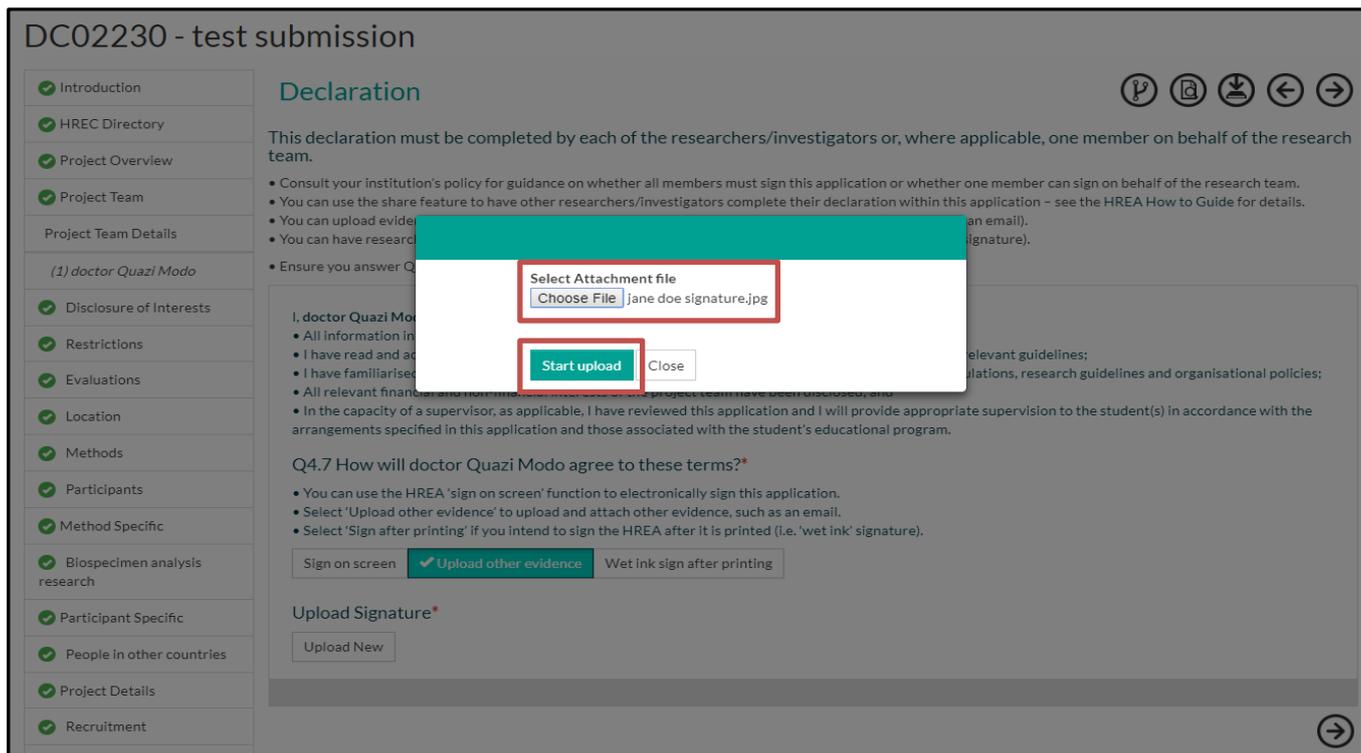
2. Once the document browser window opens, choose the file and select 'Open'.

Name	Date modified	Type	Size
Jane Doe signature.jpg	26/02/2016 10:29 ...	JPEG image	1
Letter from HoD.docx	26/02/2016 9:29 AM	Microsoft Word D...	1
PICF.docx	19/01/2016 2:54 PM	Microsoft Word D...	1
Project Description.docx	20/01/2016 9:20 AM	Microsoft Word D...	1
Questionnaire.docx	20/01/2016 9:21 AM	Microsoft Word D...	1

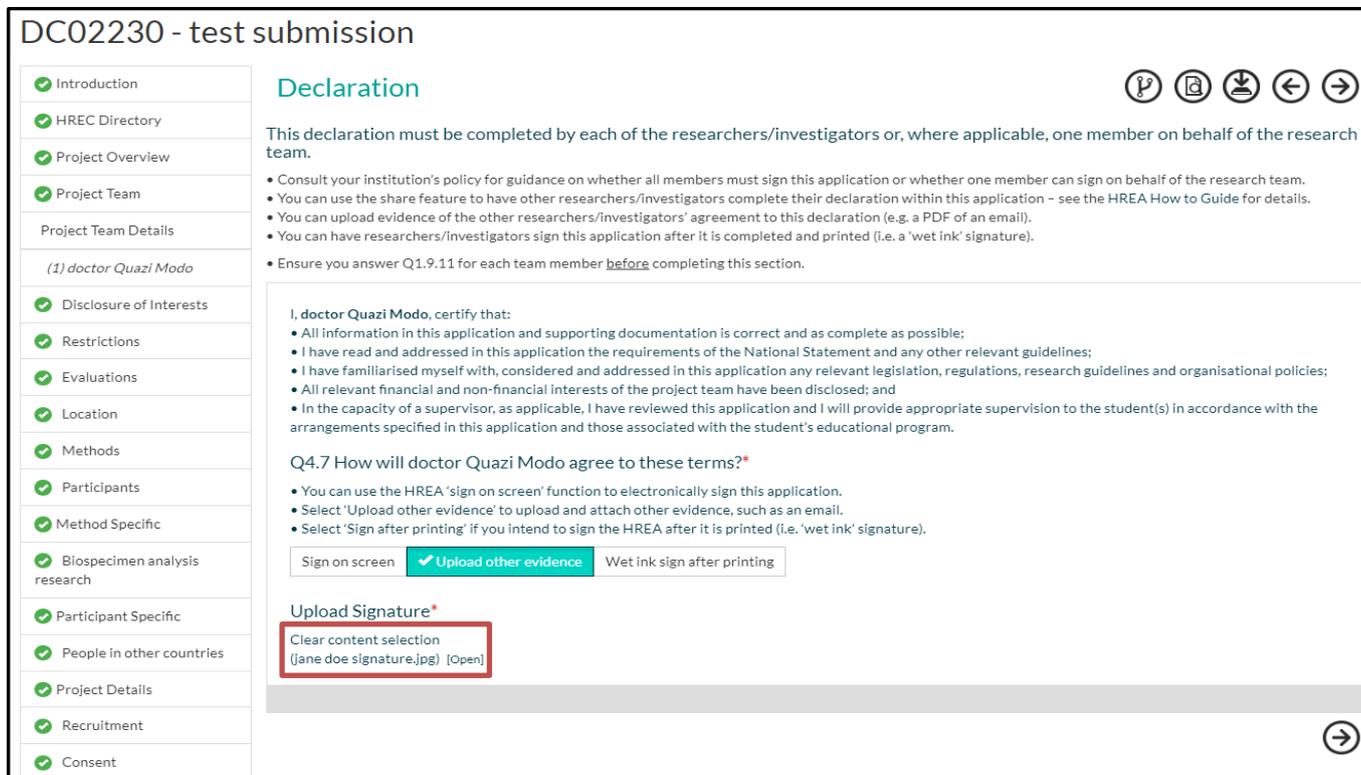
Jane Doe

All Files
 Open
 Cancel

3. Ensure correct filename is listed and select 'Start upload'



4. Confirm the correct evidence has been uploaded. Selecting 'Open' will download the attached document. The attached document is a copy of the original document. The original document will remain on your computer.



5. To remove attached evidence, select 'Clear content selection'.

2.2.6 How to sign on screen

1. Navigate to 'Declarations' page and select 'Sign On Screen'.

DC02230 - test submission

Introduction
HREC Directory
Project Overview
Project Team
Project Team Details
(1) doctor Quazi Modo
Disclosure of Interests
Restrictions
Evaluations
Location
Methods
Participants
Method Specific
Biospecimen analysis research
Participant Specific
People in other countries
Project Details
Recruitment
Consent
Risk
Benefit
Data and Privacy
Generate HREA document
Upload
HREC
Declaration
Generate HREA document

Declaration

This declaration must be completed by each of the researchers/investigators or, where applicable, one member on behalf of the research team.

- Consult your institution's policy for guidance on whether all members must sign this application or whether one member can sign on behalf of the research team.
- You can use the share feature to have other researchers/investigators complete their declaration within this application - see the HREA How to Guide for details.
- You can upload evidence of the other researchers/investigators' agreement to this declaration (e.g. a PDF of an email).
- You can have researchers/investigators sign this application after it is completed and printed (i.e. a 'wet ink' signature).

• Ensure you answer Q1.9.11 for each team member before completing this section.

I, doctor Quazi Modo, certify that:

- All information in this application and supporting documentation is correct and as complete as possible;
- I have read and addressed in this application the requirements of the National Statement and any other relevant guidelines;
- I have familiarised myself with, considered and addressed in this application any relevant legislation, regulations, research guidelines and organisational policies;
- All relevant financial and non-financial interests of the project team have been disclosed; and
- In the capacity of a supervisor, as applicable, I have reviewed this application and I will provide appropriate supervision to the student(s) in accordance with the arrangements specified in this application and those associated with the student's educational program.

Q4.7 How will doctor Quazi Modo agree to these terms?*

- You can use the HREA 'sign on screen' function to electronically sign this application.
- Select 'Upload other evidence' to upload and attach other evidence, such as an email.
- Select 'Sign after printing' if you intend to sign the HREA after it is printed (i.e. 'wet ink' signature).

Sign on screen Upload other evidence Wet ink sign after printing

Signature *

Clear Eraser

2. Sign in the box using the mouse (or finger if using a tablet). Use the 'Clear' button to clear the signature box and start again.

DC02230 - test submission

Introduction
HREC Directory
Project Overview
Project Team
Project Team Details
(1) doctor Quazi Modo
Disclosure of Interests
Restrictions
Evaluations
Location
Methods
Participants
Method Specific
Biospecimen analysis research
Participant Specific
People in other countries
Project Details
Recruitment
Consent
Risk
Benefit
Data and Privacy
Generate HREA document
Upload
HREC
Declaration
Generate HREA document

Declaration

This declaration must be completed by each of the researchers/investigators or, where applicable, one member on behalf of the research team.

- Consult your institution's policy for guidance on whether all members must sign this application or whether one member can sign on behalf of the research team.
- You can use the share feature to have other researchers/investigators complete their declaration within this application - see the HREA How to Guide for details.
- You can upload evidence of the other researchers/investigators' agreement to this declaration (e.g. a PDF of an email).
- You can have researchers/investigators sign this application after it is completed and printed (i.e. a 'wet ink' signature).

• Ensure you answer Q1.9.11 for each team member before completing this section.

I, doctor Quazi Modo, certify that:

- All information in this application and supporting documentation is correct and as complete as possible;
- I have read and addressed in this application the requirements of the National Statement and any other relevant guidelines;
- I have familiarised myself with, considered and addressed in this application any relevant legislation, regulations, research guidelines and organisational policies;
- All relevant financial and non-financial interests of the project team have been disclosed; and
- In the capacity of a supervisor, as applicable, I have reviewed this application and I will provide appropriate supervision to the student(s) in accordance with the arrangements specified in this application and those associated with the student's educational program.

Q4.7 How will doctor Quazi Modo agree to these terms?*

- You can use the HREA 'sign on screen' function to electronically sign this application.
- Select 'Upload other evidence' to upload and attach other evidence, such as an email.
- Select 'Sign after printing' if you intend to sign the HREA after it is printed (i.e. 'wet ink' signature).

Sign on screen Upload other evidence Wet ink sign after printing

Signature *

Clear Eraser

2.2.7 How to wet ink sign

1. Navigate to 'Declarations' page and select 'Wet ink sign after printing'.

DC02230 - test submission

- Introduction
- HREC Directory**
- Project Overview
- Project Team
- Project Team Details
 - (1) doctor Quazi Modo
- Disclosure of Interests
- Restrictions
- Evaluations
- Location
- Methods
- Participants
- Method Specific
- Biospecimen analysis research
- Participant Specific
- People In other countries
- Project Details
- Recruitment
- Consent
- Risk
- Benefit
- Data and Privacy
- Generate HREA document
- Upload
- HREC
- Declaration**

Declaration

This declaration must be completed by each of the researchers/investigators or, where applicable, one member on behalf of the research team.

- Consult your institution's policy for guidance on whether all members must sign this application or whether one member can sign on behalf of the research team.
- You can use the share feature to have other researchers/investigators complete their declaration within this application - see the HREA How to Guide for details.
- You can upload evidence of the other researchers/investigators' agreement to this declaration (e.g. a PDF of an email).
- You can have researchers/investigators sign this application after it is completed and printed (i.e. a 'wet ink' signature).
- Ensure you answer Q1.9.11 for each team member before completing this section.

I, **doctor Quazi Modo**, certify that:

- All information in this application and supporting documentation is correct and as complete as possible;
- I have read and addressed in this application the requirements of the National Statement and any other relevant guidelines;
- I have familiarised myself with, considered and addressed in this application any relevant legislation, regulations, research guidelines and organisational policies;
- All relevant financial and non-financial interests of the project team have been disclosed; and
- In the capacity of a supervisor, as applicable, I have reviewed this application and I will provide appropriate supervision to the student(s) in accordance with the arrangements specified in this application and those associated with the student's educational program.

Q4.7 How will doctor Quazi Modo agree to these terms?*

- You can use the HREA 'sign on screen' function to electronically sign this application.
- Select 'Upload other evidence' to upload and attach other evidence, such as an email.
- Select 'Sign after printing' if you intend to sign the HREA after it is printed (i.e. 'wet ink' signature).

