

Australian Government

National Health and Medical Research Council

Human Research Ethics Application (HREA) 'How to' Guide

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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 <u>https://www.nhmrc.gov.au/health-ethics/human-research-ethics-application-hrea/hrea-support?</u> 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 <u>help@hrea.gov.au</u> 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.

Sign in	-
Username	
Password	
Can't access you	r account? <u>Reset your password</u>
Don'i	t have an account? <u>Sign up now</u>
Don't	want an account? <u>Guest access</u>
Remember me?	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: <u>https://support.google.com/recaptcha/?hl=en</u>.

Register Please fill out the fields below to create an account.	
Email address	*
Please note that your <u>email address</u> will be used for your <u>username</u> .	
Your first name	*
Your last name	*
Choose a password	*
Confirm your password	*
I'm not a robot	
« Back REGISTI	ER

3. Click the 'Register' button

lease fill out the fields below to	create an account.	
Email address		*
Please note that your <u>email a</u>	<u>ddress</u> will be used for your <u>u</u>	<u>sername</u> .
Your first name		*
Your last name		*
Choose a password		*
Confirm your password		*
I'm not a robot	reCAPTCHA Privacy - Terms	
* This is to prevent automated	1 submissions.	

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 <u>https://hrea.gov.au/</u> 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'.

Sign in
Username
Password
Can't access your account? <u>Reset your password</u>
Don't have an account? <u>Sign up now</u>
Don't want an account? <u>Guest access</u>
Remember me? SIGN IN

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



2.1.3 How to reset a forgotten password

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

Sign in	
Username	
Password	
Can't access your account? <u>Reset your password</u>	
Don't have an account? <u>Sign up now</u>	
Don't want an account? <u>Guest access</u>	
Remember me? SIGN IN	

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

Reset Password If you have forgotten your password you can use the form below to send a reset link to your email address.	
Enter your user name]
l'm not a robot	
* This is to prevent automated submissions.	
« Back RESET PASSWORD	

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



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.

Set Password Enter a new password below to u	pdate your account.
Choose a password	*
Confirm your password	*
	SET PASSWORD

6. Click on 'Set password'.

Set Password Enter a new password below to update your account.	
Choose a password	*
Confirm your password	*
SET PASSWORD	

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



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.

National Health and Medical Research Council NHMRC NHMRC Portal Neme NHMRC Portal Velcome to the NHMRC HREA Online Portal Sp 5 In Progress 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 • New application • Identifier • Title • Status • Round • Status • Round • Status • Round • Stage • DC02223 • test - Copy of DC02238 • In Progress • Human Research Ethics Application • Stage 1 • Dc02244 • test submission • In Progress • Human Research Ethics Application • Stage 1 • Dc02245 • test y	Australian Gov	ernment				014	6 2 2
NHMRC Information Applications Profile Profi	National Health a	nd Medical Research Council			16	Logged in [Dan	iel Castro] 🕛
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Welcome to the NHMRC HREA Online Portal Sequence Se	Home						,
Welcome to the NHMRC HREA Online Portal Top 5 In Progress applications Below are your applications. Click the link to open an existing application but on below to start a new one, or click the 'Upload application' button to resume a downloaded application. • New application • Videntifier • Title • Status • Round • 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 DC02245 test y • In Progress Human Research Ethics Application Stage 1 DC02245 test y • In Progress Human Research Ethics Application Stage 1 DC02245 test y • In Progress Human Research Ethics Application Stage 1 DC02245 test y • In Progress Human Research Ethics Application Stage 1 DC02245 test y • In Progress Human Research Ethics Application Stage 1 DC02245 test y • In Progress Human Research Ethics Application Stage 1 DC02245 test y • In Progress Human Research Ethics Application Stage 1 Stage 1 DC02245 test y • In Progress Human Research Ethics Application Stage 1 DC02245 test y • In Progress Human Research Ethics Application Stage 1 DC02245 test y • In Progress Human Research Ethics Application Stage 1 DC02245 test y • In Progress Human Research Ethics Application Stage 1 DC02245	NHMRC Porta	I					
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Lop 2 In Progress applications Op 2 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 1 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							
	lop 5 In Progress applications						
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Identifier• Title• Status• Round• StageImage: DC02239test - Copy of DC02238• In ProgressHuman Research Ethics ApplicationStage 1DC02243process testing •• In ProgressHuman Research Ethics ApplicationStage 1DC02244test submission •• In ProgressHuman Research Ethics ApplicationStage 1DC02245test submission •• In ProgressHuman Research Ethics ApplicationStage 1							
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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	🚰 <u>DC02239</u>	test - Copy of DC02238	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	DC02243	process testing 🗩	 In Progress 	Human Research Ethics Application		Stage 1	
DC02245 testy 🗩 🕒 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	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.

Australian Governmen National Health and Med	t ical Research Council		0	0 5 6 4 3
NHMRC			i 📑 Information Applications	Profile Profile
Personal Profile Rob Rigby	Profile			
Personal details Address details	Personal Details Title	First name	Last name	
Phone details Email details Account settings	Dr * •	Rob * Preferred method of contact	Rigby	*
	P Save D Reset			

4. Amend details and select 'Save'

Australian Government National Health and Medi	t cal Research Council			0 5 4 5 3
NHMRC			i 📑 Information Applications	Profile Profile
Personal Profile	Profile			
Rob Rigby Personal details Address details Phone details	Personal Details	First name	Last name	
Email details Account settings	Preferred name	Preferred method of contact	(rige)	

2.1.5 How to change your username

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

Australia	n Government		free of the second seco	014622
National H	lealth and Medical Research Council			Logged in [Daniel Castro]
NHMRC			 Information 	Applications 🌣 Profile 🕜 Help
ome				
NHMRC Po	ortal			
Welcome to the NHMF	RC HREA Online Portal			
Top 5 In Progress applic	cations			
Below are your app	plications. Click the link to open an existing	application, use the 'New applicati	on' button below to start a new one, or click the 'Upload application	n' button to resume a downloaded
Application. Application.	▲ Upload application			
Identifier	≑ Title	\$ Status	≑ Round	≑ Stage
* <u>DC02239</u>	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'.

Australian Government National Health and Medic	al Research Council		0 0 5 6 4 3
Personal Profile Rob Rigby	Profile		
Personal details Address details Phone details Email details	Personal Details Title Dr *	First name Rob *	Last name Rigby *
Account settings	E Save O Reset	•	

4. Select 'Change username'.

Australian Government National Health and Medica	0 0 5 0 0 9 (copyed in (Rob Rigby)	
NHMRC		1 E C C C C C C C C C C C C C C C C C C
Personal Profile Rob Rigby	Profile	
Personal details Address details Phone details Email details Account settings	Account settings Change username You can change your username by using the Change Username button below. Change username	
	Change password You can change your password by using the Change Password button below. Change password	

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

Australian Government National Health and Medical Re	search Council	▲ Change username ×	0 0 3 1 0 2
NHMRC		Enter your password for verification	topped nation keeping Information Applications Profile Help
Personal Profile	Profile	Enter your desired username *	
Rob Rigby Personal details Address details	Account setting	Save X Cancel	
Phone details Email details	Change u You can ch	iemame ange your username by using the Change Username button below.	
Account settings	Change p You can ch Change	assword ange your password by using the Change Password button below.	

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

Australian Government		0 0 2 9 5 4
National Health and Medical Research Council	Enter your password for verification	apped n Pob App/. € Information Applications Profile Help
Personal Profile Profile Rob Rigby	Enter your desired username clinicaltrialsready@nhmrc.gov.au A user with that username already exists.	
Personal details Address details Phone details Email details Account settings Change You can be You can b	g E Save X Cancel username nange your username by using the Change Username button below. nge username	
Change You can c A Chan	bassword hange your password by using the Change Password button below. ge password	

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

Australian Government National Health and Medical Research Council	A Change username ×	0 0 2 7 4 5
NHMRC	Enter your password for verification	in Pool Appy; C Information Applications Profile Help
Personal Profile Profile	Enter your desired username New username here! The username must be a valid email address	
Personal details Account a	tting 😫 Save 🗶 Cancel	
Phone details Cham Email details	e usemame r change your usemame by using the Change Username button below.	
Account settings	e password	
You ca	or page your password by using the Change Password button below. nange password	

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.

Sign in Sign in The username has been changed Username Password Cen't access your account? <u>Reset your password</u> Don't have an account? <u>Sign up your</u> Don't want an account? <u>Sign up your</u>
The usemame has been changed Username Password Can't access your account? <u>Relet your password</u> Don't have an account? <u>Sign up now</u> Don't want an account? <u>Guest access</u>
Can tacco you account: <u>must you pormera</u> Don't want an account? <u>Guest occess</u> Don't want an account? <u>Guest occess</u>

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

Sign in	~~
Username	
Password	
Can't a	access your account? <u>Reset your password</u>
	Don't have an account? Sign up now
	Don't want an account? <u>Guest access</u>
Remember me?	SIGN IN
_	

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

Australian National H	n Government ealth and Medical Research Council			0	0 5 9	0 1 0
NHMRC				i 📑 nformation Applications	Profile	? Help
NHMRC Portal						
Top 5 in progress applications						
Below are your applications. CI below to new start one, or click	ick the link to open an existing application, use the 'New appl : the 'Upload form' button to resume a downloaded applicati	ication' button on.				
+ New application 2. U	Ipload form					
Application identifier	1 Title	🕈 Status 🔶				
0 * <u>CR00217</u>	Upload of test	In Progress				
<u>RR00167</u>	Almost done 2	In Progress				
0 RR00168	Almost done 3 (edited to have more full answers)	In Progress				
<u>RR00221</u>	Test app for incomplete submission	In Progress				

