

# Amendment Submission

## Amendment submission ERM:

### ERM Sub form instructions:

- You will need to access your ERM database. From the **work area** click on the title of your project. (make sure you are under the HREC side of the tree)
- To the left of your screen click on the icon “+” to Create a Sub Form
- Click on “QLD”
- Click on “HREC Amendment”
- Click on Tab which has “Navigation”
- Half way down screen it will have in bold “**HREC Amendments QLD**”
- Click on the Hyperlink – “General Project Information” to start the form
- Remember to update all version and dates on any submitted documentation. (TRACK CHANGES version must be uploaded).
- A cover letter must be uploaded listing all updated/submitted documents and a brief overview of the amendment
- NB: If adding Investigator, please ensure a CV is uploaded.
- SUBMIT