Generate HREA document

2. Complete the rest of the HREA, generate the HREA document and print the form.

3. Sign the HREA on the 'Investigator Team Declarations' section.

Investigator Team Declarations

The research team has certified that:

- All information in this application and supporting documentation is correct and as complete as possible;
- I have read and addressed in this application the requirements of the National Statement and any other relevant guidelines;
- I have familiarised myself with, considered and addressed in this application any relevant legislation, regulations, research guidelines and organisational policies;
- All relevant financial and non-financial interests of the project team have been disclosed; and
- In the capacity of a supervisor, as applicable, I have reviewed this application and I will provide appropriate supervision to the student(s) in accordance with the arrangements specified in this application and those associated with the student's educational program.

Ms Jane Doe

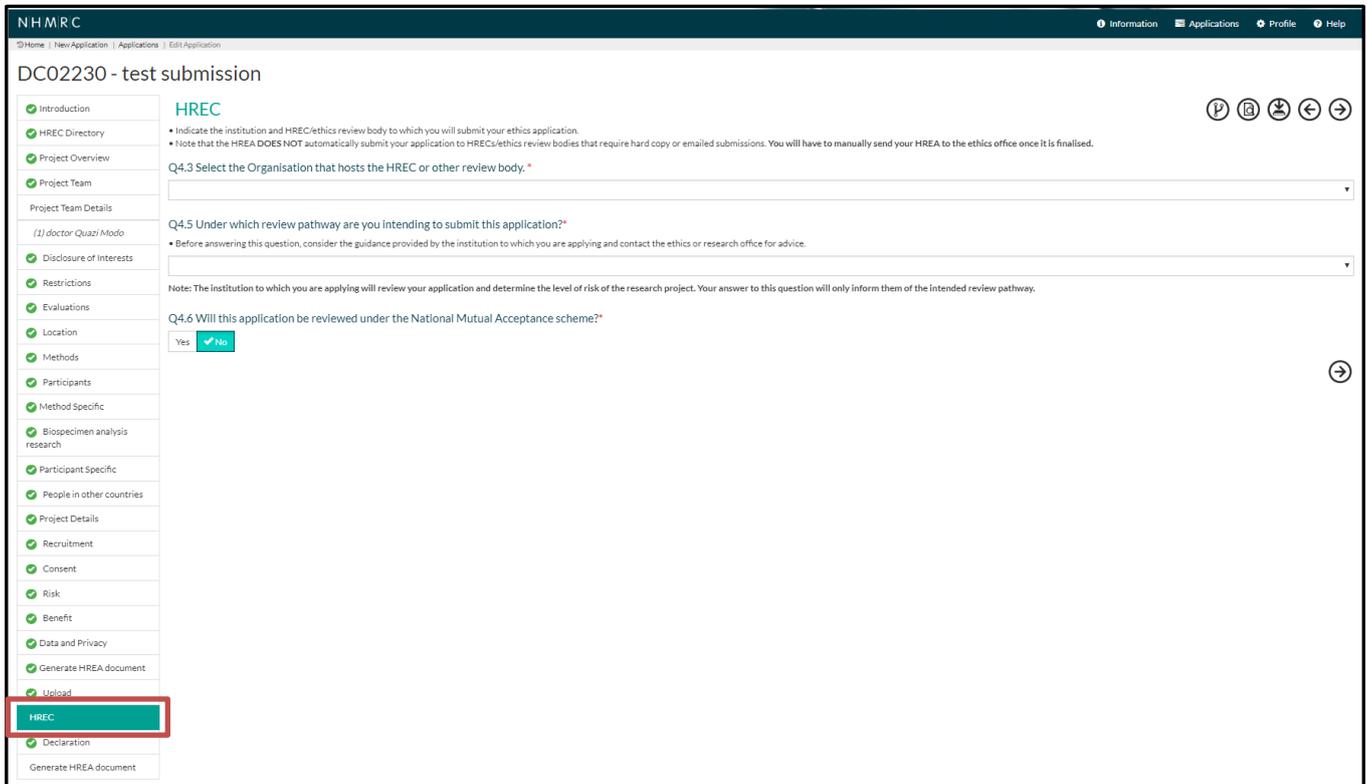
Sign here:.....

2.3 Submitting and revising your ethics application

2.3.1 How to finalise and submit your application.

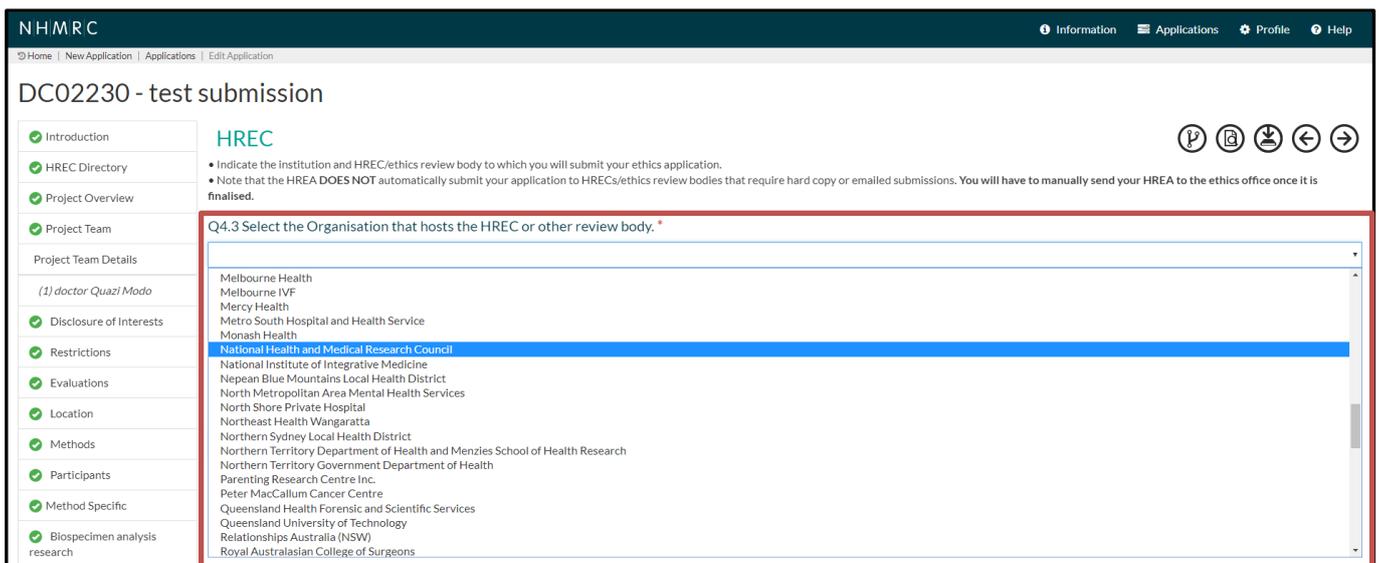
The method by which your application is submitted is determined by the institution to which you are applying, and the HREA will inform you how to submit the application.

1. Once you have completed your application, navigate to the HREC page.



The screenshot shows the NHMRC application form for 'DC02230 - test submission'. The 'HREC' section is highlighted with a red box. The form includes a navigation menu on the left with 'HREC' selected. The main content area shows the 'HREC' heading and instructions. Below the instructions, there are two questions: 'Q4.3 Select the Organisation that hosts the HREC or other review body.' and 'Q4.5 Under which review pathway are you intending to submit this application?'. The 'Q4.6 Will this application be reviewed under the National Mutual Acceptance scheme?' question has a 'No' button selected.

2. Use the pull down list to select the Organisation that hosts the HREC (or other ethics review body) you wish to submit your application to. If you are not sure which Organisation to choose you should contact your institutional ethics office for advice.



The screenshot shows the NHMRC application form for 'DC02230 - test submission'. The 'HREC' section is highlighted with a red box. The form includes a navigation menu on the left with 'HREC' selected. The main content area shows the 'HREC' heading and instructions. Below the instructions, there is a dropdown menu for 'Q4.3 Select the Organisation that hosts the HREC or other review body.'. The dropdown menu is open, showing a list of organisations, with 'National Health and Medical Research Council' selected and highlighted in blue.

3. Selecting an Organisation will generate a list of HRECs (and/or other ethics review bodies) hosted by the Organisation. Select the HREC (or other ethics review body) to which you wish you want to submit your application. If you are not sure which HREC to choose you should contact your institutional ethics office for advice.

NHMRC Information Applications Profile Help

Home | New Application | Applications | Edit Application

DC02230 - test submission

- Introduction
- HREC Directory
- Project Overview
- Project Team
- Project Team Details
- (1) doctor Quazi Modo
- Disclosure of Interests
- Restrictions
- Evaluations
- Location
- Methods
- Participants
- Method Specific
- Biospecimen analysis research
- Participant Specific
- People in other countries
- Project Details
- Recruitment
- Consent

HREC

- Indicate the institution and HREC/ethics review body to which you will submit your ethics application.
- Note that the HREA DOES NOT automatically submit your application to HRECs/ethics review bodies that require hard copy or emailed submissions. You will have to manually send your HREA to the ethics office once it is finalised.

Q4.3 Select the Organisation that hosts the HREC or other review body. *

National Health and Medical Research Council

This is a required field

Q4.4 Select the HREC or other body to which you are applying from the list below. *

- The HRECs and other review bodies available in the list below are filtered by the Organisation you have selected above.

Test HREC

This is a required field

Before answering this question, consider the guidance provided by the institution to which you are applying and contact the ethics or research office for advice.

Note: The institution to which you are applying will review your application and determine the level of risk of the research project. Your answer to this question will only inform them of the intended review pathway.

Q4.6 Will this application be reviewed under the National Mutual Acceptance scheme? *

Yes No

4. Contact information for the selected HREC or ethics review body will be displayed.

NHMRC Information Applications Profile Help

Home | New Application | Applications | Edit Application

DC02230 - test submission

- Introduction
- HREC Directory
- Project Overview
- Project Team
- Project Team Details
- (1) doctor Quazi Modo
- Disclosure of Interests
- Restrictions
- Evaluations
- Location
- Methods
- Participants
- Method Specific
- Biospecimen analysis research
- Participant Specific
- People in other countries
- Project Details
- Recruitment
- Consent
- Risk
- Benefit

HREC

- Indicate the institution and HREC/ethics review body to which you will submit your ethics application.
- Note that the HREA DOES NOT automatically submit your application to HRECs/ethics review bodies that require hard copy or emailed submissions. You will have to manually send your HREA to the ethics office once it is finalised.

Q4.3 Select the Organisation that hosts the HREC or other review body. *

National Health and Medical Research Council

Q4.4 Select the HREC or other body to which you are applying from the list below. *

- The HRECs and other review bodies available in the list below are filtered by the Organisation you have selected above.

Test HREC

This is a required field

HREC or Review Body Contact Information

You may wish to seek advice from the HREC or Organisation's review body before finalising and submitting your application. Their contact information is outlined below.

Organisation
National Health and Medical Research Council

Contact Phone Number
(02) 6217 9902

Contact Email Address
help@hrea.gov.au

Q4.5 Under which review pathway are you intending to submit this application? *

- Before answering this question, consider the guidance provided by the institution to which you are applying and contact the ethics or research office for advice.

This is a required field

Note: The institution to which you are applying will review your application and determine the level of risk of the research project. Your answer to this question will only inform them of the intended review pathway.

Q4.6 Will this application be reviewed under the National Mutual Acceptance scheme? *

Yes No

5. Select the review pathway you intend your application to be considered under. Please note that not all Organisations may have separate review pathways, and that the institution to which you applying will review your application and determine the level of risk of the research project. Your answer to this question will only inform them of the intended review pathway.

NHMRC
Information Applications Profile Help

Home | New Application | Applications | Edit Application

DC02230 - test submission

- Introduction
- HREC Directory
- Project Overview
- Project Team
- Project Team Details
- (1) doctor Quazi Modo*
- Disclosure of Interests
- Restrictions
- Evaluations
- Location
- Methods
- Participants
- Method Specific
- Biospecimen analysis research
- Participant Specific
- People in other countries
- Project Details
- Recruitment
- Consent
- Risk
- Benefit

HREC

- Indicate the institution and HREC/ethics review body to which you will submit your ethics application.
- Note that the HREA DOES NOT automatically submit your application to HRECs/ethics review bodies that require hard copy or emailed submissions. You will have to manually send your HREA to the ethics office once it is finalised.

Q4.3 Select the Organisation that hosts the HREC or other review body.*

National Health and Medical Research Council

Q4.4 Select the HREC or other body to which you are applying from the list below.*

- The HRECs and other review bodies available in the list below are filtered by the Organisation you have selected above.

Test HREC

This is a required field

HREC or Review Body Contact Information

You may wish to seek advice from the HREC or Organisation's review body before finalising and submitting your application. Their contact information is outlined below.

Organisation	Contact Email Address
National Health and Medical Research Council	help@hrea.gov.au
Contact Phone Number	
(02) 6217 9902	

Q4.5 Under which review pathway are you intending to submit this application?*

- Before answering this question, consider the guidance provided by the institution to which you are applying and contact the ethics or research office for advice.

- Greater than low risk review pathway
- Low risk review pathway
- Negligible risk review pathway

Q4.6 Will this application be reviewed under the National Mutual Acceptance scheme?*

Yes
 No

6. Navigate to the 'Generate HREA document' page.

Generate HREA document

Is your application complete and have you attached the Project Description/Protocol and any relevant supporting documents? *

Yes No

Note: Once you finalise this application (by clicking the below 'Generate HREA document' button) it will be removed from the HREA system after 90 days. Ensure that you retain a copy of the provided .zip and .omni files on your computer.

Verify that you are ready to generate your HREA document.

When the below 'Generate HREA document' button is clicked your application will be finalised and will no longer be editable. You will still be able to copy this application on the Applications Tab to, for example, make some post-review revisions.