10. Select 'email details'.

Australian Government National Health and Medical Rese	arch Council			0 1 5	7 4 4
NHMRC		i Information	Applications	Profile	😗 Help
"D Home Profile Email					
Personal Profile	Profile				
Daniel Castro	You can manage your profile and personal settings on this page.				
Personal Details					
Address Details	Email Details				
Phone Details					
Email Details	10 add a new email address click the button below.				
Account Settings	+ Add new email address				
	Show 10 • entries		Search:		
	×				
	Showing 1 to 1 of 1 entries		Previo	ous 1	Next >

11. Select 'Add new email address'.

Australian Government National Health and Medical Re	esearch Council			0 1 5	7 4 4
NHMRC		i Information	Applications	🔅 Profile	Help
්ටHome Profile Email					
Personal Profile	Profile				
Daniel Castro Personal Details	You can manage your profile and personal settings on this page.				
Address Details	Email Details				
Phone Details					
Email Details	Lo add a new email address click the button below.				
Account Settings	T Aud new email address				
	Show 10 🔻 entries		Search:		
	*				
	Showing 1 to 1 of 1 entries		< Previo	ous 1	Next 🕽

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

Australian Government National Health and Medical Research Council			0 1 5 2 3 Logged in [Daniel Castro			
NHMRC		 Information 	Applications	Profile	Help	
DHome Profile Email						
Personal Profile	Profile					
Daniel Castro	You can manage your profile and personal settings on this page.					
Personal Details						
Address Details	Email Details					
Phone Details	Email					
Email Details	help@hrea.gov.au				~	
Account Settings	Preferred 💽					
	Save X Cancel					
	Show 10 • entries		Search:			
	v					
	Showing 1 to 1 of 1 entries		< Previo	ous 1	Next >	

2.1.6 How to change your password

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

Australian National H	n Government ealth and Medical Research Council		0 0 5 9 1 0
NHMRC			f) 📰 🔅 ? Information Applications Profile Help
NHMRC Portal			
Top 5 in progress applications			
Below are your applications. CI below to new start one, or click	ick the link to open an existing application, use the 'New app <pre>c the 'Upload form' button to resume a downloaded applicat</pre>	olication' button ion.	
+ New application 🕹 U	Ipload form		
Application identifier	* Title	🗢 Status 🗢	
(3)	Upload of test	In Progress	
0 RR00167	Almost done 2	In Progress	
<u>RR00168</u>	Almost done 3 (edited to have more full answers)	In Progress	
<u>RR00221</u>	Test app for incomplete submission	In Progress	

3. Select 'Account settings'.

Australian Government National Health and Medical	Research Council		0 0 5 6 4 3
NHMRC			information Applications
Personal Profile Rob Rigby	Profile		
Personal details Address details	Personal Details		
Phone details Email details	Title Dr Preferred name	First name Rob * Preferred method of contact	Last name Rigby *
Account settings		•	
	El Save 9 Reset		

4. Select 'Change password'.

Australian Government National Health and Medica	0 0 5 0 0 9 (cogoed in (Rob Rigo))	
NHMRC		1 E C C C C C C C C C C C C C C C C C C
Personal Profile Rob Rigby	Profile	
Personal details Address details Phone details Email details Account settings	Account settings Change username You can change your username by using the Change Username button below. Change username	
	Change password You can change your password by using the Change Password button below. 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.

Australian Government	earch Council	Change password	
NHMRC		Current password *	i ≣ ‡ ? Information Applications Profile Help
Personal Profile	Profile	New password Confirm new password	
Personal details Address details Phone details Email details Account settings	Account setting Change us You can cha	* Save X Cancel	
	Change pa You can cha Change	issword inge your password by using the Change Password button below.	

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? <u>Reset your password</u>	
Don't have an account? <u>Sign up now</u>	
Don't want an account <u>Guest access</u>	
Remember me? SIGN IN	

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



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

Australian Government National Health and Medical Research Council		Guest
NHMRC	i →) Information Sign In H	? elp
Applications		
 When you are logged in as a guest, you cannot save applications within the system. Click the 'New application' button below to start a new application or click the 'Upload form' button to resume a downloaded application. New application 		

3. Select 'Human Research Ethics Application'

N H M R C			Information	Applications	🌣 Profile	🛛 Help
Home		+ New application	×			
NHMRC Por	rtal	Select the application you wish to apply for				
Welcome to the NHMRC HREA Online Por		Human Research Ethics Application				
Top 5 In Progress applica	tions		* Cancel		_	
Below are your appli button to resume a down	ications. Click the k wnloaded application			w one, or click the 'Up	bload application'	
+ New application	1 Upload applica	ation				
▲ Identifier	≑ Title	\$ Status			\$ Stage	
DC02243	process testing	In Progress	Human Research Ethics Application		Stage 1	
DC02244	test submission 9	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	
DC02246	New application	Example In Progress	Human Research Ethics Application		Stage 1	

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

	onducted using facilities and resources appropriate for the research.	
• It is ext equipme • Consul	Name application	ay include: financial resources, human resources,
3) All r adhere	Please provide a name for the new application below (this will be used as a part of the submission process). You may also optionally provide comments, which are for your reference and not used during processing	project should be considered and
• Institu applicati • Consul	Application title	ould be consulted prior to completing this
• Ensure institutio	Application comments	nducting research at multiple sites that
4) Rese provide • You mu		norisation, if appropriate) has been lite authorisation (if appropriate).
• This in 5) The -	✓ Done ★ Cancel	
• It is stro this docu	ongly recommended that you prepare the Project Description/Protocol before com ment is available on the Project Description Page.	mencing this HREA. Advice on what to include in
Note: You	a cannot complete the HREA unless you acknowledge the above statements.	
Acknow	vledge and Continue	
		Э

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

NHMRC		i Information	Applications	Profile	? Help			
つHome New Application								
DC02248 - Nev	v application example							
Introduction	Introduction			()	∌∂			
HREC Directory	Before completing this application, acknowledge that:							
	1) The HREA has been designed for ethics review of human	research, as defi	ned in the Natio	nal Stateme	ent. *			
	 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 re	search project. *						
	 National Statement 1.1 (f) states that research that has merit is: "conducted using facilities and resources appropriate for the research 	irch".						
	 It is expected that adequate resources will be available for this research resources, equipment, facilities and in-kind support. Consult with your institution's ethics or research office for further advice 	project. Resources m ce.	nay include: financial	resources, hur	nan			

How to share your application with collaborators 2.2.2

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

:

1

:

DC02246

🚰 DC02237

DC02230

New application Example 🗩

New Version Test 🗩

test submission 🗩

1

2

2

In Progress Daniel Castro <u>Human Research Ethics Application</u> Stage 1

Completed Daniel Castro <u>Human Research Ethics Application</u> Stage 1

In Progress Daniel Castro <u>Human Research Ethics Application</u> Stage 1

NH	M F	R				đ	Information	Applications	Profile	🛿 Help
්ම Hom	ne Ner	w Application Ap	plications							
Ap	Applications									
Th	This page shows all applications you can access.									
O E	Below a	are your applicat	tions. Click the link to open an existing	g application, use	the 'New applicat	ion' button below	v to start a new o	one, or click the 'Uplo	ad applicatio	n' button
+	Newa	application	L Upload application							
		_								
Show	10	▼ entries						Search:		
		Identifier	‡ Title	Version	\$ Status	Owner	Round		\$ Stage	\$ Status
►	:	DC02248	New application example 🗩	1	In Progress	Daniel Castro	Human Resear	rch Ethics Application	Stage 1	Open
►	:	DC02246	New application Example 🗩	1	In Progress	Daniel Castro	Human Resear	ch Ethics Application	Stage 1	Open
Þ	:	嶜 DC02237	New Version Test 🗩	2	Completed	Daniel Castro	Human Resear	rch Ethics Application	Stage 1	Open
Þ	:	DC02230	test submission 🗩	2	In Progress	Daniel Castro	Human Resear	ch Ethics Application	Stage 1	 Open
						7				
2. lde	entify	/ the appli	cation you wish to share	e and click	on the	button n	ext to it.			
NU										
N F	1 /V\ F		nlications			(Information	Applications	Profile	? Help
A			pircectoris							
Ap	рп	cations	5							
Th	is page	shows all applie	cations you can access.							
0	Polow	are your applicat	tions. Click the link to open an existin	gapplication use	the 'New applicat	ion' hutton bolou	wto start a powe	ana, ar click tha 'l Ipla	adapplicatio	n' button
tor	resume	a downloaded	application.	g application, use	the new applicat	Ion Batton Belov	w to start a new (one, of click the opio	ad applicatio	in button
+	Newa	application	L Upload application							
Show	10	 entries 						Search		
		Identifier	\$ Title	Version	\$ Status	Owner	Round		\$ Stage	\$ Status
•		DC02248	New application example 🗩	1	In Progress	Daniel Castro	Human Resea	rch Ethics Application	<u>1</u> Stage 1	Open

Open

Open

Open

3. Click on the **button**.

Show	10	i Application information		
		卻 Copy application	Version	Status
►	: •	🛓 Download data file	2	In Progress
		嶜 Invite user to register or share	-	
►	:	A Rename application	1	In Progress
Þ	:	Delete in-progress version	1	In Progress

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 appicaltion.

