

CALHN Research Services

Research GEMS Guidelines – Study Personnel

Preparing Project Registration and HREA for Investigator Initiated Studies



Health
Central Adelaide
Local Health Network

Overview

This guideline will provide the necessary information for researchers to submit their Project Registration and Ethics Applications for Investigator Initiated Studies via Research GEMS.

Scope

This guideline will help to achieve the following:

- Register a project
- Submit an ethics application
- Understand the process of applications from start to approval

Definitions & Acronyms

- GEMS – Governance and Ethics Management System
- HREA – Human Research Ethics Application
- SSA – Site Specific Assessment or 'Site' Application
- Project – Study
- CPI – Coordinating Principal Investigator
- PI – Principal Investigator

Procedures

Registering a Project

1. Go to the GEMS Website located [here](https://gems.sahealth.sa.gov.au/)
<<https://gems.sahealth.sa.gov.au/>>
2. Login/Register Account

← → ↻ 🏠 gems.sahealth.sa.gov.au ☆ 🌐 🔍

Apps HealthCALHN Rese... Licence agreement... https://myip.had.sa... Credentialling Welcome - GEMS Post Approval Moni... Research GEMS Use... Velos Test Velos PRD

Government of South Australia
SA Health

TOGETHER FIGHT

Welcome to Research GEMS

User name

Password

Log in

Can't access your account?
[Reset your password](#)

Don't have a Research GEMS account?
[Register now](#)

If you require assistance with your application, please contact the Research Office that you will be submitting to. Contact details are available on the [SA Health website](#).

User guides are also now available via the [Research GEMS User Guides page](#).

To register a technical issue/fault, please contact the Research GEMS support team on gems@sa.gov.au, 9am-4pm Monday-Friday (excluding Public Holidays).

RESEARCH GEMS SA

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- a. If your account is set up, login with your username and password
 - i. If you have received an email but have not yet logged in before, click 'Reset your password' and enter the email address the original email went to
- b. If your account is not set up
 - i. Try logging in with your SA Health government email address (@sa.gov.au);
 - ii. If unsuccessful, then, click 'Register Now' and register your details using either your SA Health email or Institutional email (e.g. University email)
- c. Once you have successfully logged in, click 'Agree' to License Agreement Statement

Licence agreement

This is a restricted system. Use of this system is monitored at all times and requires explicit permission from the system administrator. If you do not have this permission, you are violating the regulations of this system and can and will be prosecuted to the full extent of the law.

By continuing into this system, you are acknowledging that you are aware of and agree to these terms.

« Decline

✓ Agree

3. Registering your Project

- a. You will now have been directed to the External Portal Homepage for Researchers / Research Personnel.

- b. To register a project, navigate to the 'Projects' tab on the right hand corner
- c. Click 'New Project'

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Decisions Projects Profile Help Sign out

Projects

GEMS is structured with the following hierarchy: Project>>>Applications>>>Post-approval/authorisation Amendments, Reports and Safety Notifications - listed below are all the projects you currently have access to.

In order to submit an application (ethics and/or site-governance), you must first register the project - you can do that here by selecting the [+New Project](#) button below.

Project Registration will determine whether a new HREA is required for consideration by a HREC operating within SA Health services and if SSA will need to be generated for research to be undertaken at sites with SA Health. The details entered at registration pre-populate those subsequent applications.

You currently do not have any projects.

[+ New Project](#)

d. Select 'Project Registration'

+ New Project

Select the form you wish to fill out:

Project Registration

Cancel

e. This will then navigate you to the 'New Project Registration' Page on the 'Introduction' tab. Read this information, then click next.

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Introduction

Part A: Previous Ethics Application

Part B: Project Details

Part C: Research Site/s

Part D: Coordinating Principal Investigator

Part F: Upload Attachments

Submit

Introduction

Registration of your human research project is the first step to initiation of ethics and/or site governance applications in GEMS. Please ensure you are familiar with the requirements for human research of the relevant health jurisdiction within which your project will be undertaken before proceeding.