I understand and would like to proceed.

[Generate HREA document](#)

[Generate HREA document](#)

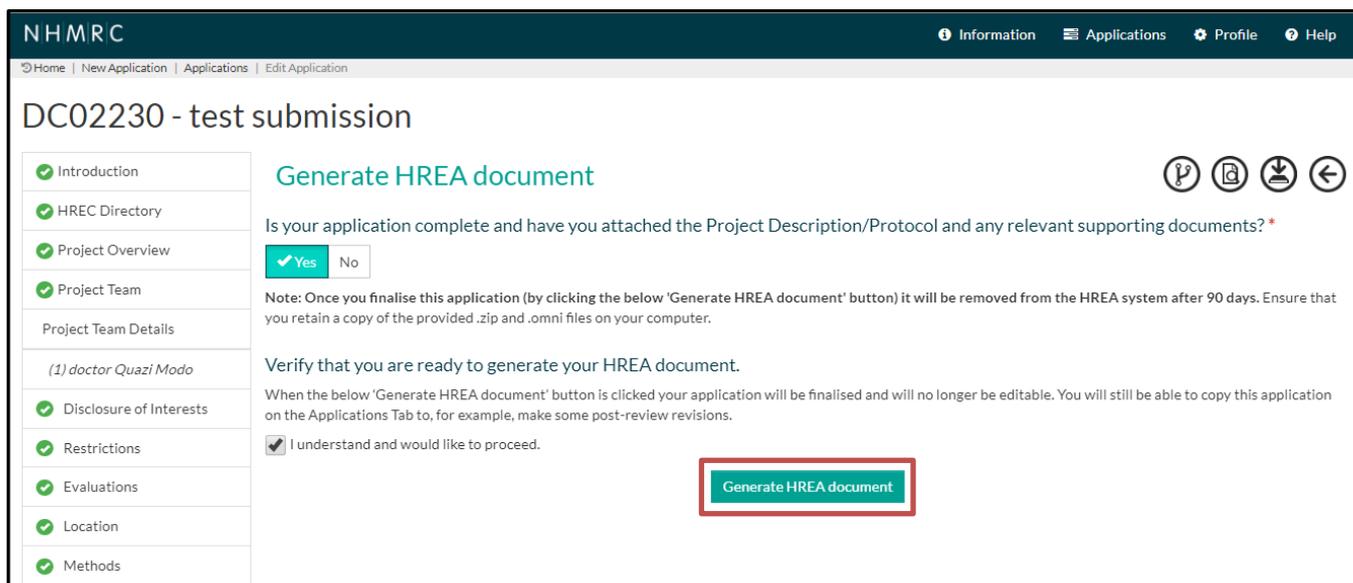
7. Verify that the application is complete, the Project Description/Clinical Trials Protocol has been attached and that it is ready to be generated. Select 'Generate HREA document'.

The screenshot shows the 'Generate HREA document' form. On the left is a navigation menu with sections like Introduction, HREC Directory, Project Overview, Project Team, and various details. The main content area asks 'Is your application complete and have you attached the Project Description/Protocol and any relevant supporting documents?' with 'Yes' selected. A note states the application will be removed after 90 days. Below, it asks to verify readiness to generate the document, with a checked box for 'I understand and would like to proceed.' A 'Generate HREA document' button is highlighted with a red box.

8. If the form is incomplete you will not be able to submit it until all the mandatory sections have been completed. Incomplete sections are marked with a  symbol.

The screenshot shows the 'Generate HREA document' form with an error. The 'Project Overview' section in the navigation menu is highlighted with a red box and a red asterisk icon. A red error message box states: 'Project Overview page contains invalid answers. Please correct them before continuing.' The 'Generate HREA document' button is present but not highlighted.

9. Once the form is complete, select the 'Generate HREA document' button. Note that all the mandatory sections have a green  beside the heading, indicating that they have been completed.



DC02230 - test submission

Generate HREA document

Is your application complete and have you attached the Project Description/Protocol and any relevant supporting documents? *

Yes No

Note: Once you finalise this application (by clicking the below 'Generate HREA document' button) it will be removed from the HREA system after 90 days. Ensure that you retain a copy of the provided .zip and .omni files on your computer.

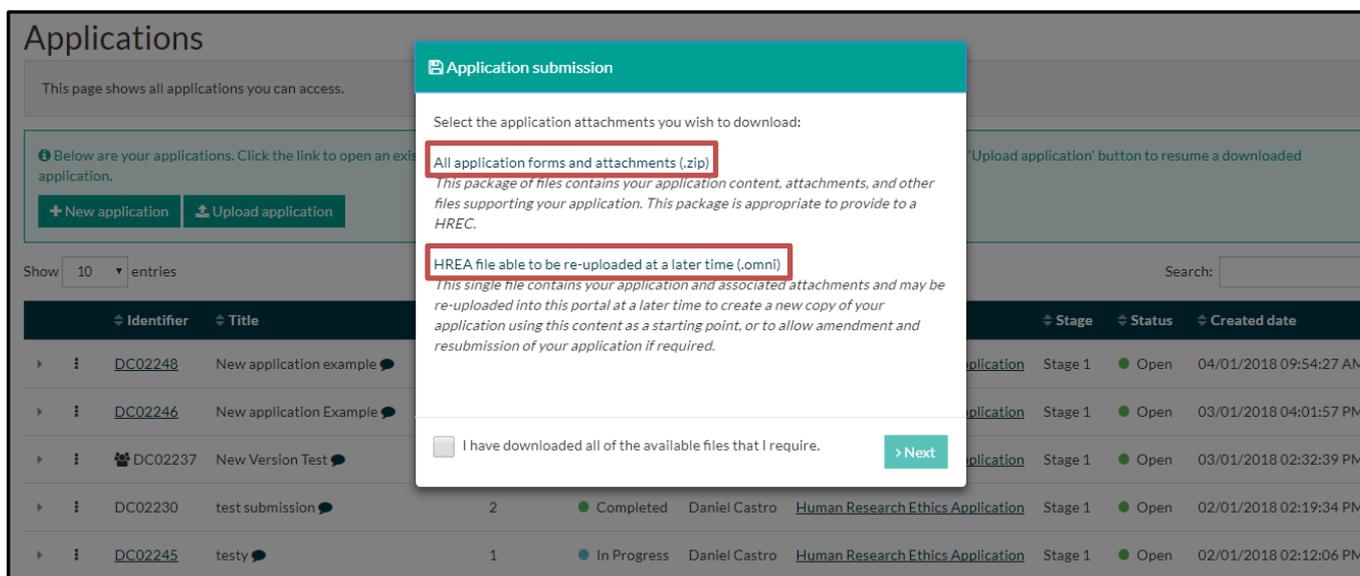
Verify that you are ready to generate your HREA document.

When the below 'Generate HREA document' button is clicked your application will be finalised and will no longer be editable. You will still be able to copy this application on the Applications Tab to, for example, make some post-review revisions.

I understand and would like to proceed.

Generate HREA document

10. The 'Download files' dialogue box will open. Download **all** the files by clicking on the links. The .zip file contains .pdf and .rtf versions of your application, along with any documents you have attached. Note that the .pdf and .rtf files **cannot** be uploaded into the HREA if they need to be amended. The .omni file is a unique file type to the HREA, and allows the completed application to be easily re-uploaded to make any amendments required by the HREC, or to use the submitted application as the basis of a new application in the future.



Applications

This page shows all applications you can access.

Below are your applications. Click the link to open an existing application.

[+ New application](#) [Upload application](#)

Show entries

Identifier	Title	Stage	Status	Created date
DC02248	New application example	Application	Open	04/01/2018 09:54:27 AM
DC02246	New application Example	Application	Open	03/01/2018 04:01:57 PM
DC02237	New Version Test	Application	Open	03/01/2018 02:32:39 PM
DC02230	test submission	Application	Completed	02/01/2018 02:19:34 PM
DC02245	testy	Application	In Progress	02/01/2018 02:12:06 PM

Application submission

Select the application attachments you wish to download:

All application forms and attachments (.zip)
This package of files contains your application content, attachments, and other files supporting your application. This package is appropriate to provide to a HREC.

HREA file able to be re-uploaded at a later time (.omni)
This single file contains your application and associated attachments and may be re-uploaded into this portal at a later time to create a new copy of your application using this content as a starting point, or to allow amendment and resubmission of your application if required.

I have downloaded all of the available files that I require. [> Next](#)

You must download both the .omni file and the .zip file/s and keep them in a safe place.

Submitted application data is removed from the HREA system after 90 days.

You must ensure you have all the files you need before moving from this page.

11. Once you have downloaded all the files you require and have confirmed they have been downloaded, select 'I have downloaded and saved all of the available files' and select 'Next'.

The screenshot shows the 'Applications' page with a modal titled 'Application submission'. The modal contains the following text:

Select the application attachments you wish to download:

All application forms and attachments (.zip)
This package of files contains your application content, attachments, and other files supporting your application. This package is appropriate to provide to a HREC.

HREA file able to be re-uploaded at a later time (.omni)
This single file contains your application and associated attachments and may be re-uploaded into this portal at a later time to create a new copy of your application using this content as a starting point, or to allow amendment and resubmission of your application if required.

I have downloaded all of the available files that I require.

The background shows a table of applications with columns for Identifier, Title, Stage, Status, and Created date.

12. You will be notified as to how your chosen HREC wishes to receive the application, e.g. post or email. Follow the instructions provided to submit your application. In the example below, the HREC only accepts applications via email. You will also receive an email at your preferred contact email address with these instructions.

If you have any questions about an individual HREC/review body submission you should contact the HREC/review body using the contact details provided.

The screenshot shows the 'Application submission' modal with the following content:

Application submission

Congratulations, your application is now ready to be submitted.

Test HREC accepts HREA applications submitted via **email**. To finish the submission process,

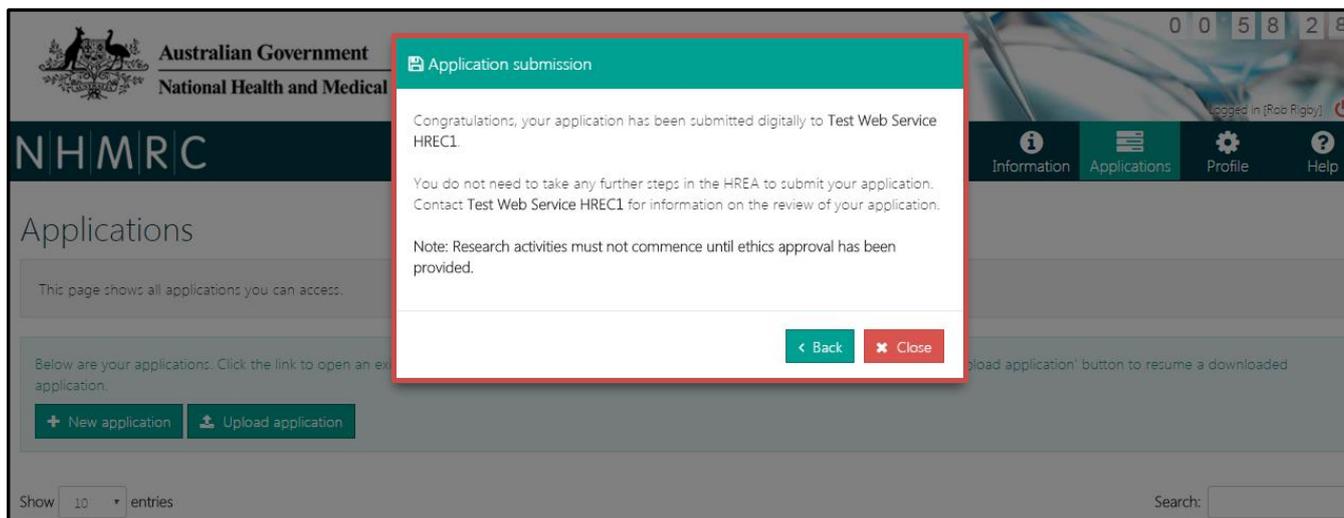
1. Save the '.omni' file to your computer with your other application documents, and
2. Email the .zip file that contains your application documents (available for download on the previous screen) to: **help@hrea.gov.au**

Note: Research activities must not commence until ethics approval has been provided.

You MUST download and save your application zip file(s) and omni file to your computer. Submitted HREA data is removed from the system 90 days after an application is submitted.

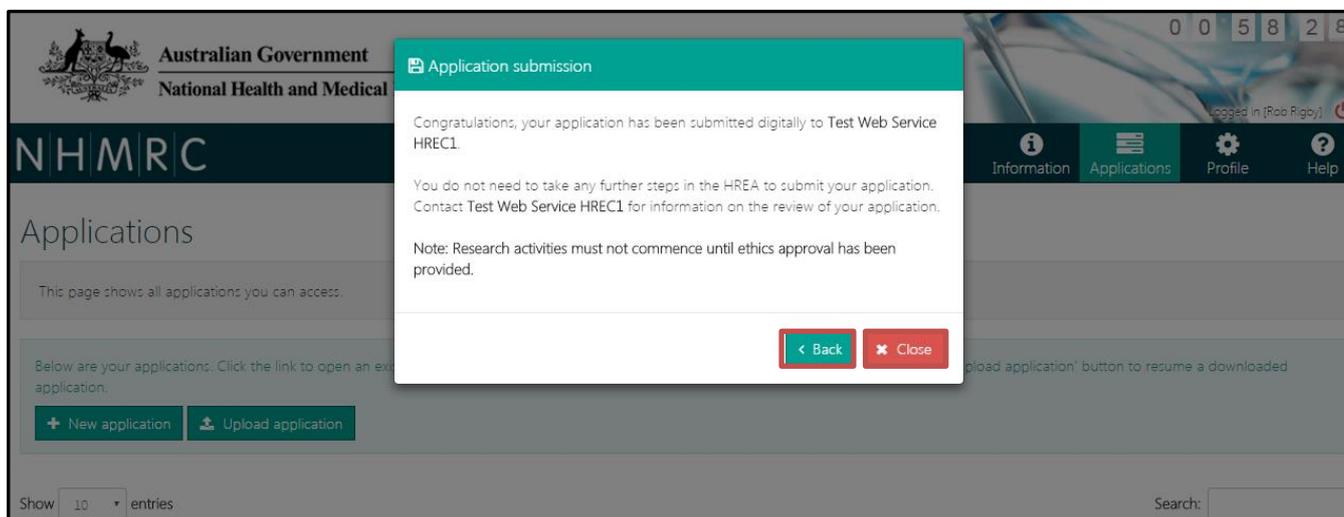
13. In the final example, the HREC only accepts applications via web service. Unlike the previous submission methods, where the applicant will have to print and post or email the application as required by the HREC, no further action on behalf of the applicant will be required. The HREC will be notified that an application is available for collection from the NHMRC's server and they will then download that application.