				0 1 1	6 0 4
Australian Government National Health and Medical Research	Main to register or share		-	Logged in [Da	niel Castro] 😃
NHRC	Invite or Share	rmation	Applications	Profile	Help
©Profile Account Settings Edit Application Home Applic	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.				
This page shows all applications you can access.	Username help@hrea.gov.au				
Below are your applications. Click the link to open downloaded application. How application	DC02248 - New application example	ick the 'Upk	bad application' butt	on to resum	ea
Show 10 • entries	Assigned users		Search	:	
⇔ Identifier 🛛 🗢 Title	The list of users currently assigned to this application are listed below.	nd		\$ Stage	\$ Status
DC02248 New application example	 There are currently no users assigned to this application. 	n Research	Ethics Application	Stage 1	Open
DC02246 New application Examp		n Research	Ethics Application	Stage 1	Open
🕨 🚦 🚰 DC02237 New Version Test 🗩	Save X Cancel	n Research	Ethics Application	Stage 1	Open
DC02230 test submission	2 Completed DamerCastro <u>nu</u>	nan Research	Ethics Application	Stage 1	Open

5. Click on the Save button.

NHMRC					6 Information	Applications	🌣 Profile	Help
つHome New Application Applications			plications	警 Invite user to register or share				
Ар	pli	cations		Invite or Share				
This page shows all applications you can acc				Please enter the username of the user you would like to send an register and (optionally) share access to this application. If the user	invitation to ser does not			
Below are your applications. Click the link resume a downloaded application.			tions. Click the link blication.	exist, they will receive an invitation to sign up by email. Note tha downloads and uploads a copy of this application they will control	ne, or click the 'Upload application' button to			
+ New application ± Upload application			Upload applicatic	test@test.com				
Show	10	• entries		Share		Search:		
		Identifier	\$ Title	DC02248 - New application example	View *		\$ Stage	\$ Status
•	:	<u>DC02248</u>	New application	Assigned users	+ Add	arch Ethics Application	Stage 1	Open
•	:	DC02246	New application	The list of users currently assigned to this application are listed l	below.	arch Ethics Application	Stage 1	Open
•	:	🚰 DC02237	New Version Tes	• There are currently no users assigned to this application.	5	arch Ethics Application	Stage 1	 Open
) ×	:	<u>DC02230</u>	test submission			arch Ethics Application	Stage 1	 Open
+	:	DC02245	testy 🗩	Save Save	e 🗙 Cancel	arch Ethics Application	Stage 1	 Open
		DC00044	test submission	1 In Drogroop Daniel Co	astro - Uuman Basa	arch Ethics Application	Store 1	• 0000

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.

From: To:	□ no-reply@hrea.gov.au □ HREA Help	Sent:	Wed 12/10/2016 11:49 AM				
Cc: Subject:	[SEC=UNCLASSIFIED]HREA Portal application share (< <applicationid>>)</applicationid>						
Dear HR	ĒĀ,						
Robert R	Robert Rigby has shared a Human Research Ethics Application with you that is entitled "Test 6". The Application ID is RR02766.						
To acces	this application, please log in to the HREA and click on the Applications Tab.						
Regards,							
The HRE	A team						

7. The icon indicates an application is being shared.

NH	I M F	R				e	Information	Applications	Profile	? Help
්ම Hon	ne Ne	w Application Ap	plications							
Ap	Applications									
Th	This page shows all applications you can access.									
0	Belowa	are your applicat	ions. Click the link to open an existing a	application, use	the 'New applicat	ion' button below	v to start a new o	one, or click the 'Uploa	d application	n' button
to	resume	e a downloaded a	application.							
-	New	application	Upload application							
Show	10	 entries 						Search:		
		Identifier	≑ Title	Version	\$ Status	Owner	Round		\$ Stage	\$ Status
Þ	:	DC02248	New application example 🗩	1	In Progress	Daniel Castro	Human Resear	rch Ethics Application	Stage 1	Open
Þ	:	DC02246	New application Example 🗩	1	In Progress	Daniel Castro	<u>Human Resea</u>	rch Ethics Application	Stage 1	Open
•	:	📽 🛛 C02237	New Version Test 🗩	2	Completed	Daniel Castro	Human Resea	rch Ethics Application	Stage 1	Open
Þ	:	DC02230	test submission 🗩	2	In Progress	Daniel Castro	Human Resear	rch 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.

NH	1 W F	R				e	Information	Applications	🔅 Profile	? Help
්ම Hor	ne Ne	w Application Ap	plications							
Ap	Applications									
Tł	This page shows all applications you can access.									
Show	 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	Version	≑ Status	≑ Owner	≑ Round		\$\$ Stage	\$ Status
•	:	DC02248	New application example 🗩	1	In Progress	Daniel Castro	Human Resear	ch Ethics Application	Stage 1	Open
Þ	:	DC02246	New application Example 🗩	1	In Progress	Daniel Castro	Human Resear	ch Ethics Application	Stage 1	Open
•	:	🚰 DC02237	New Version Test 🗩	2	Completed	Daniel Castro	Human Resear	ch Ethics Application	Stage 1	Open
Þ	:	DC02230	test submission 🗩	2	In Progress	Daniel Castro	Human Resear	ch Ethics Application	Stage 1	Open

10. Click on the

to	 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 								
Show	/ 10	i Application information					Search:		
		Copy application		Version	\$ Status	Owner		\$ Stage	\$ Status
÷	:	🛓 Download data file	ple 🗩	1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open
		Invite user to register or share		1	la Davana	Denial Centre		Change 4	
P	•	A Rename application	ipie 🗩	1	 In Progress 	Daniel Castro	Human Research Ethics Application	Stage 1	• Open
÷	:	Delete application ersion Test		2	Completed	Daniel Castro	Human Research Ethics Application	Stage 1	Open
Þ	:	DC02230 test submission P		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

NH	I M R	R		f Information	Applications	🌣 Profile	Help
්ම Horr	ie Nev	w Application Ap	plications	Invite user to register or share			
Applications			;	Invite or Share			
This page shows all applications you can acc				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			
Below are your applications. Click the link resume a downloaded application.				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.	ne, or click the 'Upload application' button to		
Ľ	Newa	application	Upload applicatio				
Show	10	▼ entries		Share	Search:		
		Identifier	≑ Title	DC02248 - New application example View View		\$ Stage	≑ Status
•	:	DC02248	New application	+ Add	arch Ethics Application	Stage 1	 Open
•	:	DC02246	New application	The list of users currently assigned to this application are listed below.	arch Ethics Application	Stage 1	 Open
•	:	皆 DC02237	New Version Tes	Assigned user For Role Delete Status	arch Ethics Application	Stage 1	 Open
•	:	DC02230	test submission	test@test.com General	arch Ethics Application	Stage 1	 Open
•	:	DC02245	testy 🗩		arch Ethics Application	Stage 1	 Open
•	:	DC02244	test submission (출 Save ★ Cancel	arch Ethics Application	Stage 1	 Open

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

NHMRC	Information	Applications	🌣 Profile 🛛 🛛 He	elp
Developme New Application Applications	Invite user to register or share			
Applications	Invite or Share			
This page shows all applications you can acc	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			
Below are your applications. Click the link resume a downloaded application.	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.	ne, or click the 'Upload a	pplication' button to	>
+ New application 🕹 Upload application				
Show 10 • entries	Share	Search:		
Identifier	DC02246 - New application example		≑ Stage ≑ State	tus
DC02248 New application	+ Add	arch Ethics Application	Stage 1 🔹 Ope	en
DC02246 New application	The list of users currently assigned to this application are listed below.	arch Ethics Application	Stage 1 🔹 Ope	en
DC02237 New Version Test	1 There are currently no users assigned to this application.	arch Ethics Application	Stage 1 🛛 🔍 Ope	en
E DC02230 test submission		arch Ethics Application	Stage 1 🛛 🔍 Ope	en
▹ <u>DC02245</u> testy●	Save X Cancel	arch Ethics Application	Stage 1 Ope	en

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.

Introduction	Upload
HREC Directory	Od 1 Attach the Project Description / Protocol to your HPEA *
😢 Project Overview	It is recommended that you use one of the templates provided in the HREA for your Project Description/Protocol.
🥏 Project Team	Upload New
Project Team Details	
(1) doctor Quazi Modo	 Q4.2 Are there any other relevant documents associated with conducting your research project? This may include attachment of:
 Disclosure of Interests 	participant information and consent forms, questionnaires.
Restrictions	report forms, advertising materials
 Evaluations 	 authorisations, approvals, letters of support or other clearances, and/or other project-related documentation specific to your institution and/or iurisdiction.
Location	Consult with your institution's research/ethics office for advice on the necessary documentation.
Methods	Yes 🗸 No
Participants	
Method Specific	
Interventional/Clinical Trials research	
Participant Specific	
Project Details	
Recruitment	
🤣 Consent	
📀 Risk	
🤣 Benefit	
📀 Data and Privacy	
📀 Generate HREA document	
Upload	
HREC	

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

N H M R C		 Information 	Applications	🌣 Profile	Help
Deve New Application Application	s Edit Application				
DC02230 - test	submission				
Introduction	Upload				Θ
HREC Directory	O4.1 Attach the Project Description/Protocol to your HR	FA.*			
Project Overview	• It is rec		escription/Protocol.		
Project Team	Upload Select Attachment file				
Project Team Details	Choose File No file chosen		ur research proi	iect?	
(1) doctor Quazi Modo	• This m		an recean en proj		
Objection Disclosure of Interests	startupioad Close				
Restrictions	report forms, advertising materials,				
Evaluations	authorisations, approvals, letters of support or other clearances, other project-related documentation specific to your institution	and/or and/or jurisdiction.			
Occation	Consult with your institution's research/ethics office for advice on the	necessary documenta	tion.		
Methods	Yes 🖍 No				
Participants					$\overline{\mathbf{i}}$
Method Specific					

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

							•		0
^	Nan	ne	Date modified	Туре	Size	ла			
	()	PICF.docx	19/01/2016 2:54 PM	Microsoft Word D	1	12			
	1	Project Description.docx	20/01/2016 9:20 AM	Microsoft Word D	1				
	W	Questionnaire.docx	20/01/2016 9:21 AM	Microsoft Word D	1				
Ξ									
	J								
									-
	4				b.				* *
i.do	bcx					← All Files			_
						<u>O</u> pen		Cancel	

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

N H M R C		 Information 	Applications	🌣 Profile	Help
Dev Application Applications	Edit Application				
DC02230 - test	submission				
Introduction	Upload		\mathbb{P}		Θ
HREC Directory	04.1 Attach the Proiect Description/Protocol to your HREA	Ą. *			
Project Overview	• It is rec		escription/Protocol.		
📀 Project Team	Upload Select Attachment file				
Project Team Details	Choose File project Description.docx.jpg		ur research proi	iect?	
(1) doctor Quazi Modo	• This m		an research proj		
Disclosure of Interests	• c Start upload Close				
Restrictions	 report forms, advertising materials, 				
Evaluations	 authorisations, approvals, letters of support or other clearances, ar other project-related documentation specific to your institution an 	nd/or Id/or jurisdiction.			
Ocation	Consult with your institution's research/ethics office for advice on the ne	ecessary documenta	tion.		
Methods	Yes Vo				
Participants					$\overline{\mathbf{O}}$

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.