[SA Health Research Ethics](#)

Information entered during registration will help identify if either an ethics application (HREA – Human Research Ethics Application) and/or site governance application/s (SSA – Site Specific Assessment) will need to be generated by GEMS for your project.

Project Registration also assists in determining what else might need to be provided to complete your application/s in response to your answers to various questions as you proceed, including required attachments to your application/s. Where possible, information provided during registration will also be used to pre-populate relevant fields in subsequent applications for faster and easier completion.

At a minimum, you will need the following information to complete Project Registration:

- Basic project details e.g. title, short description, study type, sponsor type/name, HREC
- Research site/s information including PI details
- Email address/es for CPI and PI/s¹
- Project description/Research protocol
- Other project-wide/master study documents where applicable²

IMPORTANT NOTES:

1. Project team members listed at project registration with project roles of Coordinating Principal Investigator (CPI) and Principal Investigator (PI) must have a GEMS user profile before you will be able to complete any Project Registration and proceed to any subsequent application. Email addresses for CPI and PI/s will assist to search for their existing profile or, allow you to send a 'profile create' request during completion of Registration. Project-level study team members and site staff, including Associate Investigators, are not listed at Project Registration.
2. Project-wide/master study documents can be added during completion of HREC (if required) however, uploading your documents during Registration may assist to ensure naming requirements are met and reduce the possibility of future duplication or requests for renaming by the Research Office.
3. You should confirm with the Research Office you are submitting too regarding local submission checklists.
4. Once submitted Project Registration can not be updated or edited. While the Research Office will be able to assist you should changes be required the system is configured to flow from information provided in this form. It is recommended that Project Registration is only submitted with correct information.

You can save your registration at anytime and return to it at a later date.

Download the Research GEMS User Guide: ["Project Registration Guide"](#)

To proceed, click on the 'right pointing arrow' for next page

Next

f. This will navigate through Tabs A-F.

g. **Part A: Previous Ethics Application**

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Project Registration

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Part A: Previous Ethics Application

If an ethics application:
Has never been previously submitted for this project to a NHMRC registered and/or certified HREC, select 'No' at question A1 - no further questions will be required in this section and you can proceed to Part B.
Has previously had an ethics application submitted to a NHMRC registered and/or certified HREC, select 'yes' at question A1 and complete the additional questions displayed.

A1 Has an application for ethics review of this project previously been submitted to a recognised HREC? *

Yes ☐ No ☒

- i. If the study already has ethics approval listing the relevant CALHN site > Select 'Yes'

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Part A: Previous Ethics Application
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Part A: Previous Ethics Application

If an ethics application:
Has never been previously submitted for this project to a NHMRC registered and/or certified HREC, select 'No' at question A1 - no further questions will be required in this section and you can proceed to Part B.
Has previously had an ethics application submitted to a NHMRC registered and/or certified HREC, select 'yes' at question A1 and complete the additional questions displayed.

A1 Has an application for ethics review of this project previously been submitted to a recognised HREC? *

☒ Yes ☐ No

NOTE: SA Health now accepts Bellberry applications under a single ethical review policy, with the exception for paediatric studies.

SA Health has current National Mutual Acceptance exclusions for Phase 0 and Phase 1 Clinical Trials. These must be reviewed by the local SA Health HREC responsible for the public health organisation where the clinical trial is taking place.

The following details are required to identify the previous ethics application, the HREC to which it was submitted and whether it was submitted under the NMA arrangements which exist between a number of public health jurisdictions nationally. Outcomes or status of that previous application may be requested.