Note: If your ethics committee (or its portal) has not confirmed that they have received your application within 48 hours, you should contact them about your application.



15. To finish your session, click 'Close'. If you need to re-download the .zip and/or .omni files, click 'Back' and download the files.

It is strongly recommended that you confirm all the files you require have been downloaded before closing the session.



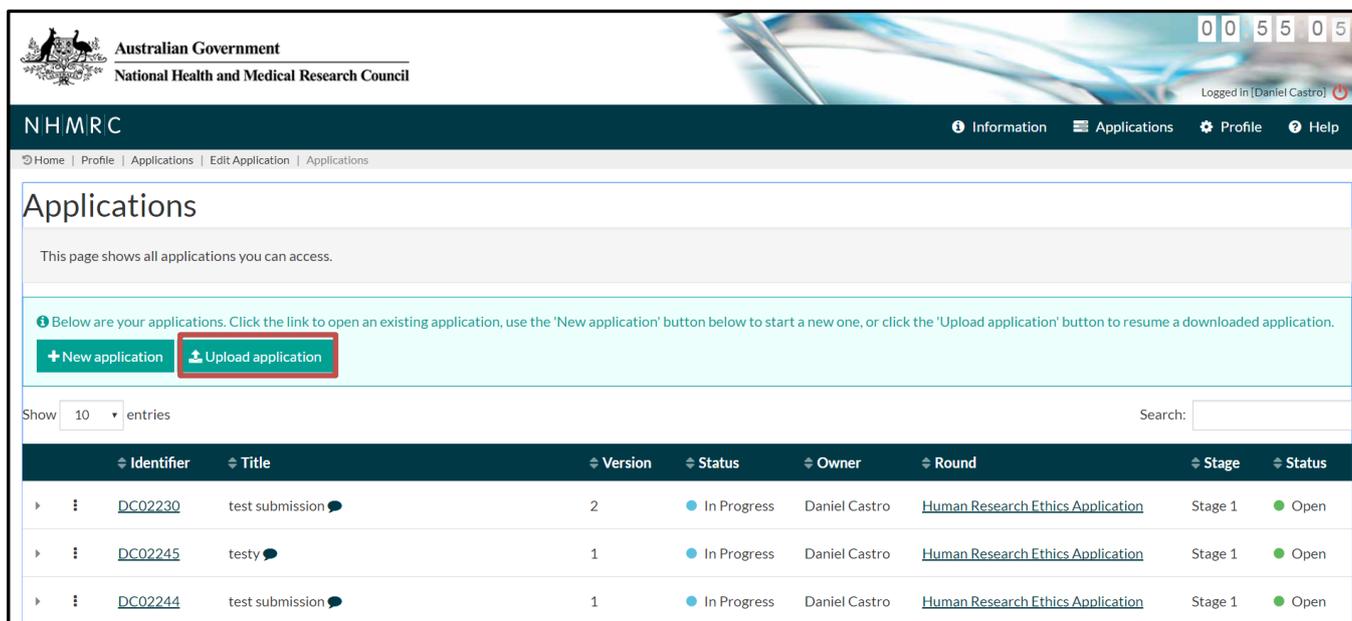
2.3.2 How to revise and resubmit a previously submitted application

HRECs or other ethics review bodies will often require an application to be revised and resubmitted following an initial review. A previously submitted application can be easily opened, amended and resubmitted within the HREA.

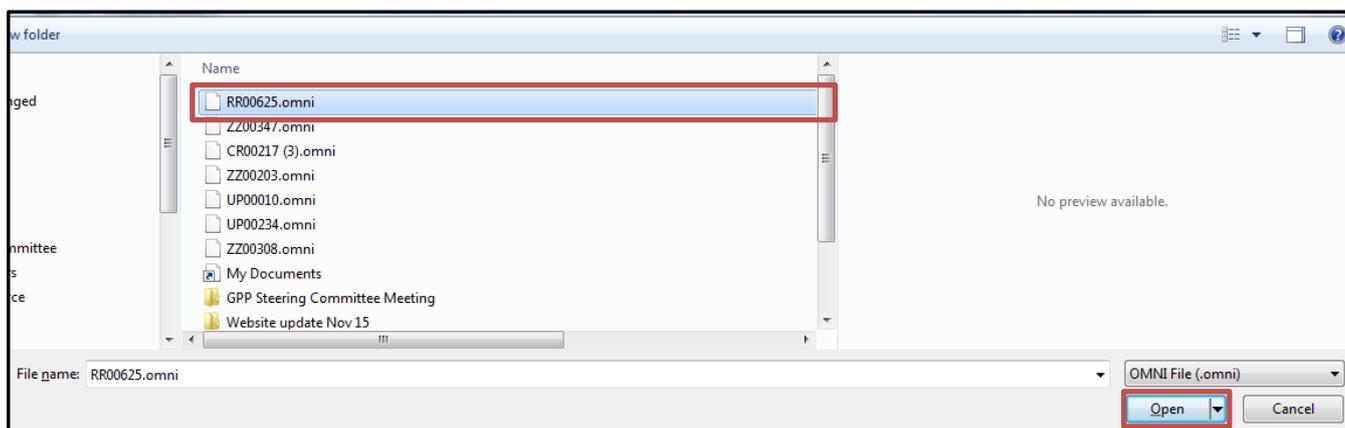
For registered users, submitted applications are stored in the HREA for 90 days. If longer than 90 days has past, the previously submitted application .omni file will have to be uploaded.

If you need to upload a previously downloaded .omni file:

1. Navigate to the Applications page and select 'Upload application'.

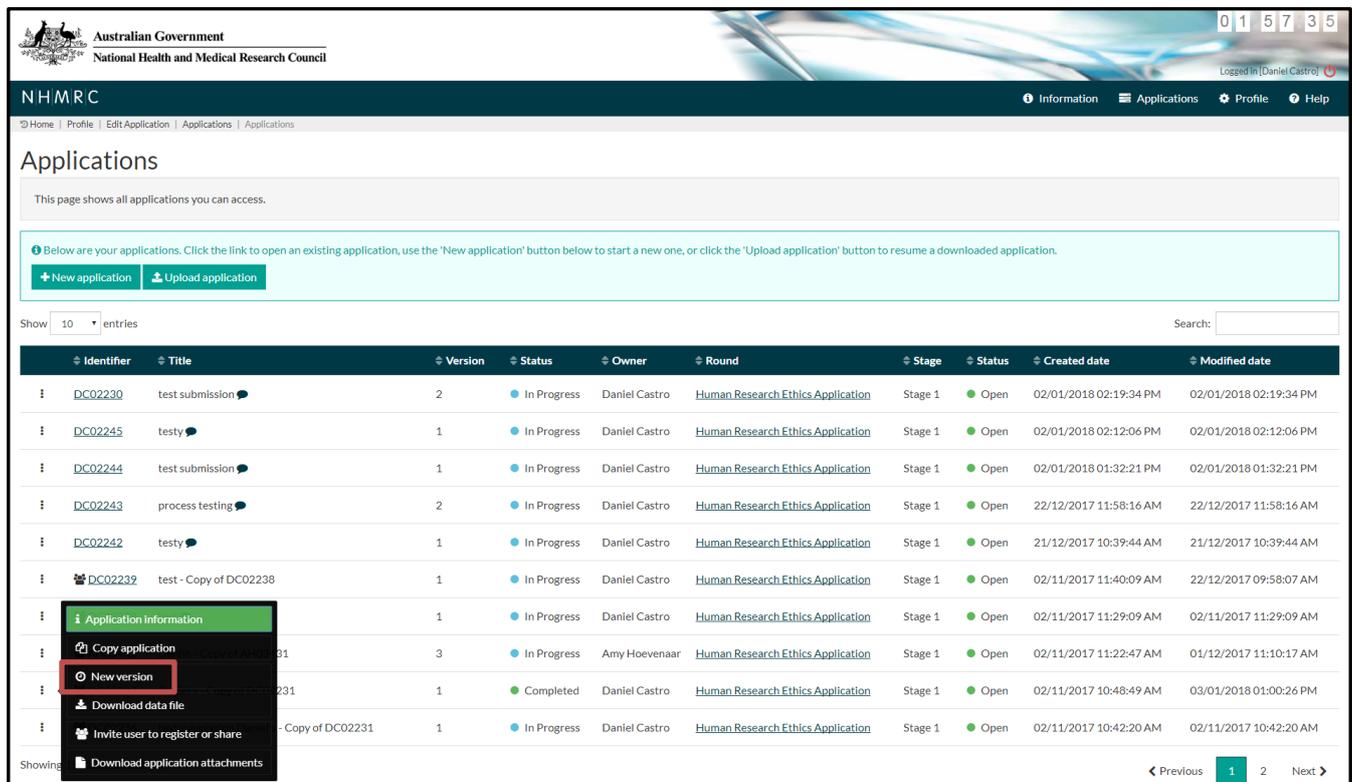


2. Navigate to the .omni file on your computer for the application you wish to upload and click 'open'.



If the previously submitted form is still listed in the HREA applications list:

1. Navigate to the Applications page and expand the menu by clicking on the  button next to the submitted application you want to revise.
2. Select the 'New Version' button.

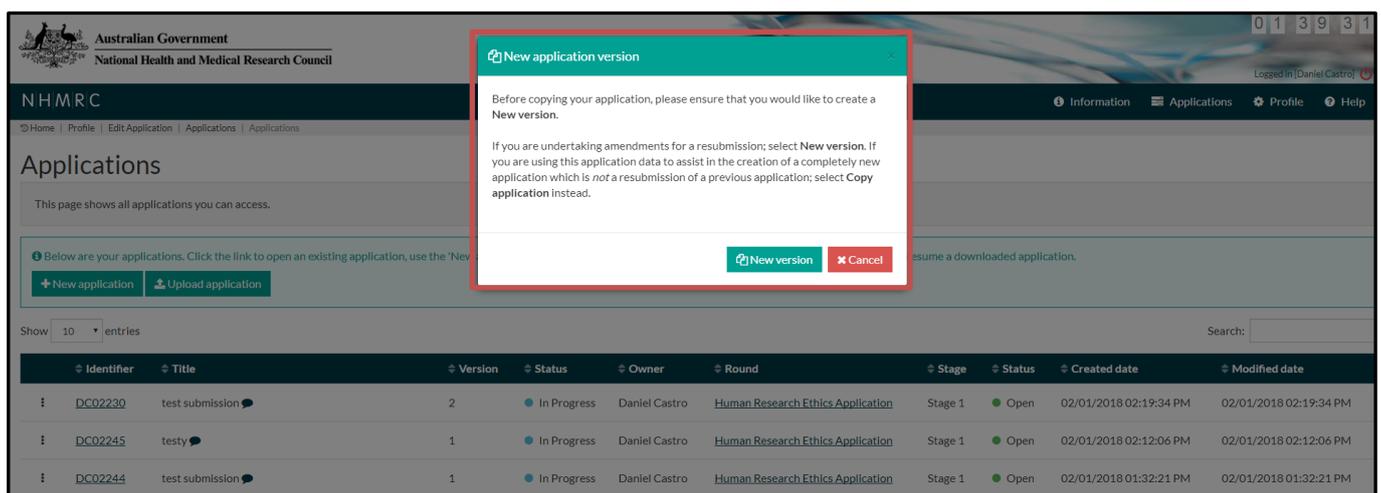


The screenshot shows the NHMRC Applications page. At the top, there is a navigation bar with 'Information', 'Applications', 'Profile', and 'Help'. Below this, a header section contains the text 'This page shows all applications you can access.' and a light blue box with instructions: 'Below are your applications. Click the link to open an existing application, use the 'New application' button below to start a new one, or click the 'Upload application' button to resume a downloaded application.' There are two buttons: '+ New application' and '+ Upload application'.

Below the instructions is a table of applications. The table has columns: Identifier, Title, Version, Status, Owner, Round, Stage, Status, Created date, and Modified date. The first few rows show applications with status 'In Progress'.

