

Annual/Final Report Submission

Guidelines for Annual/Final Report Submission to CHQ HREC:

1. Complete REDCap Annual/Final Report. Once completed in REDCap, please ensure to save the report as a pdf so you are able to upload this report to ERM.

Please see link for REDCap annual reporting - https://redcap.link/CHQ_annual_reporting

2. You will need to access your ERM database. From the **workarea** click on the title of your project. (make sure you are under the HREC side of the tree)
3. In the middle of your screen click on the icon "+" to Create a Sub Form
4. Click on "QLD"
5. Click on "Progress Project Report QLD" or "Project Final Report QLD" (depending on the report you are submitting)
6. Click 'Create'
7. Click on Tab which has "Navigation"
8. Click on the Hyperlink – "Project Progress Report" or "Project Final Report QLD" to start the form
9. Complete the ERM Report
10. Upload the REDCap Report pdf
11. **Submit**

ERM System can be accessed via: <https://au.forms.ethicalreviewmanager.com>

Please contact chqethics@health.qld.gov.au if any queries.