A2 Ethics application ID *

External Ethics

A3 HREC Name *

Austin Health Human Research Ethics Committee

A4 HREC Code

EC00204

A5 Was/Is application being reviewed under the NMA scheme *

Yes

A6 Outcome or status *

Approved

A7 Date of written decision notification (email or letter) *

11/02/2021

- ii. For new ethics applications to be reviewed by the CALHN HREC > Select 'No'

h. Part B: Project Details

- i. Fill in details related to your project > click next

i. Part C: Research Site(s)

- i. This the step where you can invite other study personnel to register and have access to the project.
- ii. Click 'Invite to register'
- iii. Add another user
- iv. Enter email address (SA government or institutional email addresses)

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- v. Select what access they should have
 1. Share with view access – will allow the user to view but not edit the project
 2. Share with edit access – will allow the user to be able to make changes to the project
- vi. Then click save and send
- vii. **Note:** If you make a mistake of adding someone, you can click the red trash can on the right-hand side to delete the invited user

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New Project Registration

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Part C: Research Site/s

In the tabbed sections below, you will be required to nominate the sites at which you intend to undertake the activities for the project you are registering. Depending on the details of your project, you may need to enter sites under more than one tab.

You can *add* a site under the required tab/s by selecting the '+' icon. For locations with SA Health, you will then select the relevant Centre/s and their associated site/s from pre-populated drop-down lists. For locations not operated by either government organisation, you will provide details as indicated.

If you wish to *delete* a site that you have listed below, select the tick box next to the Project Centre label and then select 'X' in the gold bar below the section.

Before proceeding, please note: All PIs named in this section must have a GEMS user profile before you will be able to complete registration - as you enter the PI email address, GEMS will search for a match with a registered user.

If a match is found, their email address will display for you to select and their full name will be added below. As you progress, GEMS will prepopulate registration and subsequent applications with relevant details from their profile as required.

If no match is found, leave the PI email blank and select 'Invite to Register'. This will open a dialogue box for you to add the PIs username (email address) and, when you save the dialogue box to close, your PI will receive an invite to register in GEMS at the email address you've entered. Once they can confirm they have registered their profile, come back and complete your registration. In the meantime, select the next section to complete from the menu down the left-side of the page

Invite to Register

You must add at least one site in the below table.

If you are unsure of the Project Centre use this cell to search SA site names in GEMS. Once you select the Project Site the Project Centre will appear. Use this information to complete the table below.

SA Health
Other health jurisdictions or organisations

Nominate the project site/s within SA Health and a Principal Investigator for each site

A research project may be conducted at one or more sites within one or more Centres within SA Health.

A 'Centre' may be a Local Health Network (LHN), a Specialty Health Network, a Pillar organisation, an affiliated health organisation or other health organisation operated by SA Health. A Site Specific Assessment (SSA) will be generated for each site nominated.

A Principal Investigator (PI) is the person responsible either individually or as a leader of the researchers at a site, for the conduct of research at that site. In a single site research project or when a project does not require the appointment of a SA Health principal investigator, the coordinating principal investigator may also be the principal investigator. The PI is the only person who has the authority to submit the Site application. An incorrect response here may cause the application to be ineligible and will cause delay in processing.

If you are unsure of the names of the Centre or Site/s your project will be conducted at, please discuss with your local research office. An incorrect selection here can delay your application process.

Project centre *

Project site *

Principal Investigator email (GEMS username) *
Principal Investigator name

+
-
X

Next

Invite user to register & manage access

The list of users currently assigned to this form are listed below

There are currently no users assigned to this form.

[Add another user](#)

Save and send
Cancel

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Invite user to register & manage access

The list of users currently assigned to this form are listed below

Send	Name	Username	Access status	Modify access
		Siana.Dimond@sa.gov.au	No current access	<div>Share with view access</div> <div>Share with view access</div> <div>Share with edit access</div>

User Siana.Dimond@sa.gov.au is found. A notification will be sent to this email address and the user will be able to access this application

[Add another user](#)

Save and send **Cancel**

- viii. Select the site you will be conducting the research at, when you begin to type the site should appear in the drop-down selector box. This will then pre-fill the local health network next to the site name,
- ix. Then fill in the 'Nominate the project site/s within SA Health and a PI for each site' section

SA Health Other health jurisdictions or organisations

Nominate the project site/s within SA Health and a Principal Investigator for each site
A research project may be conducted at one or more sites within one or more Centres within SA Health. A 'Centre' may be a Local Health Network (LHN), a Specialty Health Network, a Pillar organisation, an affiliated health organisation or other health organisation operated by SA Health. A Site Specific Assessment (SSA) will be generated for each site nominated.