N H M R C	🕄 Information 📑 Applications 💠 Profile 🕜 Help
Developme New Application Application	s Edit Application
DC02230 - test	submission
Introduction	Upload $(\mathcal{V} \ \mathbb{B} \ \textcircled{B} \ \textcircled{O})$
HREC Directory	Q4.1 Attach the Project Description/Protocol to your HREA.*
Project Overview	• It is recommended that you use one of the templates provided in the HREA for your Project Description/Protocol.
Project Team	Clear content selection (project Description.docx.jpg) [Open]
Project Team Details	
(1) doctor Quazi Modo	Q4.2 Are there any other relevant documents associated with conducting your research project?
Disclosure of Interests	• participant information and consent forms, • questionnaires
Restrictions	report forms, advertising materials
Evaluations	authorisations, approvals, letters of support or other clearances, and/or athor project, related documentation precific to your institution and/or incidiction
Location	Consult with your institution's research/ethics office for advice on the necessary documentation.
Methods	Yes 🗸 No
Participants	<u> </u>
Method Specific	\bigcirc

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

N H M R C	🕄 Information 📑 Applications 🔅 Profile 🔮 Help
Deve New Application Application	ns Edit Application
DC02230 - test	tsubmission
Introduction	Upload $(\mathcal{V} \otimes \mathcal{O})$
HREC Directory	04.1 Attach the Project Description/Protocol to your HREA *
Project Overview	It is recommended that you use one of the templates provided in the HREA for your Project Description/Protocol.
🕗 Project Team	Clear content selection
Project Team Details	(project Description.dock.jpg) [open]
(1) doctor Quazi Modo	Q4.2 Are there any other relevant documents associated with conducting your research project?
Oisclosure of Interests	Prins may include actachment of: participant information and consent forms, provide actachment of:
Restrictions	• questionnaires, • report forms,
Evaluations	 advertising materials, authorisations, approvals, letters of support or other clearances, and/or other project-related documentation specific to your institution and/or jurisdiction.
Ocation	Consult with your institution's research/ethics office for advice on the necessary documentation.
Methods	Yes 🗸 No
Participants	
Method Specific	\bigcirc

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



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

DC02230 - test	submission		
Introduction	Upload		() @ \$ € €
HREC Directory	Q4.1 Attach the Project Description/Protocol to	o vour HREA *	
Project Overview	It is recommended that you use one of the templates provide that you use one of templates p	ided in the HREA for your Project Description/Protocol.	
Project Team	Clear content selection		
Project Team Details	(project Description.dock.jpg) [open]		
(1) doctor Quazi Modo	Q4.2 Are there any other relevant documents as	ssociated with conducting your research project?	
Oisclosure of Interests	Ihis may include attachment of: participant information and consent forms,		
Restrictions	 questionnaires, report forms, 		
 Evaluations 	 advertising materials, authorisations, approvals, letters of support or other 	r clearances, and/or	
 Location 	 other project-related documentation specific to you Consult with your institution's research/ethics office for a 	ir institution and/or jurisdiction. dvice on the necessary documentation.	
Methods	Yes No		
Participants	Attach any other relevant documents associated	d with conducting your research project.	
Method Specific	• Ensure that you give meaningful and unique names to you	r files before uploading them. Also provide a meaningful description for eac	ch file at Q4.2.2.
 Biospecimen analysis research 	Q4.2.1 Upload attachment*	Q4.2.2 Description of attachment*	Completion
Participant Specific	Upload New		¢ X
People in other countries	$\oplus $		
Project Details	Press the '+' button to add another row for additional doct	uments to attach.	
Recruitment	 Tick the grey box and press the ^G button to remove an atta Click and drag the grey bars to reorder the attached docur 	ached document. ments.	
Consent			()
Risk			Ũ

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

Introduction	Upload		0 0 0 0 0 0 0 0
HREC Directory	O4.1 Attach the Project Description/Protocol to your HREA.*		
Project Overview	It is recommended that you use one of the templates provided in the HREA f	or your Project Description/Protocol.	
Project Team	Clear content selection (project Description.docx.jpg) [Open]		
Project Team Details			
(1) doctor Quazi Modo	Q4.2 Are there any other relevant documents associated with	conducting your research project?	
Oisclosure of Interests	• participant information and consent forms, • questionnaires.		
Restrictions	report forms, advertising materials		
 Evaluations 	 auterior and materials, authorisations, approvals, letters of support or other clearances, and/c other project-related documentation specific to your institution and/o 	or in unisolication	
Location	Consult with your institution's research/ethics office for advice on the neces	isary documentation.	
Methods	Yes No		
Participants	Attach any other relevant documents associated with conduct	ing your research project.	
Method Specific	Ensure that you give meaningful and unique names to your files before upload	ading them. Also provide a meaningful description for each file at Q4	.2.2.
Biospecimen analysis research	Q4.2.1 Upload attachment*	Q4.2.2 Description of attachment*	Completion
Participant Specific	Upload New		• X
People in other countries	Upload New		¢ X
Project Details			
Recruitment	Upload New		◆ X
Consent	$\oplus \Theta$		
📀 Risk	• Press the '+' button to add another row for additional documents to attach.		
Benefit	 Lick 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.

Introduction	Upload		0 0 0 0 0 0 0 0
HREC Directory	O4.1 Attach the Project Description/Protocol to your HREA.		
Project Overview	• It is recommended that you use one of the templates provided in the HREA	for your Project Description/Protocol.	
Project Team	Clear content selection (project Description.docx.jpg) [Open]		
Project Team Details			
(1) doctor Quazi Modo	Q4.2 Are there any other relevant documents associated with • This may include attachment of:	conducting your research project?	
Oisclosure of Interests	participant information and consent forms, ouestionnaires.		
Restrictions	report forms, advartiging materials		
 Evaluations 	 auter using materials, authorisations, approvals, letters of support or other clearances, and/ other project-related documentation specific to your institution and/ 	or r jurisdiction	
Location	Consult with your institution's research/ethics office for advice on the nece	ssary documentation.	
Methods	Yes No		
Participants	Attach any other relevant documents associated with conduc	ting your research project.	
Method Specific	Ensure that you give meaningful and unique names to your files before uplo	ading them. Also provide a meaningful description for each file at Q	4.2.2.
Biospecimen analysis research	Q4.2.1 Upload attachment*	Q4.2.2 Description of attachment*	Completion
Participant Specific	Upload New		××
People in other countries	Upload New		* X
Project Details			
Recruitment	Upload New		* X
Consent	$\oplus \Theta$		
Risk	• Press the '+' button to add another row for additional documents to attach.		
Benefit	 Lick 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

N H M R C		Information	Applications	Profile	Help
S Home New Application Applications	Edit Application				
DC02230 - test	submission				
Introduction	Upload				$\Theta \Theta$
HREC Directory	O4.1 Attach the Project Description/Protocol to your HREA	λ *			
Project Overview	• It is rec		escription/Protocol.		
Project Team	Upload Select Attachment file				
Project Team Details	Choose File No file chosen		ur research proi	ect?	
(1) doctor Quazi Modo	• This m		an research proj		
Disclosure of Interests	Start upload Close				
Restrictions	 report forms, advertising materials, 				
Evaluations	 authorisations, approvals, letters of support or other clearances, an other project-related documentation specific to your institution an 	nd/or d/or jurisdiction.			
Ocation	Consult with your institution's research/ethics office for advice on the ne	cessary documenta	tion.		
Methods	Yes 🗸 No				
Participants					(\rightarrow)
Method Specific					Ŭ

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

				E 🕶 🗍 🚺
Name	Date modified	Туре	Size	PICF
Letter from HoD.docx	26/02/2016 9:29 AM	Microsoft Word D	1	1
PICF.docx	19/01/2016 2:54 PM	Microsoft Word D	1	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	1
< m			4	
				- All Files
				Qpen V Cancel

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

NHMRC		Information	Applications
D Home New Application Applications	Edit Application		
DC02230 - test	submission		
Introduction	Upload		$\mathbb{P} \ \textcircled{\ } @\ } @\ \textcircled{\ } @\ @\ @\ } @\ @\ @\ } @\ @\ @\ @\ @\ } @\ @\ @\ @\ @\ @\ @\ @\ @\ @\ @\ @\ @\ $
HREC Directory	O4.1 Attach the Project Description/Protocol to your HREA.*		
Project Overview	It is recommended that you use		
Project Team	Clear content selection (project Description does include to Select Attachment file)		
Project Team Details	Choose File PICF.docx		
(1) doctor Quazi Modo	Q4.2 Are there any other r	?	
Oisclosure of Interests	Participant information a Start upload Close		
Restrictions	questionnaires, eport forms, a solverticing materials		
Evaluations	 adventising materials. authorisations, approvals, letters of support or other clearances, and/or atten project political documentation precific to your institution and (or invicativities). 		
Location	Other project-related documentation specific to your institution and/or jurisdiction. Onsult with your institution's research/ethics office for advice on the necessary documentation.		
Methods	Ves No		
Participants	Attach any other relevant documents associated with conducting your research pro	piect.	
Method Specific	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.
 Biospecimen analysis research 	Q4.2.1 Upload attachment* Q4.2.2 Description of at	ttachment*	Completion
Participant Specific	Upload New		* X //
People in other countries	Upload New		×
Project Details			
Recruitment	Upload New		×

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
D Home New Application Application	s Edit Application				
DC02230 - test	submission				
Introduction	Upload		\mathbb{P}	3 🕲 (€Э
HREC Directory	Q4.1 Attach the Project Description/Protocol to your HREA.*				
Project Overview	• It is recommended that you use one of the templates provided in the HREA for your Project Description/Protocol.				
Project Team	Clear content selection (project Description.docx.ipg) (Open)				
Project Team Details					
(1) doctor Quazi Modo	Q4.2 Are there any other relevant documents associated with conducting your research project • This may include attachment of:	?			
Oisclosure of Interests	participant information and consent forms, accentionedice				
Restrictions	equesionmales, erport forms, adventising materials				
 Evaluations 	• authorisations, approvals, letters of support or other clearances, and/or • other project-related documentation specific to your institution and/or jurisdiction.				
Location	Consult with your institution's research/ethics office for advice on the necessary documentation.				
Methods	Ves No				
Participants	Attach any other relevant documents associated with conducting your research project.				
Method Specific	• Ensure that you give meaningful and unique names to your files before uploading them. Also provide a meaningful des	cription for each file	at Q4.2.2.		
 Biospecimen analysis research 	Q4.2.1 Upload attachment* Q4.2.2 Description of attachment*		Completi	DN	
Participant Specific	Clear content selection (PICF.docx) [Open]		÷ 🗸		

8. Add the attachment description. When a document has been successfully uploaded the 'completion' field changes from χ to $\sqrt{}$.