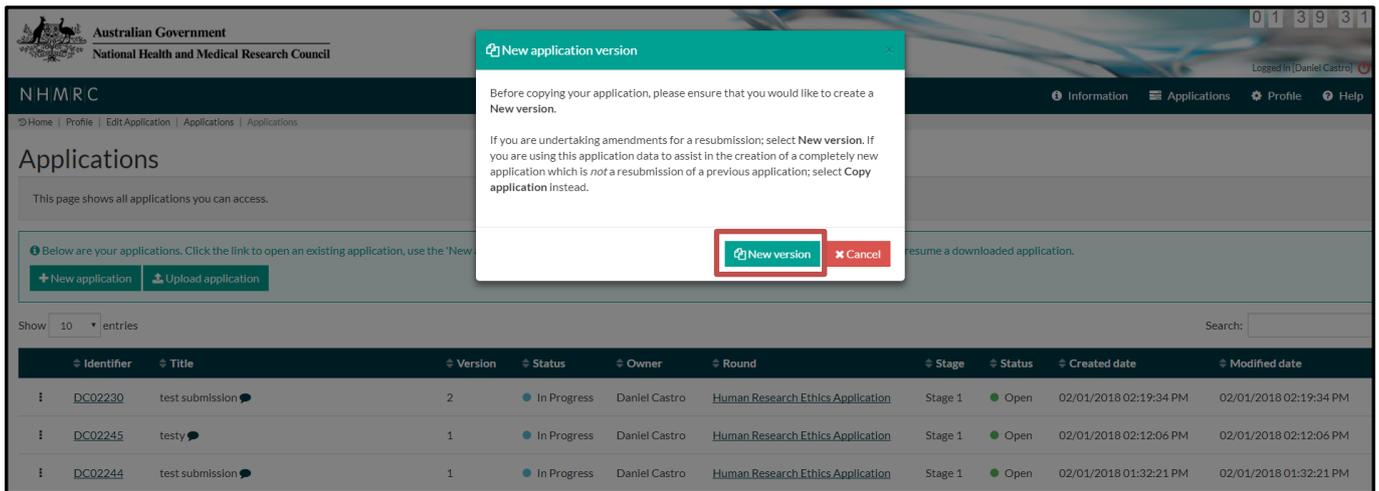
A context menu is open over one of the applications, showing options: 'Application Information', 'Copy application', 'New version' (highlighted with a red box), 'Download data file', 'Invite user to register or share', and 'Download application attachments'.

3. Once you have selected 'New Version' you will see the following dialogue box that will ask you if you want to create a 'New application' or a 'New version'.

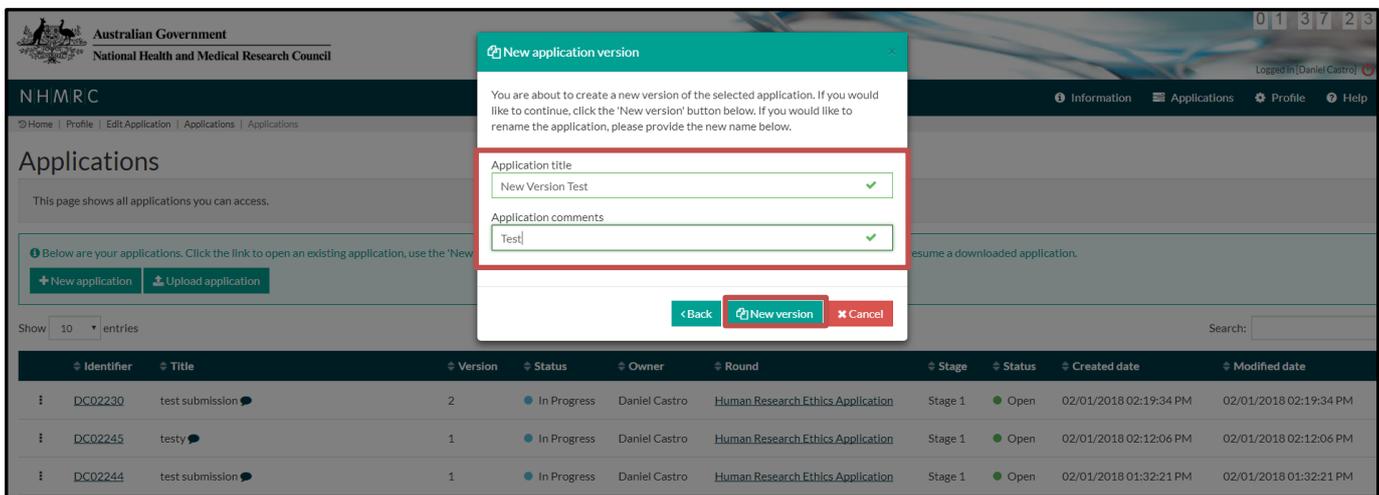


The screenshot shows the same NHMRC Applications page as above, but with a dialog box open. The dialog box is titled 'New application version' and contains the following text: 'Before copying your application, please ensure that you would like to create a New version. If you are undertaking amendments for a resubmission; select New version. If you are using this application data to assist in the creation of a completely new application which is not a resubmission of a previous application; select Copy application instead.' At the bottom of the dialog box, there are two buttons: 'New version' and 'Cancel'.

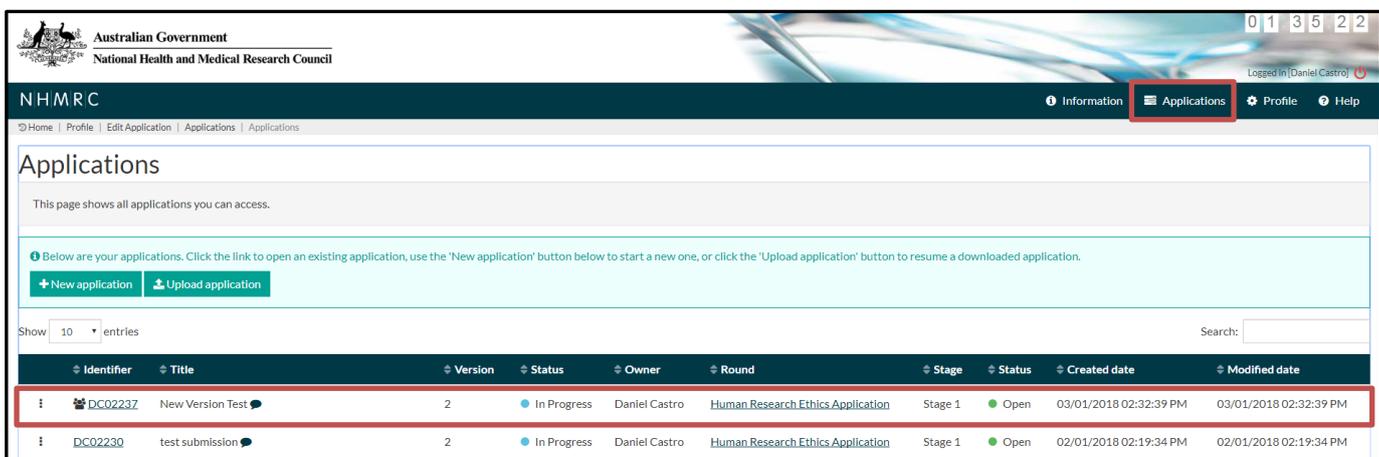
4. Select 'New Version'.



5. Enter the title of the new application and enter application comments then select 'New Version'.

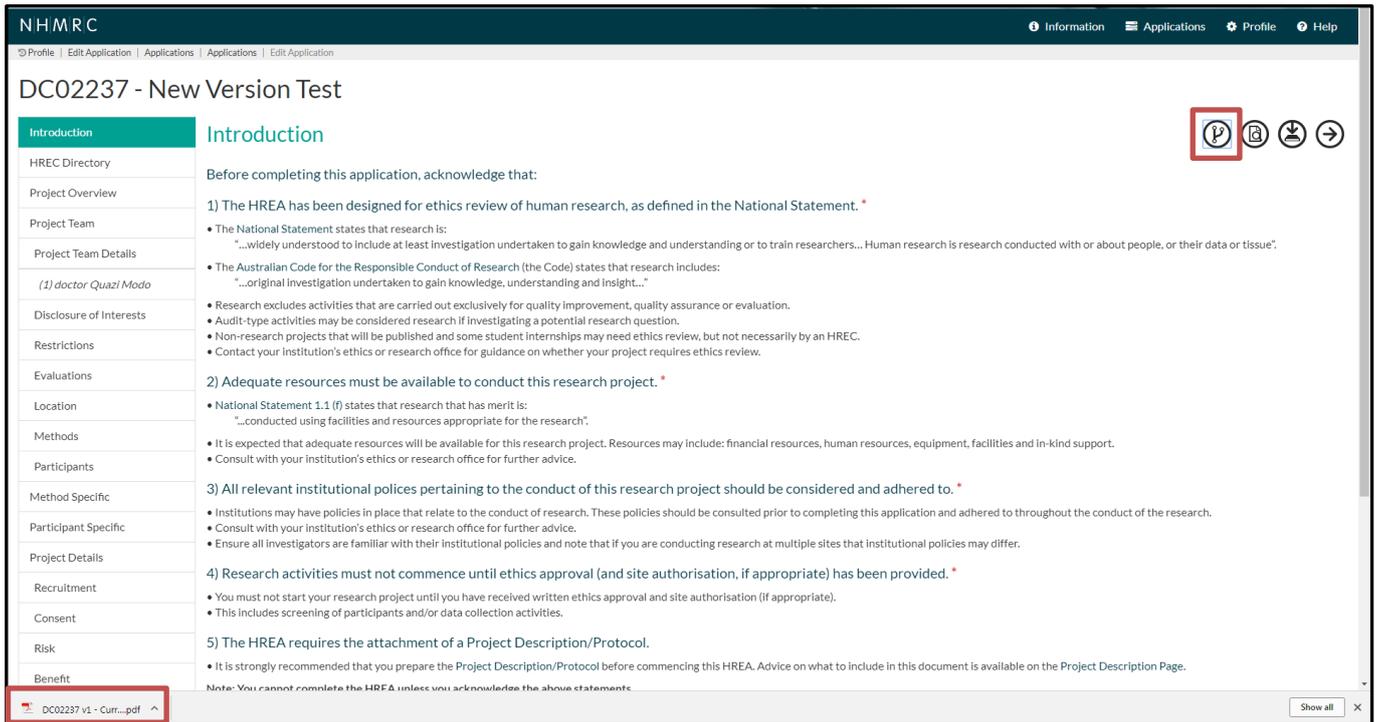


6. The new version will be added to your Applications list



7. The new version can now be opened, reviewed and edited. Note that, when a new version of an existing application (whether that existing application has been submitted or not) a copy with changes highlighted can

be downloaded. Selecting the  button will generate a pdf version of your application with changes between the previous version and the current version highlighted. See below for further information on generating and viewing tracked changes versions of applications.



NHMRC

Information Applications Profile Help

Profile | Edit Application | Applications | Applications | Edit Application

DC02237 - New Version Test

Introduction

HREC Directory

Project Overview

Project Team

Project Team Details

(1) doctor Quazi Mado

Disclosure of Interests

Restrictions

Evaluations

Location

Methods

Participants

Method Specific

Participant Specific

Project Details

Recruitment

Consent

Risk

Benefit

Before completing this application, acknowledge that:

- 1) The HREA has been designed for ethics review of human research, as defined in the National Statement. *
 - The National Statement states that research is: "...widely understood to include at least investigation undertaken to gain knowledge and understanding or to train researchers... Human research is research conducted with or about people, or their data or tissue".
 - The Australian Code for the Responsible Conduct of Research (the Code) states that research includes: "...original investigation undertaken to gain knowledge, understanding and insight..."
 - Research excludes activities that are carried out exclusively for quality improvement, quality assurance or evaluation.
 - Audit-type activities may be considered research if investigating a potential research question.
 - Non-research projects that will be published and some student internships may need ethics review, but not necessarily by an HREC.
 - Contact your institution's ethics or research office for guidance on whether your project requires ethics review.
- 2) Adequate resources must be available to conduct this research project. *
 - National Statement 1.1 (f) states that research that has merit is: "...conducted using facilities and resources appropriate for the research".
 - It is expected that adequate resources will be available for this research project. Resources may include: financial resources, human resources, equipment, facilities and in-kind support.
 - Consult with your institution's ethics or research office for further advice.
- 3) All relevant institutional policies pertaining to the conduct of this research project should be considered and adhered to. *
 - Institutions may have policies in place that relate to the conduct of research. These policies should be consulted prior to completing this application and adhered to throughout the conduct of the research.
 - Consult with your institution's ethics or research office for further advice.
 - Ensure all investigators are familiar with their institutional policies and note that if you are conducting research at multiple sites that institutional policies may differ.
- 4) Research activities must not commence until ethics approval (and site authorisation, if appropriate) has been provided. *
 - You must not start your research project until you have received written ethics approval and site authorisation (if appropriate).
 - This includes screening of participants and/or data collection activities.
- 5) The HREA requires the attachment of a Project Description/Protocol.
 - It is strongly recommended that you prepare the Project Description/Protocol before commencing this HREA. Advice on what to include in this document is available on the Project Description Page.

Note: You cannot complete the HREA unless you acknowledge the above statements.