A Principal Investigator (PI) is the person responsible either individually or as a leader of the researchers at a site, for the conduct of research at that site. In a single site research project or when a project does not require the appointment of a SA Health principal investigator, the coordinating principal investigator may also be the principal investigator. The PI is the only person who has the authority to submit the Site application. An incorrect response here may cause the application to be Ineligible and will cause delay in processing.

If you are unsure of the names of the Centre or Site/s your project will be conducted at, please discuss with your local research office. An incorrect selection here can delay your application process.

Project centre *

Project site *

Principal Investigator email (GEMS username) *

Principal Investigator name

+ **-** **📄**

- x. To add multiple sites, select the "+" button in the bottom left-hand corner
- xi. You must always add your site and the PI in this section to be able to create any SSA's related to this application
- xii. Then click next once you have finalised your sites and PI's
- j. **Part D – Coordinating Principal Investigator**
 - i. Click 'yes' if you are the CPI or 'no' if not the CPI
 1. If you selected 'no' – enter the email address of the CPI
 2. If you selected 'yes' – this prepopulates to the account holder who is currently logged in and filling out the registration
 3. **Note** – Only the CPI can submit the Project Registration and Ethics applications

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Part D: Coordinating Principal Investigator

The Coordinating Principal Investigator (CPI) is

a) in relation to research conducted at a single site, the investigator for that site, or;

b) in relation to research conducted at more than one site, the individual, whether or not they are an investigator at any particular site, who takes primary responsibility for the conduct of the research

Before proceeding, please note the following detail if you are not the CPI: The CPI named in this section must have a GEMS user profile before you will be able to complete registration - as you enter the CPI email address, GEMS will search for a match with a registered user.

If a match is found, their email address will display for you to select and their full name will be added below. As you progress, GEMS will prepopulate registration and subsequent applications with relevant details from their profile as required. *If no match is found*, leave the CPI email blank and select 'Invite to Register'. This will open a dialogue box for you to add their username (email address) and, when you save the dialogue box to close, your CPI will receive an invite to register in GEMS at the email address you've entered. Once they can confirm they have registered their profile, come back and complete your registration. In the meantime, select the next section to complete from the menu down the left-side of the page.

[Invite to Register](#)

Are you the Coordinating Principal Investigator for this project?

The CPI is the person that holds overall responsibility for the study. They are the **only** person who has the authority to submit the Ethics application. An incorrect response here **WILL** cause the application to be Ineligible and will cause delay in processing.

☐ Yes ☒ No

CPI email (GEMS user name) *

CPI name

ORCID

SA Health Employee Number (for SA Health staff only, if known)

[Next](#)

k. Part F – Upload Attachments

- To upload documents, select the “+” button in the bottom left-hand corner
- Select what document type it is from the drop-down selector
- In ‘Document Descriptor’ please insert the naming convention you prefer your document to be labelled as
- Fill in, ‘Version Number’ (please put N/A if there is none) and then the date of the document (please do not enter a random date as this will follow through your application)
- Please note: there is a maximum file size of 20.00MB per file

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Part F: Upload Attachments

F2 Other relevant documents, project-wide documents and others required for submission with HREA

This section has been included at Project Registration to ensure consistent naming of frequently required documents. All documents uploaded here will be automatically added to any subsequent ethics and/or site-specific application, as appropriate.

For those registrations which require upload of a previously submitted (external) ethics application

- Ethics approval letter** (If available) Type = Ethics application decision notification, Version = 0, Date = Ethics approval date
- Approved documents** can be individually uploaded or as a .zip file.

If uploading individual documents Type = best available description, Version = as listed in approval letter (if none then 0), Date = as listed on approval letter (if none then today's date)

If uploading as a .zip Type = Ethics application (HREA or other), Version = 0, Date = Ethics approval date letter please ensure all attachments included with the original application are included in that upload.