NHMRC			 Information 	Applications	Profile	Help
D Home New Application Application	s Edit Application					
DC02230 - test	submission					
Introduction	Upload			\mathbb{P}	3 🕲 (€Э
HREC Directory	O4.1 Attach the Project Description/Protocol to your HREA.					
Project Overview	• It is recommended that you use one of the templates provided in the HREA	for your Project Description/Protocol.				
Project Team	Clear content selection					
Project Team Details	(historesentheorigaenthe) (sheri)					
(1) doctor Quazi Modo	Q4.2 Are there any other relevant documents associated with	conducting your research project?				
Oisclosure of Interests	Inis may include attacmment or: e participant information and consent forms, e questionnaires					
Restrictions	report forms, advertising materials.					
 Evaluations 	authorisations, approvals, letters of support or other clearances, and/ other project-related documentation specific to your institution and/c	or priurisdiction.				
Location	Consult with your institution's research/ethics office for advice on the nece	ssary documentation.				
Methods	✓Yes No					
Participants	Attach any other relevant documents associated with conduct	ting your research project.				
Method Specific	• Ensure that you give meaningful and unique names to your files before uplo	ading them. Also provide a meaningful descri	ption for each file a	t Q4.2.2.		
 Biospecimen analysis research 	Q4.2.1 Upload attachment*	Q4.2.2 Description of attachment*		Completi	nc	
Participant Specific	□ Clear content selection (PICF.docx) [Open]	PICF		•		

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.

NHMRC		e	 Information 	Applications	Profile	? Help
D Home New Application Application	s Edit Application					
DC02230 - test	submission					
Introduction	Upload			P		$\Theta \Theta$
HREC Directory	O/ 1 Attach the Project Description / Protocol to your HPEA *					
Project Overview	 It is recommended that you use one of the templates provided in the HREA. 	or your Project Description/Protocol.				
Project Team	Clear content selection					
Project Team Details	(biolec perciptoritopy)[bbii]					
(1) doctor Quazi Modo	Q4.2 Are there any other relevant documents associated with • This may include attachment of:	conducting your research project?				
 Disclosure of Interests 	participant information and consent forms, equestionnaires					
Restrictions	report forms, advertiging materials					
 Evaluations 	 authorisations, approvals, letters of support or other clearances, and/o other project-related documentation specific to your institution and/o 	r				
 Location 	Consult with your institution's research/ethics office for advice on the neces	sary documentation.				
Methods	Yes No					
Participants	Attach any other relevant documents associated with conduct	ng your research project.				
Method Specific	• Ensure that you give meaningful and unique names to your files before uploa	ding them. Also provide a meaningful description	ion for each file at	t Q4.2.2.		
 Biospecimen analysis research 	Q4.2.1 Upload attachment*	Q4.2.2 Description of attachment*		Completio	n	
Participant Specific	Clear content selection (PICF.docx) [Open]	PICF		* √		
People in other countries				÷ X		
Project Details						
Recruitment	Upload New			* X		
Consent						
🥏 Risk	Press the '+' button to add another row for additional documents to attach.					
🥏 Benefit	 Tick the grey box and press the ¹² button to remove an attached document. Click and drag the grey bars to reorder the attached documents. 					
Oata and Privacy						\bigcirc
Generate HRFA document						\bigcirc

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 	Declaration
HREC Directory	This declaration must be completed by each of the researchers/investigators or, where applicable, one member on behalf of the research team.
Project Overview	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.
📀 Project 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).
Project Team Details	You can have researchers/investigators sign this application after it is completed and printed (i.e. a 'wet ink' signature).
(1) doctor Quazi Modo	- Lisure you answer QL7.11 for each team mennen <u>betwie</u> completing uns section.
Oisclosure of Interests	I, doctor Quazi Modo, certify that: • All information in this application and supporting documentation is correct and as complete as possible:
Restrictions	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 andication any relevant leviclation resultations research guidelines;
 Evaluations 	All relevant financial and non-financial interests of the project team have been disclosed; and In the constitution as used interests of the project team have been disclosed; and In the constitution as the student/of the constitution and twill require approximate supervision to the student/of the constitution and
Location	• In the capacity of a supervision, as application, as application and rwin provide appropriate supervision to the student(s) in accordance with the an angements specified in this application and those associated with the student's educational program.
Methods	Q4.7 How will doctor Quazi Modo agree to these terms?*
Participants	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.
Method Specific	Select 'Sign after printing' if you intend to sign the HREA after it is printed (i.e. 'wet ink' signature).
 Biospecimen analysis research 	Sign on screer Vipload other evidence Wet ink sign after printing
Participant Specific	Upload New
People in other countries	
Project Details	
Recruitment	(\mathbf{a})
Consent	
🕗 Risk	
🥝 Benefit	
📀 Data and Privacy	
🔗 Generate HREA document	
Opload	
A HREC	
Declaration	

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

						0
Name	Date modified	Туре	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			1
				Jane Dee		
٩ [Þ			
				 ✓ All Files Qpen 	Cancel	•

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

DC02230 - test	submission	
Introduction	Declaration	$(\mathcal{P} \ \mathbb{B} \ \mathfrak{S} \ \mathfrak{S} \ \mathfrak{S})$
HREC Directory	This declaration must be completed by each of the recearchers/investigators or w	where applicable, one member on behalf of the research
Project Overview	team.	viere applicable, one member of behan of the research
Project Team	Consult your institution's policy for guidance on whether all members must sign this application or v You can use the share feature to have other researchers/investigators complete their declaration with the share feature to have other researchers/investigators complete their declaration with the share feature to have other researchers/investigators complete their declaration with the share feature to have other researchers/investigators complete their declaration with the share feature to have other researchers/investigators complete their declaration with the share feature to have other researchers/investigators complete their declaration with the share feature to have other researchers/investigators complete to have other researchers/investigators complete to have other researchers/investigators complete to have othe	vhether one member can sign on behalf of the research team. ithin this application – see the HREA How to Guide for details.
Project Team Details	You can upload evide You can have researc	an email). Ignature).
(1) doctor Quazi Modo	Ensure you answer Q Select Attachment file	
Disclosure of Interests	Choose File Jane doe signature.jpg	
Restrictions	All information in I have read and ac	elevant guidelines;
Evaluations	I have familiarise All relevant financial and non-maximum statements and project team have been discussed, and	alations, research guidelines and organisational policies;
Cocation	 In the capacity of a supervisor, as applicable, I have reviewed this application and I will provide an arrangements specified in this application and those associated with the student's educational pro- 	ppropriate supervision to the student(s) in accordance with the ogram.
Methods	Q4.7 How will doctor Quazi Modo agree to these terms?*	
Participants	You can use the HREA 'sign on screen' function to electronically sign this application.	
Method Specific	 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) 	2).
 Biospecimen analysis research 	Sign on screen Vlpload other evidence Wet ink sign after printing	
Participant Specific	Upload Signature*	
People in other countries	Upload New	
Project Details		
Recruitment		()

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.

DC02230 - test	submission
Introduction	Declaration $(P \ B \ \oplus \ \odot)$
HREC Directory	This declaration must be completed by each of the researchers/investigators or where applicable one member on behalf of the research
Project Overview	team.
📀 Project 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.
Project Team 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).
(1) doctor Quazi Modo	• Ensure you answer Q1.9.11 for each team member <u>before</u> completing this section.
Oisclosure of Interests	I, doctor Quazi Modo, certify that:
Restrictions	 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;
 Evaluations 	 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
Cocation	 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.
Methods	Q4.7 How will doctor Quazi Modo agree to these terms?*
 Participants 	You can use the HREA 'sign on screen' function to electronically sign this application.
 Method Specific 	 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).
 Biospecimen analysis research 	Sign on screen ✓ Upload other evidence Wet ink sign after printing
 Participant Specific 	Upload Signature*
People in other countries	Clear content selection (jane doe signature.jpg) [Open]
Project Details	
Recruitment	Э
 Consent 	${igsidential}$