DC02237 v1 - Curr...pdf

Show all X

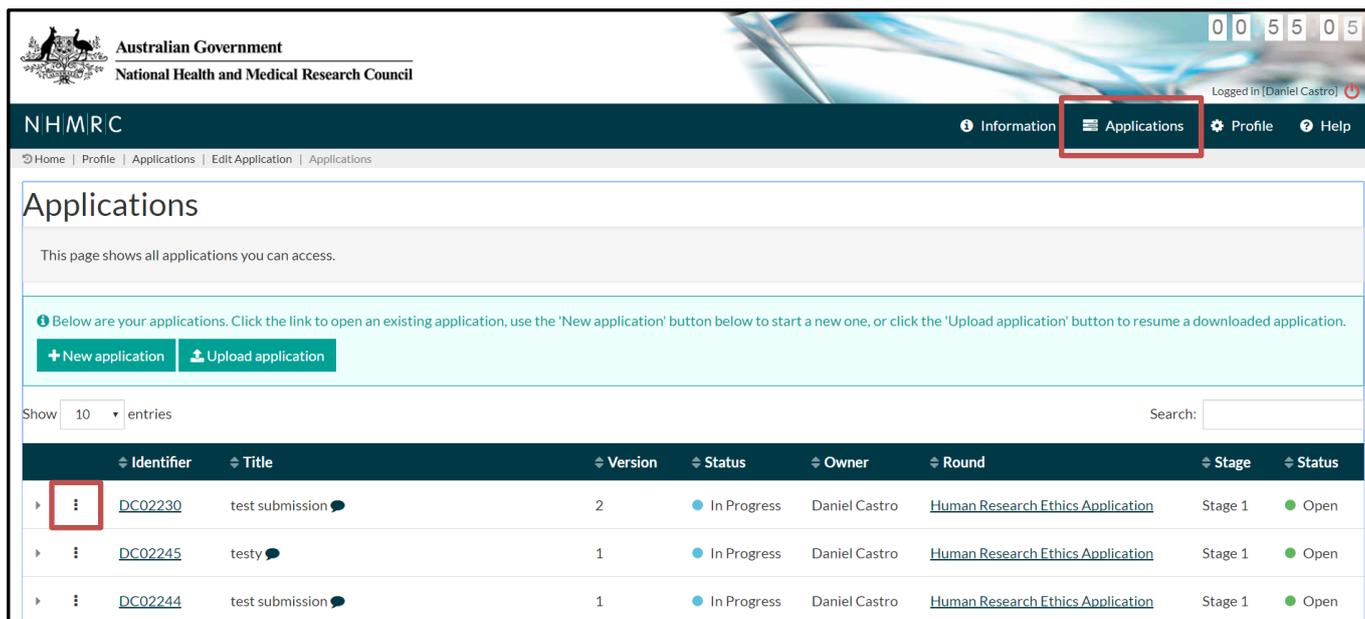
The submit/new version/amend/submit process can occur as many times as necessary.

2.3.3 How to use an existing application as a template for a new application

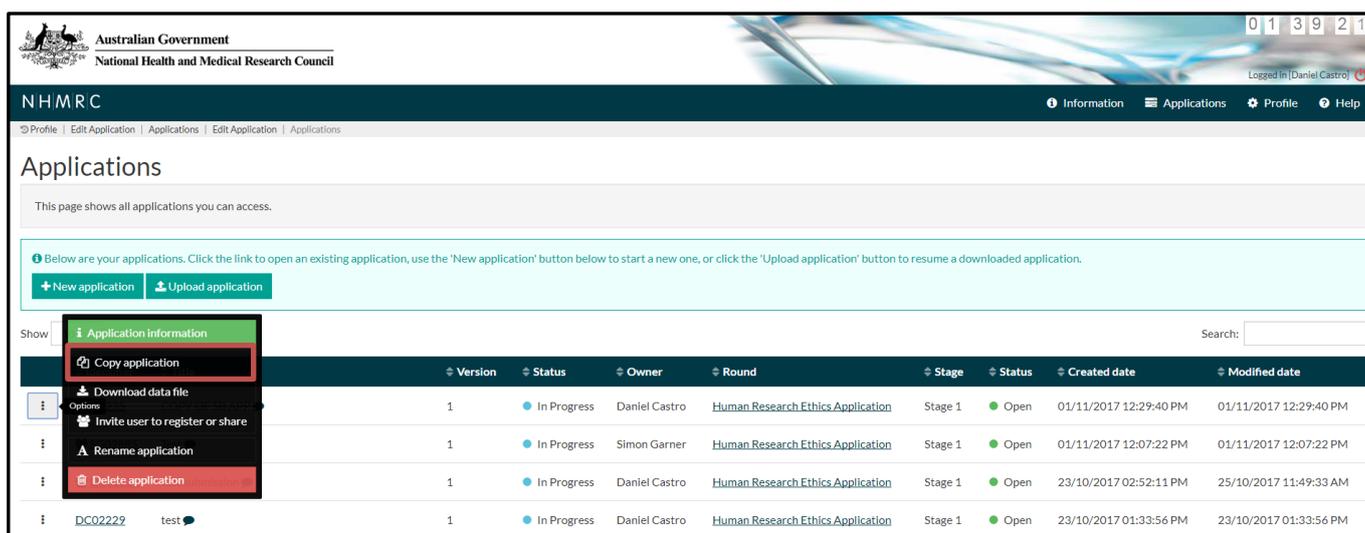
The copy application function can also be used to generate a template for a new application from a previously submitted application or another in-progress application. For example, if you regularly make applications with the same investigator team you could create a template that contains all their information, avoiding the need to enter it every time you create an application. There are 2 options available:

- a) If required, import the .omni file of a previously submitted application from your computer.
- b) Create a copy within the HREA if your completed application is under 90 days since it was completed. To copy within HREA perform the following:

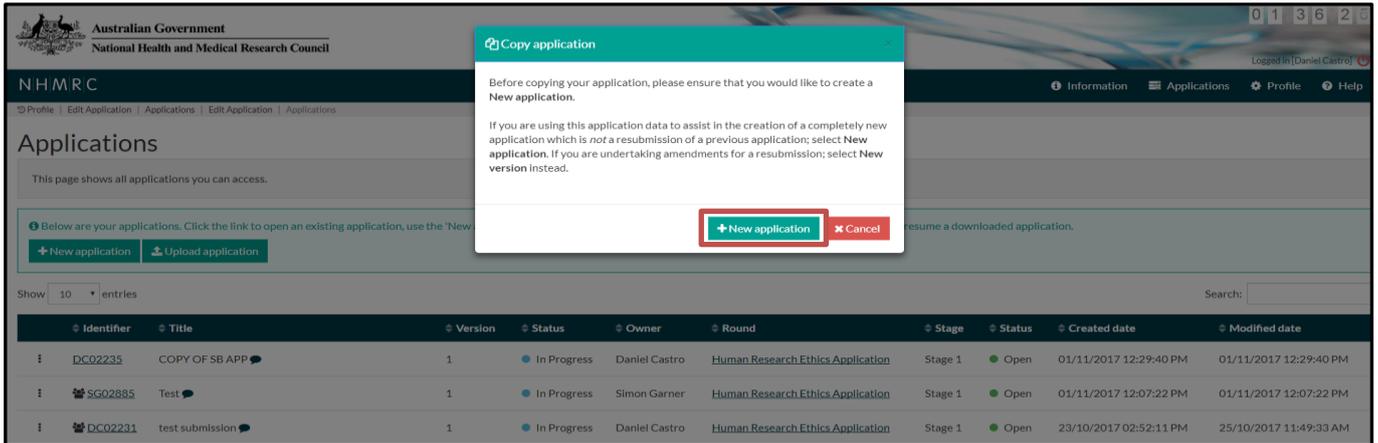
1. Navigate to the 'Applications' page, identify the application you wish to share and click on the  button next to it.



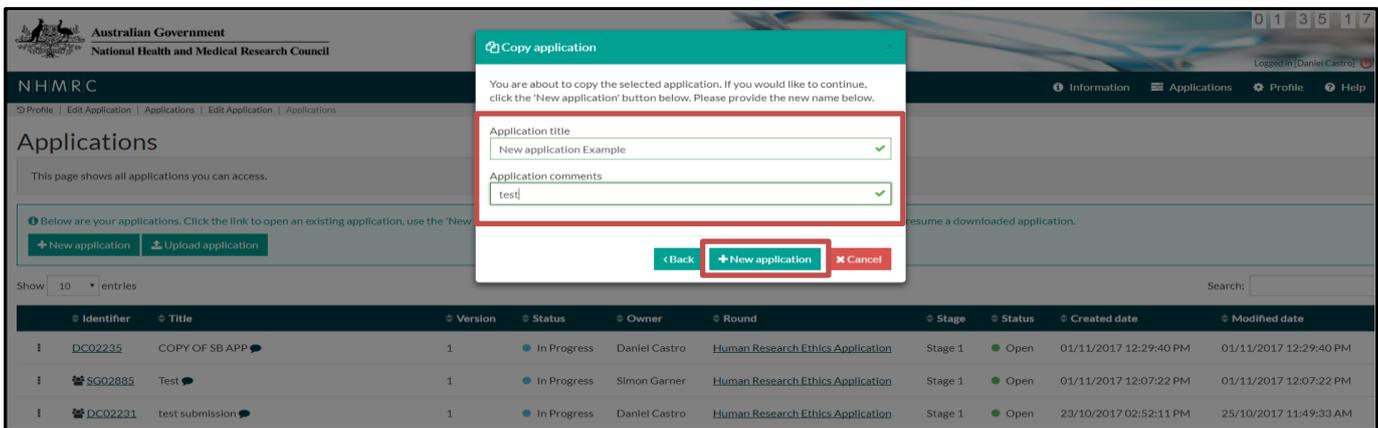
2. Click on the 'Copy Application' button



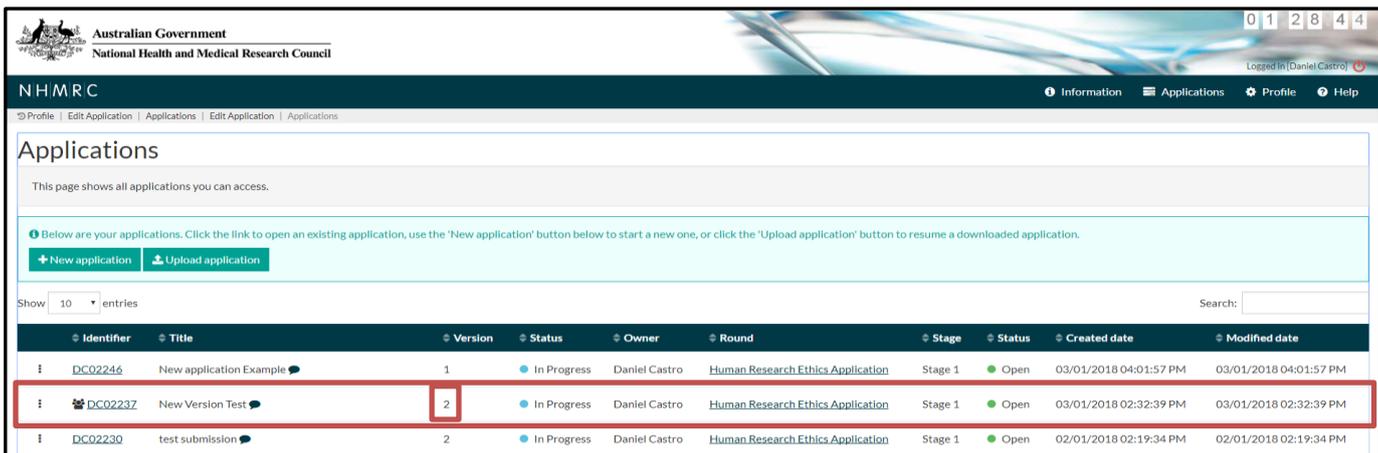
3. Select 'New Application'.



4. Enter the title of the new application and select 'New application'. **Caution:** please avoid using apostrophes in the Application title.



5. The new application will be added to your Applications list. Note: the version number is now numbered as 2.



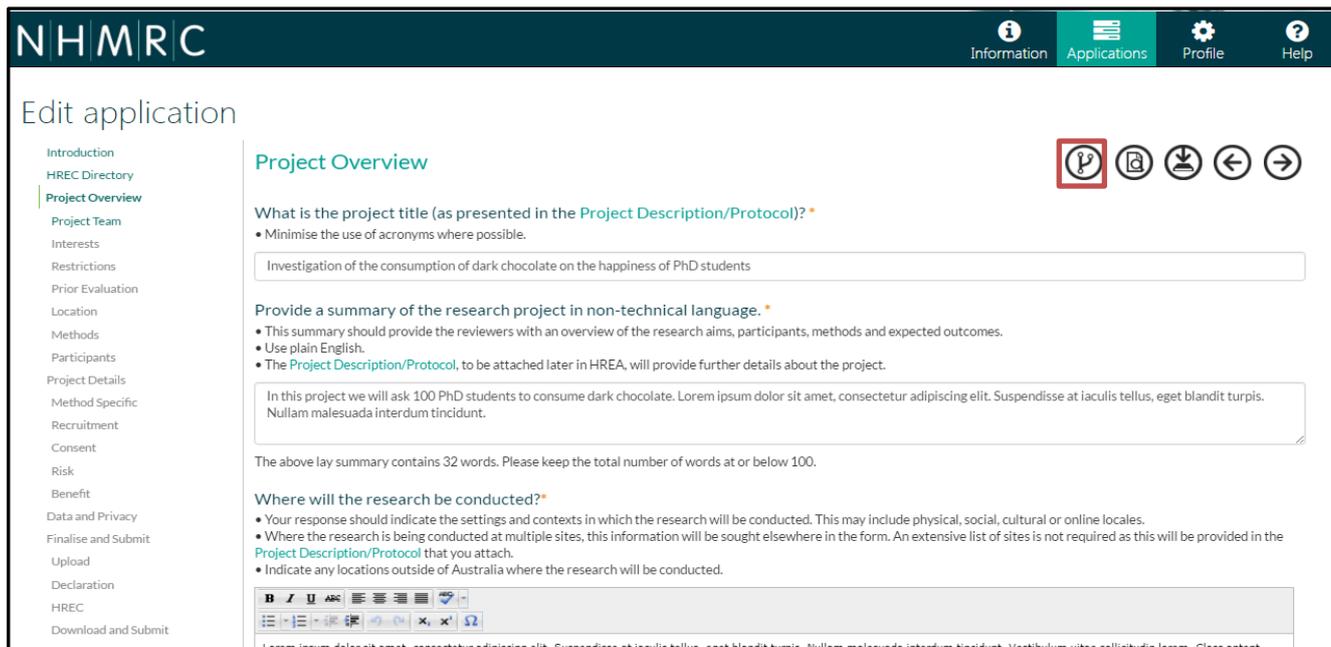
Open the new application and remove all the 'non-template' information. **It is strongly recommended that all templates are stored locally on your computer as .omni files, as inactive applications will be removed from the HREA after a period of 365 days.**

Alternatively, you can start a new application, partially complete it as appropriate and use this as a template for future applications. As above, it is recommended that any templates are stored on your computer as .omni files, as inactive applications will be removed from the HREA after 365 days.

