Annual/Final Report Submission

ERM Sub form instructions:

1. Complete and print to pdf the Annual Report template

   - If this is the **first** annual report please use this link - https://redcap.link/CHQ_annual_reporting
   - If this is a **subsequent** annual report, please use the link sent in your REDCap reminder email or contact CHQEthics@health.qld.gov.au.

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. To the left of your screen click on the icon "**+**" to Create a Sub Form

4. Click on "QLD"

5. Click on "Progress Project Report QLD"

6. Click 'Create'

7. Click on Tab which has "Navigation"

8. Click on the Hyperlink – "Project Progress Report" to start the form

9. Complete the Report

10. Upload the annual report pdf

11. **Submit**

If the project has been completed and you have **not** notified the Reviewing HREC, please follow the above steps, but complete the **Project Final Report QLD**, for submission to both the HREC and RGO at your institution.

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