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	Declaration (P) (B) (E) (O)
HREC Directory	This declaration must be completed by each of the researchers/investigators or, where applicable, one member on behalf of the research team.
Project Overview	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.
Project 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 DEF of an email).
Project Team Details	 You can have researchers investigators sign this application after it is completed and printed (u.e. a wet ink signature). Ensure you answer 01.9-11 for each team member before completing this section.
(1) doctor Quazi Modo	
 Disclosure of Interests 	I. doctor Quazi Modo, certify that: • All information in this application and supporting documentation is correct and as complete as possible;
Restrictions	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;
Evaluations	 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 relevand that application and I will provide appropriate supervision to the student(s) in accordance with the arrangements specified in this in the capacity of a supervisor, as applicable, I have relevant the application and I will provide appropriate supervision to the student(s) in accordance with the arrangements specified in this in the capacity of a supervisor, as applicable, I have relevant the application and I will provide appropriate supervision to the student(s) in accordance with the arrangements specified in this is a supervisor, as applicable, I have relevant the supervisor of the student(s) in accordance with the arrangements specified in this is a supervisor, as applicable, I have relevant the supervisor of the student(s) in accordance with the arrangements specified in this is a supervisor, as applicable, I have relevant the supervisor of the student(s) in accordance with the arrangements specified in this is a supervisor, as applicable, I have relevant the supervisor of the student(s) in accordance with the arrangements specified in this is a supervisor, as applicable, I have relevant the supervisor of the student(s) in accordance with the arrangements specified in this is a supervisor, as applicable, I have relevant the supervisor of the student the supervisor of the
 Location 	application and those associated with the student's educational program.
Methods	Q4.7 How will doctor Quazi Modo agree to these terms?*
 Participants 	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.
Method Specific	Select 'Sign after printing' if you intend to sign the HREA after it is printed (i.e. 'wet ink' signature).
 Biospecimen analysis research 	Sign on screen Upload other evidence Wet ink sign after printing
Participant Specific	agitature *
People in other countries	
Project Details	
Recruitment	
Consent	
🥏 Risk	
Benefit	
Data and Privacy	
🥏 Generate HREA document	Clear Eraser
🙁 Upload	
HREC	(\mathcal{B})
Declaration	Ŭ
Generate HREA document	

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 	Declaration $(P \otimes (S \oplus (S$
HREC Directory	This declaration must be completed by each of the researchers/investigators or, where applicable, one member on behalf of the research team.
Project Overview	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.
Project 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).
Project Team Details	You can have researchers/Investigators sign this application after it is completed and printed (i.e. a 'wet ink' signature). Ensure you answer Q1-211 for each team member before completing this section.
(1) doctor Quazi Modo	
Oisclosure of Interests	I, doctor Quazi Modo, certify that: • All information in this application and supporting documentation is correct and as complete as possible:
Restrictions	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;
 Evaluations 	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 relevant this application and I will provide appropriate supervision to the student(s) in accordance with the arrangements specified in this
Location	application and those associated with the student's educational program.
Methods	Q4.7 How will doctor Quazi Modo agree to these terms?*
 Participants 	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.
Method Specific	 Select: Sign after printing if you intend to sign the HREA after it is printed (i.e. wet lnk' signature).
 Biospecimen analysis research 	Sign on screen Upload other evidence Wet ink sign after printing
Participant Specific	
People in other countries	
Project Details	
Recruitment	
 Consent 	
Risk	1708
Benefit	
Data and Privacy	
Generate HREA document	Clear Fraser
😆 Upload	
HREC	(\mathbf{a})
Declaration	
Generate HREA document	

2.2.7 How to wet ink sign

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



- 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:	
		J

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.

NHMRC	0 k	Information 🔤	Applications	Profile	Help
SHome New Application Application	3 Edit-Appliation				
DC02230 - test	submission				
Introduction	HREC		P @) (±) (€)	ЭЭ
HREC Directory	Indicate the institution and HREC/chica review body to which you will submit your ethics application. How the how how the second and HREC/chica review body to which you will submit your ethics application. How the how how the HREC DOES INC. How the how the submit of the which you will submit your ethics application.				-
Project Overview	A 1 status measurement of the the test the HEFC or charge and the review body *				
Project Team	d in one can o Bauardiou and user and the case of one can be a case of the cas				•
Project Team Details					
(1) doctor Quazi Modo	Q-4.5 Under which review pathway are you intending to submit this application?*				
Disclosure of Interests	Perior e alovering una question, consider the goldence provided by the institution to which you are applying and contact the ethics or research unite for awrite.				•
Restrictions	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.				
Evaluations	Od 5 Will this application to an environment under the National Mutual Assessment applications actions 2*				
Cocation	Very with this application be reviewed under the National Policies Acceptance Scheme:				
Methods					\sim
Participants					()
Method Specific					
Biospecimen analysis research					
Participant Specific					
People in other countries					
Project Details					
Recruitment					
Consent					
🖉 Risk					
Senefit					
Data and Privacy					
Generate HREA document					
Upload					
HREC					
Declaration					
Generate HREA document					

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.

NHMRC	🚯 Information 🔤 Applications 💠 Profile 🛛 Help
Deve New Application Applications	Edl Application
DC02230 - test	submission
Introduction	HREC (P) (B) (E) (O)
HREC Directory	Indicate the institution and HREC/ethics review body to which you will submit your ethics application.
Project Overview	• 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.
Project Team	Q4.3 Select the Organisation that hosts the HREC or other review body.*
Project Team Details	•
(1) doctor Quazi Modo	Melbourne Health Melbourne IVF
Ø Disclosure of Interests	Metro South Hospital and Health Service
Restrictions	Notional Health National Health and Medical Research Council
Evaluations	National institute of Integrative Medicine Nepean Blue Mountains Local Health District North Metropolitan Area Mental Health Services
Location	North Shore Private Hospital Northeast Health Wangaratta
Methods	Northern Sydney Local Health District Northern Territory Department of Health and Menzies School of Health Research
Participants	Northern Territory Government Department of Health Parenting Research Centre Inc.
Method Specific	Peter MacCallum Cancer Centre Queensland Health Forensic and Scientific Services
 Biospecimen analysis research 	Queensland University of Technology Relationships Australia (NSW) Royal Australasian College of Surgeons

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 Application	ns Edit Application
DC02230 - test	t submission
Introduction	HREC (P) (B) (E) (E) (E) (E) (E) (E) (E) (E) (E) (E
HREC Directory	Indicate the institution and HREC/ethics review body to which you will submit your ethics application. Note that the HDEA DOES NOT automatically when the manually conductive to HDEC define any and extra the define any
Project Overview	office once it is finalised.
🕑 Project Team	Q4.3 Select the Organisation that hosts the HREC or other review body.*
Project Team Details	National Health and Medical Research Council
(1) doctor Quazi Modo	This is a required field
Disclosure of Interests	Q4.4 Select the HREC or other body to which you are applying from the list below.*
Restrictions	The Theodoline and the Tenew books are made in the below are intered by the organization you have selected above.
 Evaluations 	
Location	
Methods	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.
Participants	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
Method Specific	pathway.
Biospecimen analysis research	Q4.6 Will this application be reviewed under the National Mutual Acceptance scheme?*
Participant Specific	
People in other countries	(\mathbf{a})
Project Details	
Recruitment	
Consent	

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

NHMRC	0 Information 👼 Applications 🗢 Profile 🔍 Help
"DHome New Application Applications	Edit Application
DC02230 - test	submission
Introduction	HREC $(P \otimes (S \otimes $
HREC Directory	 Indicate the institution and HREC/Ethics review body to which you will submit your ethics application. Indicate the HREA DOES NOT antematically when your exploration at INECretation and the INECRETARY and the INECretation and the INECretation and the INECRETARY and the INECRETARY and the INECRETARY AND AND AND AND AND AND AND AND AND AND
Project Overview	office once it is finalised.
🕗 Project Team	Q4.3 Select the Organisation that hosts the HREC or other review body. *
Project Team Details	National Health and Medical Research Council
(1) doctor Quazi Modo	Q4.4 Select the HREC or other body to which you are applying from the list below.*
Ø Disclosure of Interests	The HRECs and other review bodies available in the list below are filtered by the Organisation you have selected above.
Restrictions	Test HREC
Evaluations	This is a required field HBEC or Review Rody Contact Information
Cocation	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.
Methods	Organisation National Health and Medical Research Council
 Participants 	Contact Phone Number Contact Email Address
Method Specific	(02) 6217 9902 help@hrea.gov.au
 Biospecimen analysis research 	Q4.5 Under which review pathway are you intending to submit this application?*
Participant Specific	before answering unside soluti, consider the gordance provided by the institution to which you are apprying and contact the editios of research onice for advice.
People in other countries	
Project Details	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
Recruitment	pathway.
Consent	Q4.6 Will this application be reviewed under the National Mutual Acceptance scheme?*
🖉 Risk	Yes 🗸 No
📀 Benefit	(\mathbf{i})

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
Deve New Application Applicatio	ns Edit Application
DC02230 - test	t submission
 Introduction 	HREC $(P \otimes (S \otimes $
HREC Directory	Indicate the institution and HREC/ethics review body to which you will submit your ethics application. Anote that the UDER DOER NOT submatically submit your earliest in the ECC (of this could be that could be application.
Project Overview	• Note that the NEX DOES NOT automatically submit your application to PRECSPERIES review bodies that require had copy or enalled submissions. You will have to manually send your PREX to the ethics office once it is finalised.
Project Team	Q4.3 Select the Organisation that hosts the HREC or other review body.*
Project Team Details	National Health and Medical Research Council
(1) doctor Quazi Modo	04.4 Select the HREC or other body to which you are applying from the list below.*
Disclosure of Interests	• The HRECs and other review bodies available in the list below are filtered by the Organisation you have selected above.
Restrictions	Test HREC
Evaluations	This is a required field HPEC or Paview Body Contact Information
Location	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.
Methods	Organisation National Health and Medical Research Council
Participants	Contact Phone Number Contact Email Address
Method Specific	(02) 6217 9902 help@hrea.gov.au
Biospecimen analysis	Q4.5 Under which review pathway are you intending to submit this application?*
research	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.
Participant Specific	×
People in other countries	Greater than low risk review pathway
Project Details	Low risk review pathway Negligible risk review pathway
Recruitment	pauway.
Consent	Q4.6 Will this application be reviewed under the National Mutual Acceptance scheme?*
Risk	Yes Vo
📀 Benefit	

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

 Introduction 	Generate HREA document
HREC Directory	Is your application complete and have you attached the Project Description/Protocol and any relevant supporting documents?*
Project Overview	✓Y65 N0
🕝 Project Team	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 .omri files on your computer.
Project Team Details	Verify that you are ready to generate your HREA document.
(1) doctor Quazi Modo	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.
Oisclosure of Interests	I understand and would like to proceed.
Restrictions	Generate HREA document
 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	
Opload	
HREC	
Declaration	
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'.