2.3.4 How to view a revised application with changes highlighted.

The HREA includes a feature to generate a 'tracked changes' version of a revised ethics application. This can be used to easily review any changes, and may also be requested by the HREC or other ethics review body when submitting a revised application.

1. Create a 'new version' of a previously submitted application. See 'Revising and resubmitting a previously submitted application' for details on how to do this. Ensure you name the new version appropriately to in order to keep track of multiple versions of an application.
2. Revise the new version as appropriate. You can generate a PDF of the draft output document highlighting any changes at any time by selecting the  button.



The screenshot shows the NHMRC HREA 'Edit application' interface. The top navigation bar includes 'Information', 'Applications', 'Profile', and 'Help'. The left sidebar lists various application sections, with 'Project Overview' selected. The main content area is titled 'Project Overview' and contains several sections for editing the application. A tracked changes icon (a circle with a 'P' and a vertical line) is highlighted with a red box in the top right corner of the main content area. Below this icon are several other icons: a document with a checkmark, a download icon, and two arrows (left and right). The main content area includes a form for the project title, a summary of the research project, and a section for where the research will be conducted. A rich text editor is visible at the bottom of the page.

3. Selecting the  button will generate a PDF download with changes highlighted. This pdf version will be watermarked as 'Draft'.

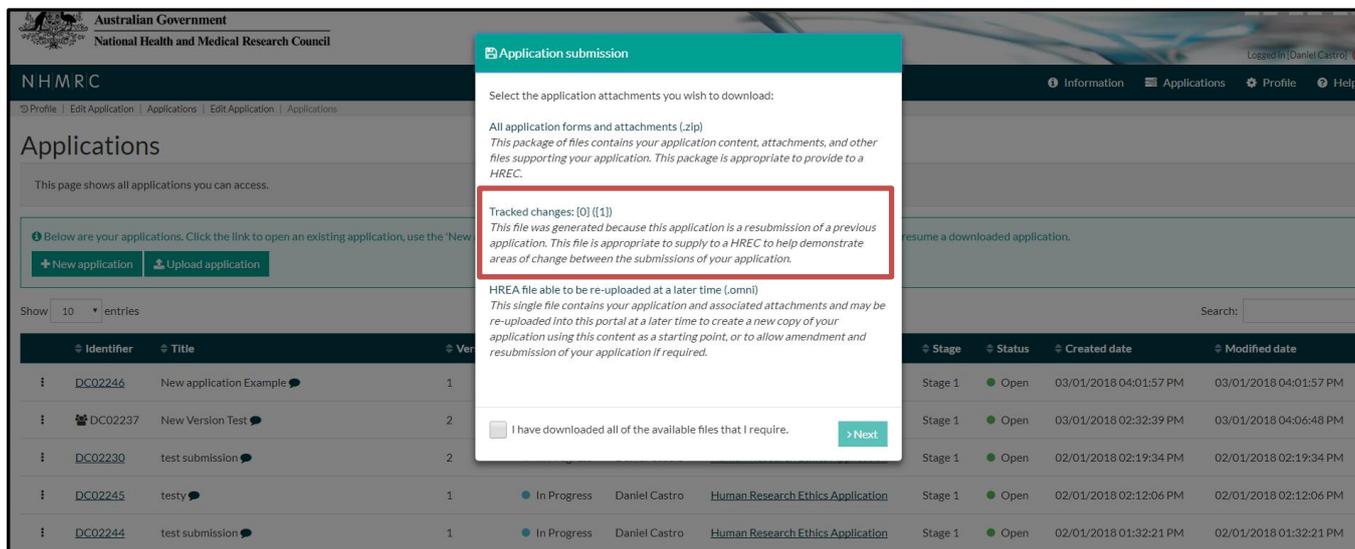
4. Open the .pdf file.

The PDF document shows the changes made to the application as red text.

2.3.5 How to submit a revised version of an application to an HREC

The process for submitting a revised version of a previously submitted application is the same as the initial submission. However, you will also have the opportunity to download a 'tracked changes' version of the revised application.

1. Follow the instructions to submit your HREA to a Human Research Ethics Committee (or other review body) and download your application for your records up to the point where the 'download files' dialogue box opens. The dialogue box will include the option to download a tracked changes version of the application.



2. Once the documents you require have been downloaded, continue to submit your revised application as per the requirements of the HREC. Note: the pdf 'Tracked changes' version downloaded here will not be water marked as 'Draft'.

You must download the .omni file, the .zip file and the tracked changes .pdf file and keep them in a safe place.

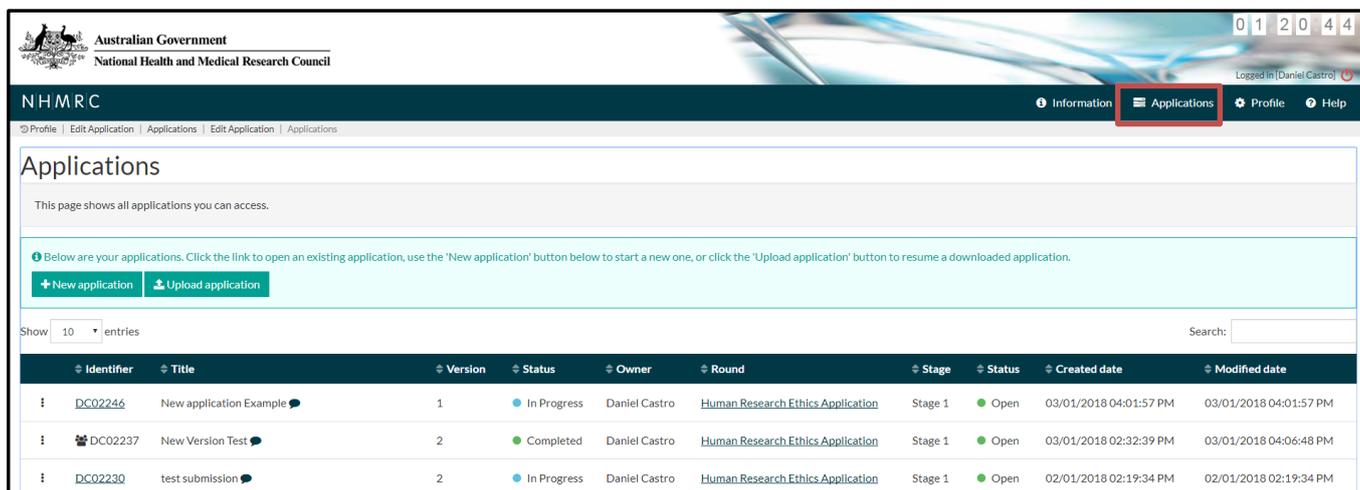
Ensure you have all the files before moving from this page.

2.3.6 How to access your files after submission

As outlined above, you should download all the files you need and keep them in a safe place. However, if you need to access your files after submission they are available on the Applications page. Submitted applications will only be held on the HREA system for 90 days.

You must not rely on the HREA to store your completed applications – always download and store your applications on your computer as you would for any important document.

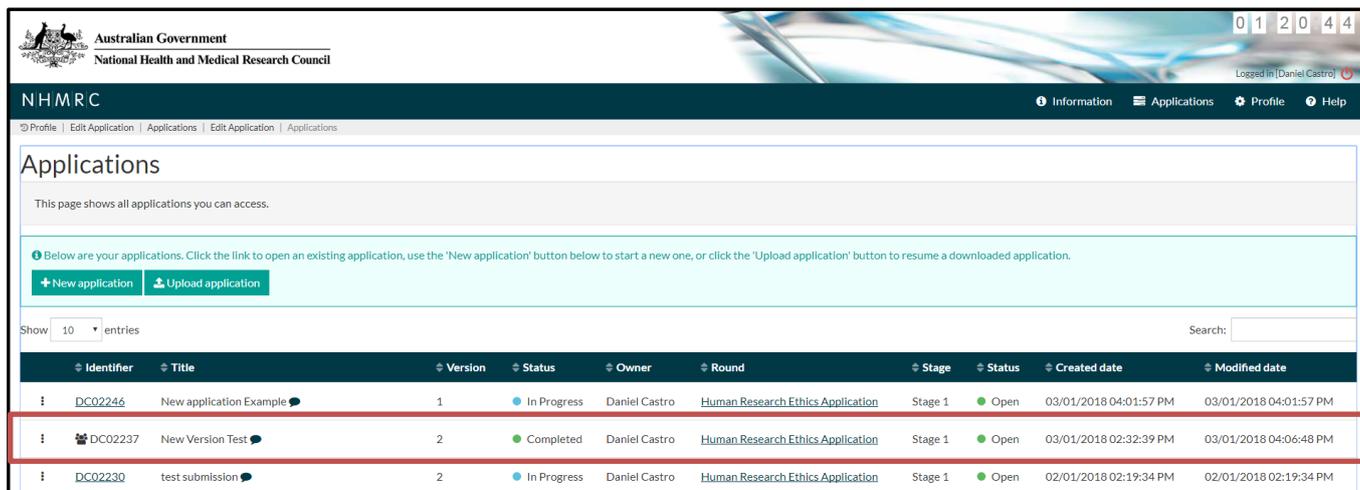
1. Navigate to the Applications page.



The screenshot shows the NHMRC Applications page. The header includes the Australian Government logo and the text 'Australian Government National Health and Medical Research Council'. The user is logged in as Daniel Castro. The page title is 'Applications' and it states 'This page shows all applications you can access.' Below this, there are instructions and buttons for '+ New application' and '+ Upload application'. A table lists three applications:

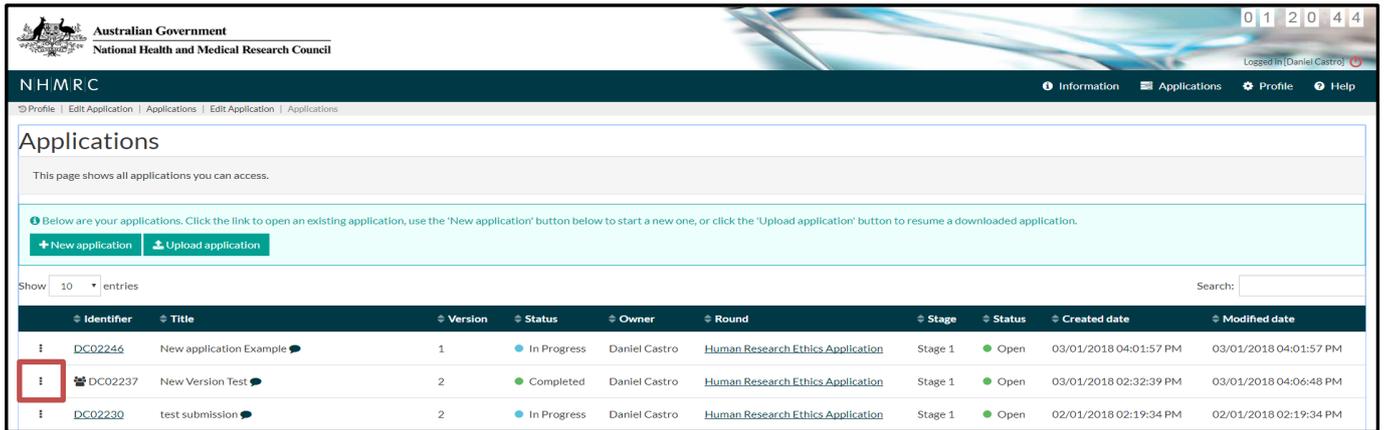
Identifier	Title	Version	Status	Owner	Round	Stage	Status	Created date	Modified date
DC02246	New application Example	1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open	03/01/2018 04:01:57 PM	03/01/2018 04:01:57 PM
DC02237	New Version Test	2	Completed	Daniel Castro	Human Research Ethics Application	Stage 1	Open	03/01/2018 02:32:39 PM	03/01/2018 04:06:48 PM
DC02230	test submission	2	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open	02/01/2018 02:19:34 PM	02/01/2018 02:19:34 PM

2. Identify the application you want to download. In this example the second application has been selected.



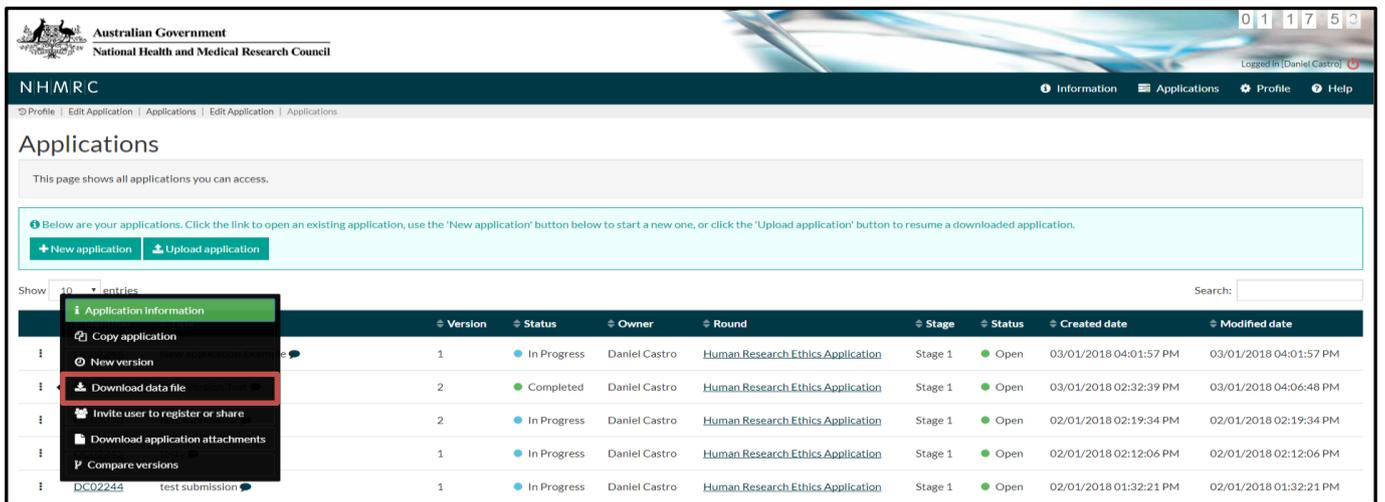
This screenshot is identical to the previous one, but a red box highlights the second application in the table, 'DC02237 New Version Test', indicating it has been selected.

