

Ethical Review Manager (ERM)

For Victorian Hospital Research Offices

What is ERM used for?

- ✓ All ethics applications
- ✓ All research governance applications
- ✓ All post-approval reports
- ✓ All post-authorisation reports
- ✓ Data management
- ✓ Data reporting and metrics
- ✓ Document management
- ✓ Communication
- ✓ Audit trail

Who uses ERM?

<https://vic.review.ethicalreviewmanager.com>



<https://au.forms.ethicalreviewmanager.com>

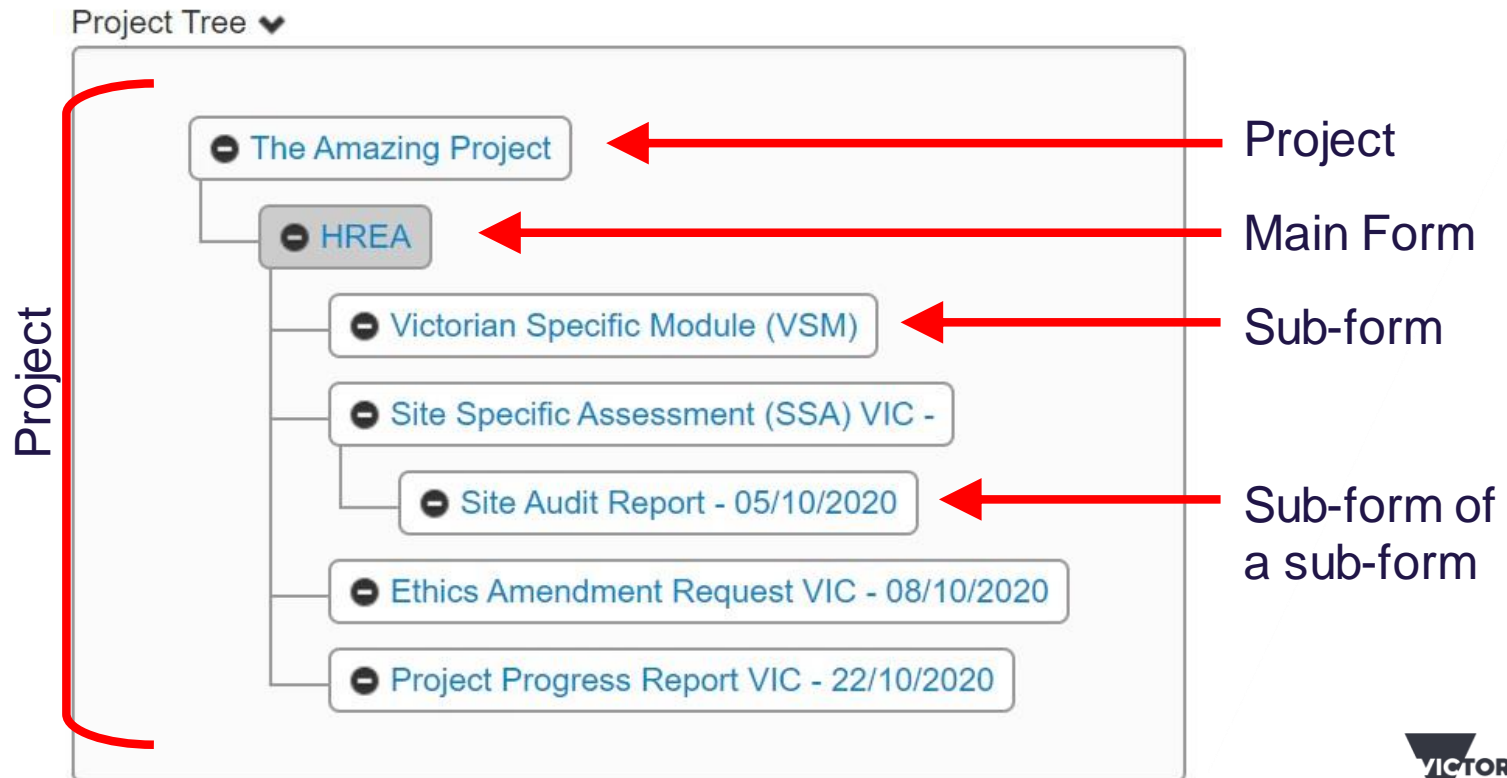
ERM Information Flow



ERM Form Relationship

All forms for a project are linked.