 Introduction 	Generate HREA document
HREC Directory	Is your application complete and have you attached the Project Description/Protocol and any relevant supporting documents?*
Project Overview	✓Yis N₀
🕝 Project Team	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 .emni files on your computer.
Project Team Details	Verify that you are ready to generate your HREA document.
(1) doctor Quazi Modo	When the below Generate HEEA 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.
Oisclosure of Interests	✓ I understand and would like to proceed.
Restrictions	Generate HREA document
 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	
Opload	
HREC	
 Declaration 	
Generate HREA document	

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.

N H M R C	🔁 Information 📑 Applications 🗢 Profile 😯 Help
3 Home New Application Application	s Edit Application
DC02230 - test	submission
Introduction	Generate HREA document
HREC Directory	Is your application complete and have you attached the Droject Description (Drotect) and any relevant supporting desuments?*
😢 Project Overview	Yes N₀
Project Team	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
Project Team Details	you retain a copy of the provided .zip and .omni files on your computer.
(1) doctor Quazi Modo	Verify that you are ready to generate your HREA document.
Disclosure of Interests	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.
Restrictions	✓ I understand and would like to proceed.
 Evaluations 	Project Overview page contains invalid answers. Please correct them before continuing.
Location	Generate HREA document
Methods	
Participants	

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.

NHMRC	🕄 Information 🗮 Applications 🗢 Profile 💡 Help
つHome New Application Application	ns Edit Application
DC02230 - test	t submission
Introduction	Generate HREA document
HREC Directory	Is your application complete and have you attached the Project Description/Protocol and any relevant supporting documents?*
Project Overview	✓Yes No
📀 Project Team	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
Project Team Details	you retain a copy of the provided .zip and .omni files on your computer.
(1) doctor Quazi Modo	Verify that you are ready to generate your HREA document.
Oisclosure of Interests	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.
Restrictions	✓ I understand and would like to proceed.
Evaluations	Generate HREA document
Occation	
Methods	

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 <u>files cannot</u> 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 competed 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.

A	opl	ications										
Т	This page shows all applications you can access.			Application sub	mission							
G ar	Below oplicati + New	are your application	tions. Click the link to open an exi	Select the application	on attachments you is and attachments s contains your app ir application. This	u wish to downloa (.zip) Dication content, package is approj	'Upload a	'Upload application' button to resume a downloaded				
Sho	w 10	• entries		HREA file able to be This single file cont	e re-uploaded at a l ains your application	ater time (.omni) on and associated	attachments and may be	,		Sea	arch:	
		Identifier	‡ Title	re-uploaded into th application using th	is portal at a later i is content as a star	time to create a n ting point, or to a	ew copy of your allow amendment and		\$ Stage	\$ Status	Created date	
•	:	<u>DC02248</u>	New application example 🗩	resubmission of you	ur application if req	juired.		plication	Stage 1	Open	04/01/2018 09:54:27 AM	
	:	DC02246	New application Example 🗩					plication	Stage 1	Open	03/01/2018 04:01:57 PM	
•	:	📽 DC02237	New Version Test 🗩	I have downloa	ded all of the avail	able files that I re	quire. → Next	plication	Stage 1	Open	03/01/2018 02:32:39 PM	
•	:	DC02230	test submission 🗩	2	Completed	Daniel Castro	Human Research Ethic	s Application	Stage 1	Open	02/01/2018 02:19:34 PM	
•	:	DC02245	testy 🗩	1	In Progress	Daniel Castro	Human Research Ethic	s Application	Stage 1	Open	02/01/2018 02:12:06 PM	

You must download <u>both</u> 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'.

Α	pp	olic	cations									
	P P		shows oll opplie	ations you can access	Application sub	mission						
	rnis p	Jages	snows an appric	ations you can access.	Select the applicatio	on attachments you	u wish to downloa	ad:				
 Below are your applications. Click the link to open an exapplication. New application Upload application 				ions. Click the link to open an exi	All application form This package of files files supporting you HREC.	s and attachments contains your app r application. This	(. zip) Ilication content, package is appro _l	attachments, and other priate to provide to a	'Upload a	pplication' b	outton to resu	ime a downloaded
Sho	Show 10 • entries				HREA file able to be This single file conta	ater time (.omni) on and associated	Search:					
			Identifier	\$ Title	re-uploaded into the application using the	is portal at a later t is content as a star	time to create a n ting point, or to a	ew copy of your allow amendment and		\$\$ Stage	\$ Status	Created date
•	:		<u>DC02248</u>	New application example 🗩	resubmission of you	r application if req	uired.		plication	Stage 1	Open	04/01/2018 09:54:27 AM
	:		DC02246	New application Example 🗩					plication	Stage 1	Open	03/01/2018 04:01:57 PM
	:	:	📽 DC02237	New Version Test 🗩	I have downloa	I have downloaded all of the available files that I require.						03/01/2018 02:32:39 PM
	:		DC02230	test submission 🗩	2	Completed	Daniel Castro	Human Research Ethics A	pplication	Stage 1	Open	02/01/2018 02:19:34 PM
	:		DC02245	testy 🗩	1	In Progress	Daniel Castro	Human Research Ethics A	pplication	Stage 1	Open	02/01/2018 02:12:06 PM

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 <u>email</u>. 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.

Application submission
Congratulations, your application is now ready to be submitted.
Test HREC accepts HREA applications submitted via email. To finish the submission process,
 Save the 'omni' file to your computer with your other application documents, and
 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.
< Back Close

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.

Australian Government	Application submission	005828
	Congratulations, your application has been submitted digitally to Test Web Service HREC1 You do not need to take any further steps in the HREA to submit your application. Contact Test Web Service HREC1 for information on the review of your application.	Information Applications Profile Help
This page shows all applications you can access.	Note: Research activities must not commence until ethics approval has been provided.	
Below are your applications. Click the link to open an exapplication.	< Back X Close	pload application' button to resume a downloaded
Show 10 + entries		Search:

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'.

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්ම Hom	e Prof	ile Applications	Edit Application Applications						
Ар	plic	cations							
Thi	s page : elow ai New aj	shows all application	tions you can access. ons. Click the link to open an existing a Upload application	application, use the 'New applicati	on' button below to sta	art a new one, or clic	ck the 'Upload application' button '	to resume a downloadd	ed application.
Show	10	 entries 						Search:	
		Identifier	≑ Title	≑ Versio	n 🗘 Status	Owner	≑ Round	Stage	\$ Status
►	:	DC02230	test submission 🗩	2	In Progress	Daniel Castro	Human Research Ethics Applic	cation Stage 1	Open
•	:	DC02245	testy 🗩	1	In Progress	Daniel Castro	Human Research Ethics Applic	cation Stage 1	Open
•	:	DC02244	test submission 🗩	1	In Progress	Daniel Castro	Human Research Ethics Applic	cation Stage 1	 Open

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

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	_	Â.	Name	-	
iged		н	RR00625.omni		
		11	ZZ00347.omni		
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		T 4		•	
File <u>n</u> ame:	RR00625.om	ini			▼ OMNI File (.omni) ▼
					Open V Cancel

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.

	Australia	n Government				AL.					015	7 3 5	
and the second sec	ि National H	lealth and Medical Research Council					_			10	Logged in [Dani	iel Castro] ტ	
NΗΛ	MRC								Information	Applications	Profile	🕑 Help	
්ව Home	Profile Edit Appli	cation Applications Applications											
App	Applications												
Thisp	This page shows all applications you can access.												
6 Bel	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.												
+ N	lew application	1 Upload application											
Show	10 • entries									Search	h:		
	Identifier	\$ Title	Version	≑ Status	Owner	≑ Round	\$ Stage	≑ Status	Created date	1 ¢	Modified date		
:	DC02230	test submission 🗩	2	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open	02/01/2018 02:1	9:34 PM 02	/01/2018 02:19	7:34 PM	
:	DC02245	testy 🗩	1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open	02/01/2018 02:1	2:06 PM 02	/01/2018 02:12	2:06 PM	
:	DC02244	test submission 🗩	1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open	02/01/2018 01:3	2:21 PM 02	/01/2018 01:32	2:21 PM	
:	DC02243	process testing 🗩	2	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open	22/12/2017 11:5	8:16 AM 22	/12/2017 11:58	3:16 AM	
÷	DC02242	testy 🗩	1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open	21/12/2017 10:3	9:44 AM 21	/12/2017 10:39	7:44 AM	
÷	嶜 <u>DC02239</u>	test - Copy of DC02238	1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open	02/11/2017 11:4	0:09 AM 22	/12/2017 09:58	3:07 AM	
÷	i Application	information	1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open	02/11/2017 11:2	9:09 AM 02	/11/2017 11:29	7:09 AM	
÷	연 Copy appli	cation of - Copy of AH03-31	3	In Progress	Amy Hoevenaar	Human Research Ethics Application	Stage 1	Open	02/11/2017 11:2	2:47 AM 01	/12/2017 11:10):17 AM	
1	O New version Download	n 231 data file	1	Completed	Daniel Castro	Human Research Ethics Application	Stage 1	Open	02/11/2017 10:4	8:49 AM 03	/01/2018 01:00):26 PM	
÷	嶜 Invite user	to register or share	1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open	02/11/2017 10:4	2:20 AM 02	/11/2017 10:42	2:20 AM	
Showing	Download	application attachments								< Previous	1 2	Next 🕽	

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'.