3. Select the  button to expand the menu.



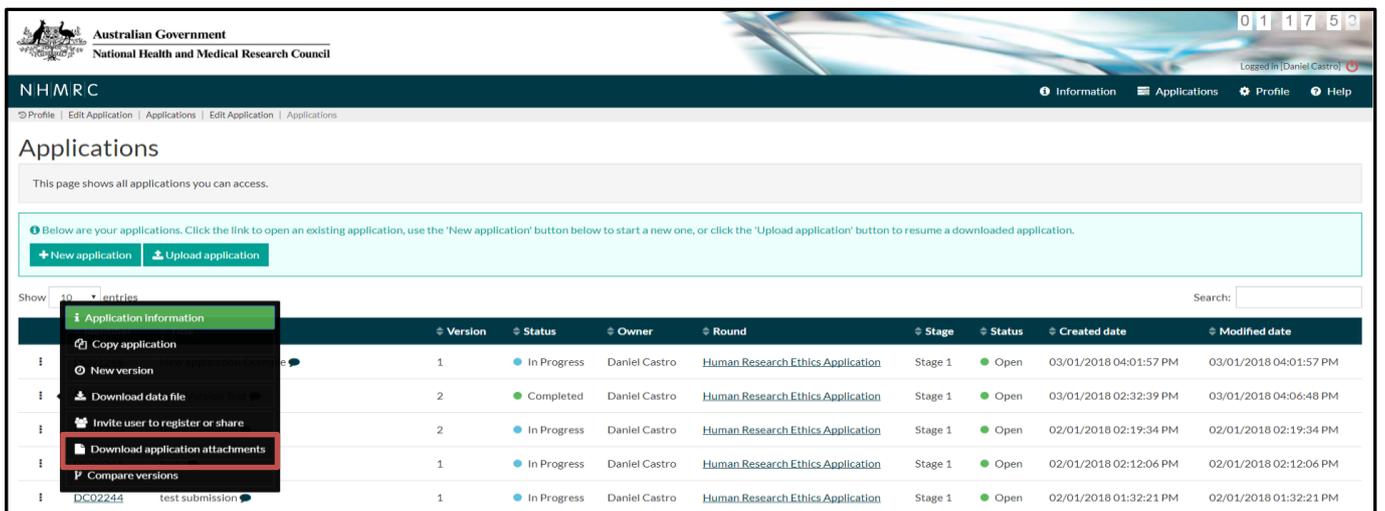
The screenshot shows the NHMRC Applications page. At the top, there is a navigation bar with the Australian Government logo and the text 'National Health and Medical Research Council'. Below this, the page title 'Applications' is displayed. A message states: 'This page shows all applications you can access.' Below the message, there are two buttons: '+ New application' and '+ Upload application'. A search bar is located on the right. Below the search bar, there is a table with columns: Identifier, Title, Version, Status, Owner, Round, Stage, Status, Created date, and Modified date. The first row of the table is highlighted with a red box. The data in the first row is: Identifier: DC02246, Title: New application Example, Version: 1, Status: In Progress, Owner: Daniel Castro, Round: Human Research Ethics Application, Stage: Stage 1, Status: Open, Created date: 03/01/2018 04:01:57 PM, Modified date: 03/01/2018 04:01:57 PM.

4. To download the .omni file (that can be re-uploaded into the HREA to create a new version or as a template for a new application) select the  button. The .omni file will be downloaded to your default downloads folder.



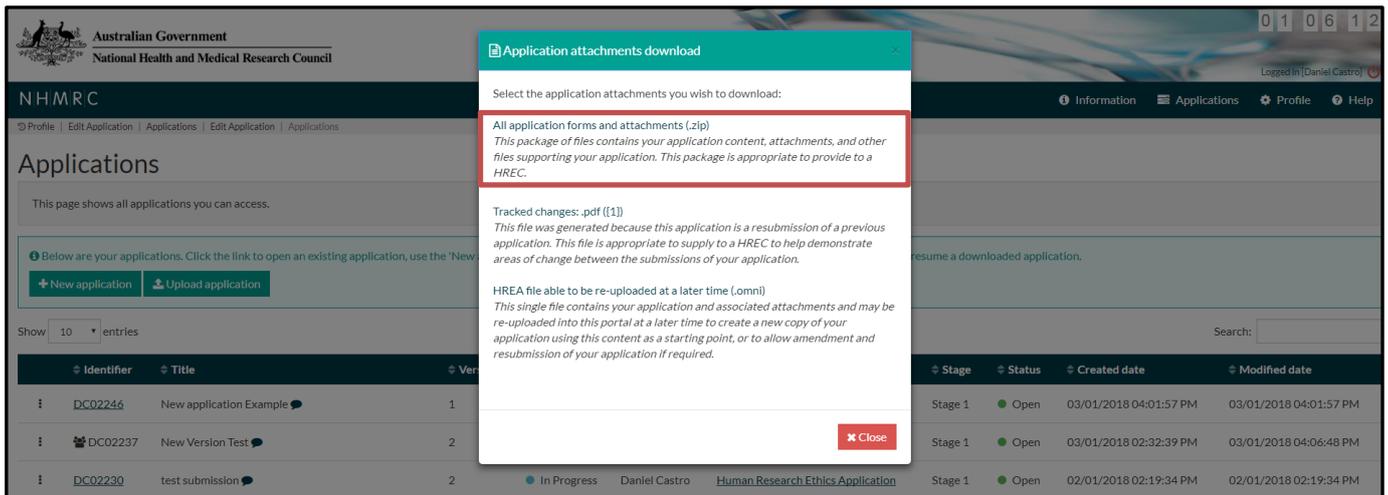
The screenshot shows the NHMRC Applications page with a context menu open over the first row of the table. The context menu has the following options: Application Information, Copy application, New version, Download data file, Invite user to register or share, Download application attachments, and Compare versions. The 'Download data file' option is highlighted with a red box. The data in the first row of the table is: Identifier: DC02246, Title: New application Example, Version: 1, Status: In Progress, Owner: Daniel Castro, Round: Human Research Ethics Application, Stage: Stage 1, Status: Open, Created date: 03/01/2018 04:01:57 PM, Modified date: 03/01/2018 04:01:57 PM.

5. To download the .zip file (that contains the PDF and RTF version of your application along with any attachments you included in your HREA) select the  button.



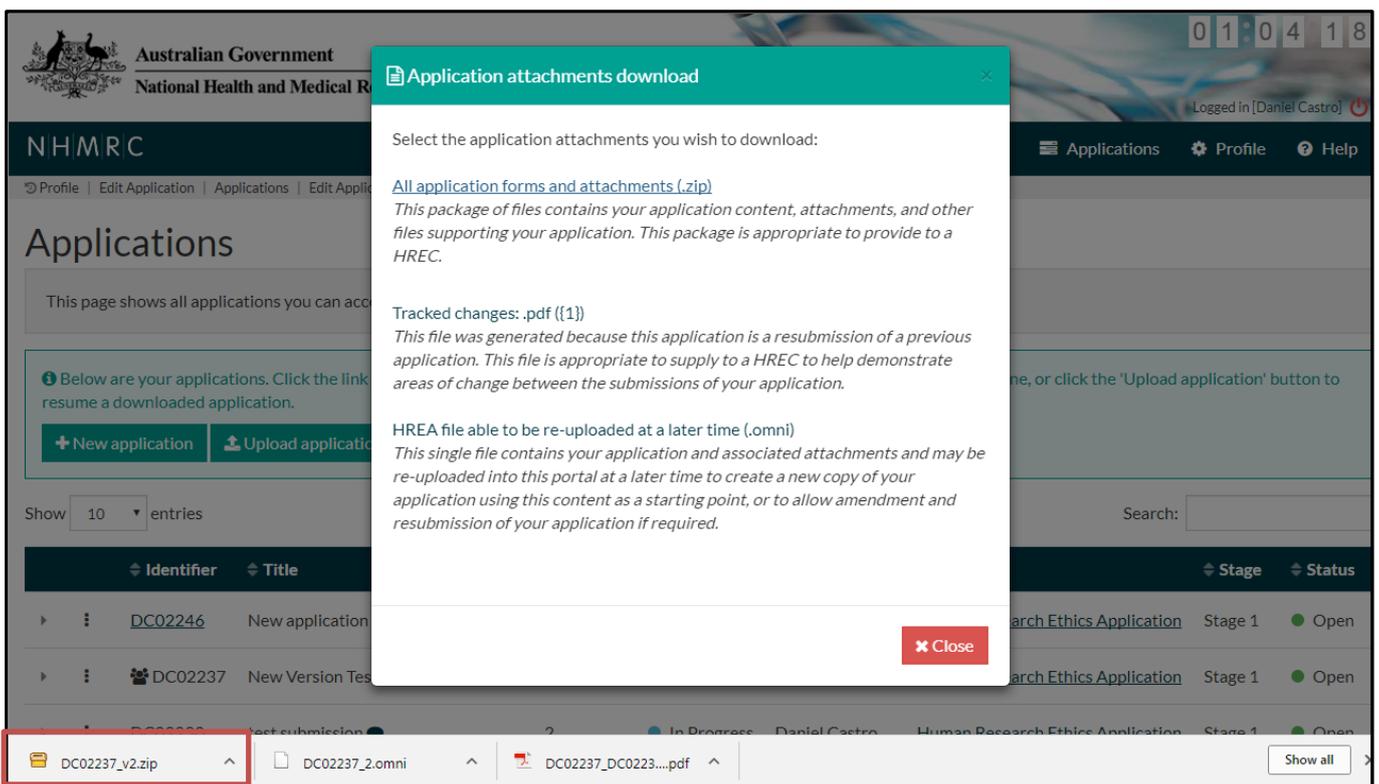
The screenshot shows the NHMRC Applications page with a context menu open over the first row of the table. The context menu has the following options: Application Information, Copy application, New version, Download data file, Invite user to register or share, Download application attachments, and Compare versions. The 'Download application attachments' option is highlighted with a red box. The data in the first row of the table is: Identifier: DC02246, Title: New application Example, Version: 1, Status: In Progress, Owner: Daniel Castro, Round: Human Research Ethics Application, Stage: Stage 1, Status: Open, Created date: 03/01/2018 04:01:57 PM, Modified date: 03/01/2018 04:01:57 PM.

6. From the dialogue box that opens, select the hyperlink 'all application forms and attachments'.



If this is an amended application you will also see an option to download a tracked changes document.

7. The .zip file will be downloaded to your default downloads folder.



3 Troubleshooting

The HREA has undergone a comprehensive testing program, including a nationwide beta testing program with over 600 users taking part. Although the majority of users didn't encounter any issues, some users reported problems in a number of areas. The following is a troubleshooting guide based on information obtained from the testing programs.

The vast majority of issues can be resolved by ensuring you are using the most up-to-date version of your web browser. NHMRC staff have found the Google Chrome works consistently for the HREA, but have also successfully used Internet Explorer, Firefox and Safari.

If your issue is not resolved by updating your browser and/or switching to Google Chrome, the following outlines how to resolve some reported problems.

Issue	Resolution
You have created an account, but not received an activation email after around 5 minutes.	<ol style="list-style-type: none">1. Check your junk/spam mailbox to see if the email has been redirected.2. If the email is not in the junk/spam mailbox, navigate to the sign-in page and select 'Reset your Password'.3. In some cases, your institution's firewall may delay or block emails from the HREA. If the steps do not work, reset your password and allow 30-60 minutes for the email to arrive. If the problem persists contact your institution's IT section.
You see an error message you're your application is 'locked for editing' by you.	<ol style="list-style-type: none">1. Log out, close your browser and log back in.2. If the issue persists, copy your application
I can't open the .omni file I downloaded.	<ol style="list-style-type: none">1. The .omni file can only be opened in the HREA system. To upload the .omni file into the HREA press the 'Upload Application' button on the Application Tab and select the omni file on your computer.
You have clicked 'New application' and provided a title but the application doesn't appear.	<ol style="list-style-type: none">1. Ensure your current web browser is updated.2. Use the latest version of Google Chrome
You can't find your submitted application	<ol style="list-style-type: none">1. Ensure you are on the "Applications" page of the HREA portal2. If someone shared an application with you it will no longer be visible in your list of applications once they, you or another user with edit privileges completes and generates the form.3. Submitted applications are removed after 90 days. Follow instructions to upload the .omni file you generated when submitting the application.

For technical assistance using the HREA contact the HREA Help Team at help@hrea.gov.au or 1800 500 983 (international callers: +61 2 6217 9451).