- From the main form, the applicant creates sub-forms (VSM, SSA and post-approval reports).
- From the SSA, the applicant creates sub-forms (post-authorisation reports).



ERM Ethical Review Process

Applicant

Create



Complete



Submit

Research Office

View

Validate & assign to meeting

or

Query

Reviewer

Review and add comments

Record meeting decision

Approved

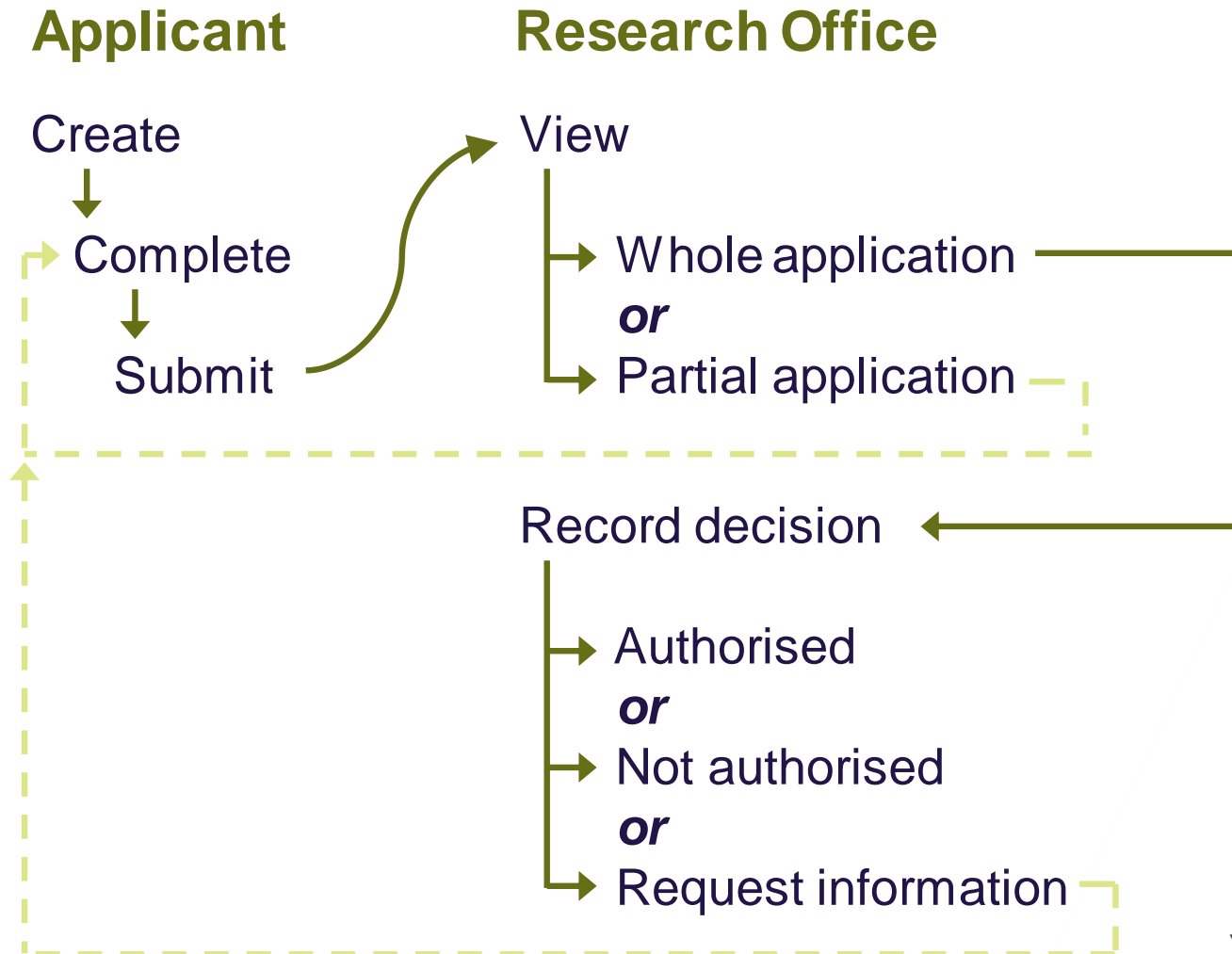
or

Not approved

or

Request information

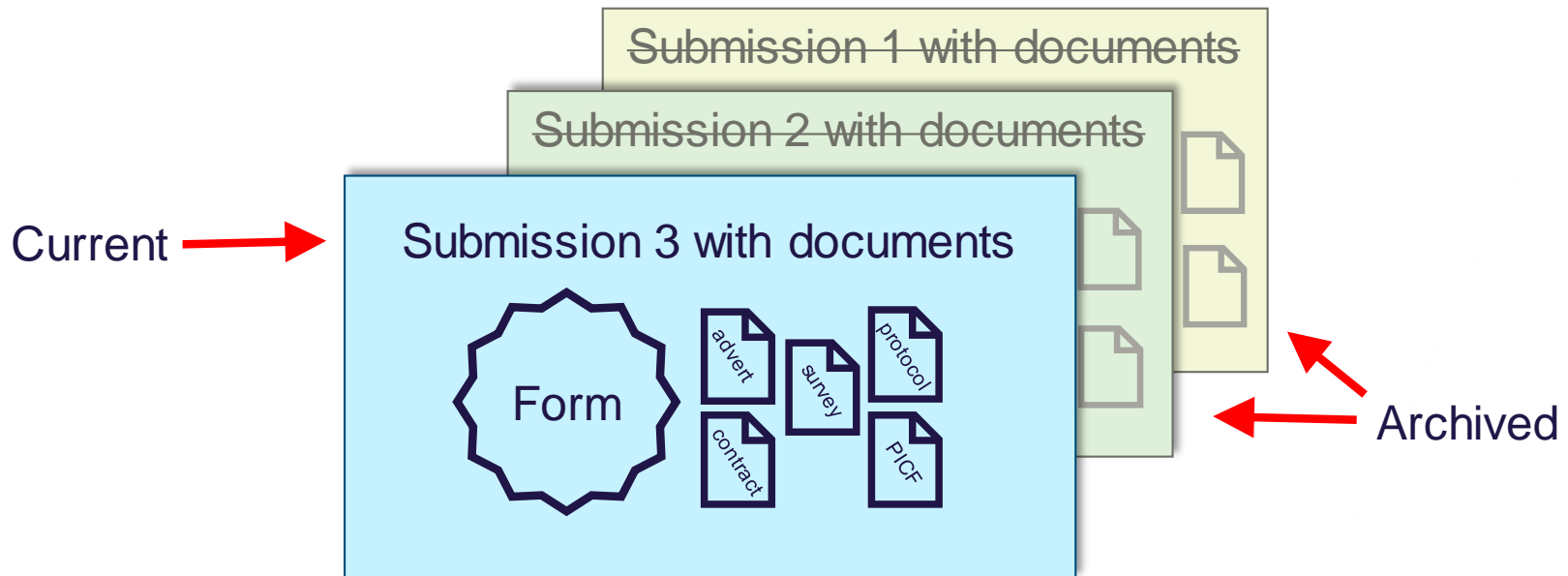
ERM Research Governance/SSA Process



ERM Submissions

When the researcher/applicant **resubmits** an application, ERM automatically archives the previous submission (version).

ERM contains a complete auditable record of the application history, but it keeps the most current information front and centre.



ERM Resources for Research Offices

1. ERM Help→Templates

<https://vic.review.ethicalreviewmanager.com/Personalisation/DisplayPage/501>

2. Coordinating Office's Portal for VIC Research Offices

<https://vicgov.sharepoint.com/sites/VG001534/SitePages/Home.aspx>

3. Coordinating Office

✉ multisite.ethics@ecodev.vic.gov.au

4. Infonetica Helpdesk

✉ helpdesk@infonetica.net

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