a today a series of						_	01393	1		
Australian Government National Health and Medical Research Council	с р N	lew application v	ersion	×		-			Lozzed in [Daniel Castro]	0
NHMRC	Befo	ore copying your ap w version.	oplication, please er	nsure that you would like to create a			Information	Applications	🌣 Profile 🛛 Hel	lp
©Home Profile Edit Application Applications Applications Applications This page shows all applications you can access.	lf you you appl appl	ou are undertaking are using this appli are using this appli lication which is <i>no</i> lication instead.	amendments for a r cation data to assis t a resubmission of	resubmission; select New version . If t in the creation of a completely new a previous application; select Copy						
Below are your applications. Click the link to open an existing application, use the New application Dipload application	'Nev			New version X Cancel	esume a dow	nloaded applie	cation.			
Show 10 • entries								Search	1:	
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EDC02230 test submission	2	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open	02/01/2018 02:1	.9:34 PM 02/	01/2018 02:19:34 PM	
: <u>DC02245</u> testy	1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open	02/01/2018 02:1	.2:06 PM 02/	01/2018 02:12:06 PM	
i DC02244 test submission 🗭	1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open	02/01/2018 01:3	2:21 PM 02/	01/2018 01:32:21 PM	

4. Select 'New Version'.

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Nutrainal Government National Health and Medical Research Council	C New application v	rersion	×		-		Lozsed i	Daniel Castrol (*)
N H M R C	Before copying your a	pplication, please er	nsure that you would like to create a			Information A	pplications 🏾 🏶 Pro	file 🕜 Help
DHome Profile Edit Application Applications Applications	New version.							
Applications	If you are undertaking you are using this appl application which is no	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						
This page shows all applications you can access.	application instead.							
Below are your applications. Click the link to open an existing application, use the 'Ne New application Dipload application	~		Cancel X Cancel	resume a down	nloaded applie	ation.		
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⇔ldentiñer ⇔Title ⇔V	ersion 🗢 Status	≑ Owner	≑ Round	\$ Stage	\$ Status	Created date	≑ Modified d	ate
DC02230 test submission 9 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
: <u>DC02245</u> testy 9 1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open	02/01/2018 02:12:06	PM 02/01/2018	02:12:06 PM
EDC02244 test submission P 1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open	02/01/2018 01:32:21	PM 02/01/2018	01:32:21 PM

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

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Australian Government	C New application v	rersion	×		-		Logged In [Daniel Castro] ტ	
NHMRC ©Home Profile Edit Application Applications Applications	You are about to creat like to continue, click t rename the application	e a new version of t he 'New version' bu n, please provide th	he selected application. If you would itton below. If you would like to e new name below.				itions 🔅 Profile 🛛 Help	
Applications	Application title	Application title						
This was shown all applications up as as as	New Version Test		✓					
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i 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	
: <u>DC02245</u> testy 9 1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	 Open 	02/01/2018 02:12:06 PM	02/01/2018 02:12:06 PM	
: DC02244 test submission P 1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	 Open 	02/01/2018 01:32:21 PM	02/01/2018 01:32:21 PM	

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

	Australia	n Government								-	013	5 2 2
ANGO REAL	and the second s	lealth and Medical Research Council								4.8.0	Logged in [Danie	el Castro] 🕐
NH	MRC								 Information 	Applications	Profile	Help
ා Home	Profile Edit Appli	cation Applications Applications							_			
App	olication	S										
This	page shows all app	plications you can access.										
0 Be	low are your applic	cations. Click the link to open an existing application	, use the 'New applic	ation' button below	v to start a new one	e, or click the 'Upload application' button to) resume a dov	vnloaded app	lication.			
Show	10 • entries									Search	:	
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÷	불 <u>DC02237</u>	New Version Test 🗩	2	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open	03/01/2018 02:	32:39 PM 03/	01/2018 02:32	:39 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

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	Introduction 🕑 🕲 🕒 🗇
HREC Directory	Before completing this application, acknowledge that:
Project Overview	1) The HERA has been designed for a blick region of human research or defined in the National Statement *
Project Team	The Int_A has been designed on entry revealed on damagnesses of a section of the National Statements and the Statement statements The National Statement states that research is:
Project Team Details	"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".
(1) doctor Quazi Modo	The Australian Code for the Responsible Conduct of Research (the Code) states that research includes: "original investigation undertaken to gain knowledge, understanding and insight"
Disclosure of Interests	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.
Restrictions	Non-research projects that will be published and some student internships may need ethics review, but not necessarily by an HREC. Ontact your institution's ethics or research office for guidance on whether your project requires ethics review.
Evaluations	2) Adequate resources must be available to conduct this research project. *
Location	National Statement 1.1 (f) states that research that has merit is:
Methods	
Participants	Consult with your institution's ethics or research office for further advice.
Method Specific	3) All relevant institutional polices pertaining to the conduct of this research project should be considered and adhered to.*
Participant Specific	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.
Project Details	• 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.
Recruitment	4) Research activities must not commence until ethics approval (and site authorisation, if appropriate) has been provided. *
Concert	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.
Consent	5) The HDFA requires the attachment of a Project Description/Protocol
Risk	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/Protocol before commencing this HREA.
Benefit	Note: Yur rannot complete the HPEA indees will acknowledge the show statements
💆 DC02237 v1 - Currpdf \land	Show all

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.

Australian Gov National Health a	ernment and Medical Research Council		A North			0 0	5 5 0 5 Daniel Castro] 🔱
N H M R C					 Information Application: 	s 🏟 Profile	e 😯 Help
Home Profile Applications Ed	It Application Applications					_	
Applications							
This page shows all application Image: Below are your applications Image: New application Image: Description Image: Description	ns you can access. 9. Click the link to open an existing application, use the '1 10ad application	New application' b	outton below to star	rt a new one, or clic	k the 'Upload application' button to resume	a downloaded	l application.
Show 10 • entries					Sear	ch:	
♣ Identifier	\$ Title	Version	\$ Status	≑ Owner	≑ Round	\$ Stage	\$ Status
• : <u>DC02230</u>	test submission 🗩	2	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open
▶ i <u>DC02245</u>	testy 🗩	1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open
▶ ! <u>DC02244</u>	test submission 🗩	1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open

2. Click on the 'Copy Application' button

Australian Government National Health and Medical Research Council								-	0 1 3	9 2 1
NHMRC							 Information	pplications	Profile	Help
DProfile Edit Application Applications Edit Application Applications										
Applications										
This page shows all applications you can access.										
Below are your applications. Click the link to open an existing application, use New application	the 'New applica	ation' button below	v to start a new one	, or click the 'Upload application' button to	resume a dov	vnloaded appl	ication.			
Show i Application information								Search:		
Copy application	Version	\$ Status	Owner	≑ Round	\$\$ Stage	\$\$ Status	Created date	\$ M	odified date	
Download data file Options definition	1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open	01/11/2017 12:29:40	PM 01/:	11/2017 12:29	ł:40 PM
A Rename application	1	In Progress	Simon Garner	Human Research Ethics Application	Stage 1	Open	01/11/2017 12:07:22	PM 01/3	11/2017 12:07	/:22 PM
Delete application commission pr	1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open	23/10/2017 02:52:11	PM 25/	10/2017 11:49	1:33 AM
: <u>DC02229</u> test	1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open	23/10/2017 01:33:56	PM 23/	10/2017 01:33	3:56 PM

3. Select 'New Application'.

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E DC02231 test submission P 1	In Progress	Daniel Castro	Human Research Ethics Application	Stage 1	Open	23/10/2017 02:52:11	PM 25/10/2017 11:49:33 AM			

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

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

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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 compete 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.

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Introduction HREC Directory Project Overview Project Team Interests	Project Overview What is the project title (as presented in the Project Description/Protocol)? • • Minimise the use of acronyms where possible.) & €) ()
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Location Methods Participants	Provide a summary of the research project in non-technical language. * This summary should provide the reviewers with an overview of the research aims, participants, methods and expects Use plain English. The Project Description/Protocol, to be attached later in HREA, will provide further details about the project. 	ed outcomes.		
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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.

HREA	1 / 14	¢	Ŧ	ē
	Pre-application conditions The applicant/s have acknowledged that: 1. The HREA has been designed for ethics review of human research, as defined in the National Statement. 2. Adequate resources must be available to conduct this research project. 3. All relevant institutional polices pertaining to the conduct of this research project should be considered and adhered to. 4. Research activities must not commence until ethics approval (and site authorisation, if appropriate) has been provided. Project Overview Project title: Intrestigation of the consumption of dark chocolate on hthe happiness of PhD students Summary of the research project In this project we will ask 50-peopei 200 PhD students to eatconsume dark chocolate. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse at laculis tellus, eget blandit turpis. Nullam malesuada interdum tincidunt. Lorent ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse at iaculis tellus, eget blandit turpis. Nullam malesuada interdum tincidunt. Lorent ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse at iaculis tellus, eget blandit turpis ociosci y and litora torquent per conubia nostra, per inceptos himenaeos. Integer auctor lobortis orci y el mattis. Funding for the research project: Idd			•

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.

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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.

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

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3. Select the **i** button to expand the menu.

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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

🛓 Download data file new application) select the button. The .omni file will be downloaded to your default downloads folder.

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

button.

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

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Australian Government National Health and Medical Research Council	Application attachments download		-		==	Logged in Dan	
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© Profile Edit Application Applications Edit Application Applications Applications	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.						
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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.	 Check your junk/spam mailbox to see if the email has been redirected. If the email is not in the junk/spam mailbox, navigate to the sign-in page and select 'Reset your Password'. 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.	 Log out, close your browser and log back in. If the issue persists, copy your application
I can't open the .omni file I downloaded.	 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'	1. Ensure your current web browser is updated.
and provided a title but the application doesn't appear.	2. Use the latest version of Google Chrome
You can't find your submitted application	 Ensure you are on the "Applications" page of the HREA portal 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.
	 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 <u>help@hrea.gov.au</u> or 1800 500 983 (international callers: +61 2 6217 9451).