For those registrations which will submit to a SA HREC

- REGISTER ANY document you intend to submit to the HREC now.** You can upload a draft document, documents can be updated, added and removed when completing the HREA.
- Type = best available description, Version = as listed on the document - usually the footer (if none or still draft then 0), Date = as listed on the document - usually the footer (if none then today's date)
- site-specific documents are not required to be uploaded here - only project-wide, master documents. Site-specific documents will be requested when completing the relevant site application form.

FOR ALL REGISTRATIONS

- Document descriptor** should be in the following format: "short description of doc type-brief unique descriptor" (PISCF-Intervention, IB-DrugName) 20 characters max
- Maximum** document size is 20MB (larger documents can be converted to a .zip)
- Total upload** can not exceed 95MB. If your application exceeds this limit consider converting files to .zip or contact the research office managing the application for alternate document submission process.
- Uploading** the same document multiple times e.g. Protocol at F1 and F2 may cause the system to crash.

Document type - please select from the list *	Document descriptor - your name for the file *	Document version *	Document date *
<div> <div>+</div> <div>-</div> </div>			

Required documents not yet attached

These documents have been identified as required to finalise your registration. As they are attached, they will be removed from the list.

Ethics application (HREA or other)

Ethics application decision notification

Next

- vi. Then upload the document by selecting "Select upload new" > Choose the file > Select the file > Open > Start Upload
- vii. Then click the (+) button to add upload additional documents via the same method
- viii. Click 'Next' once all the documents have been uploaded

I. Submit

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Project Registration

Introduction

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Submit

When you select the Complete Registration button below, GEMS will check whether your registration is complete and if so, will generate subsequent applications depending on your responses to the registration questions.

If a HREA is listed below, this will be generated prior to any Site/SSA applications that might be required for site governance at SA Health site - SSA/s in this instance will be generated on submission of the HREA.

If no HREA is required and a Site/SSA is to be generated for a SA Health site, the SSA will be generated immediately.

PROJECT REGISTRATION CANNOT BE CHANGED ONCE IT IS SUBMITTED.

BEFORE YOU CLICK "COMPLETE REGISTRATION" MAKE SURE YOU CAN SEE EACH TYPE OF APPLICATION YOU EXPECT TO BE CREATED IN GEMS.

If you are submitting a HREA to a SA HREC you should see "A HREA" below.

If you are submitting to a SA site EACH site selected under the SA tab at Part B should be listed below.

If you do not see the information expected below please refer to the [Research GEMS User Guides for completing Project Registration](#)

The following applications will be generated:

A HREA

SSA for each of the following SA Health sites:

Royal Adelaide Hospital, Lauren Chartier (PI)

Complete Registration

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- i. Please double check your project registration is correct before you submit it, as you **cannot** make edits to it once it has been submitted
- ii. When satisfied the registration information entered is correct, click 'Complete Registration'
- iii. Following submission, you will be returned to the Projects page, and your project will be viewable in a list and the status will display as 'In Progress'

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Projects

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In order to submit an application (ethics and/or site-governance), you must first register the project - you can do that here by selecting the [+New Project](#) button below.

Project Registration will determine whether a new HREA is required for consideration by a HREC operating within SA Health services and if SSA will need to be generated for research to be undertaken at sites with SA Health. The details entered at registration pre-populate those subsequent applications.

Below are your projects. Click the link to open and manage your project.

[+New Project](#)

Export CSV Show 10 entries Search:

Title	Identifier	Status	Ethics approved	Expiry date	Principal organisation	Overdue milestones	Revision milestones	Total milestones
029926 - Project Registration		In Progress				0	0	0

Showing 1 to 1 of 1 entries

Previous 1 Next

- iv. You are now able to complete your HREA
- v. Click on your project title which is in light blue and this will navigate you to your 'Applications' page for that project
- vi. HREA can now be completed by clicking on the 2021/HRE000XX application in light blue

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2021/GEM00123 - X

Details relating to your Project can be found on this page.

Once the status of an Ethics or Governance application is Approved/Authorised, various Amendments may need to be raised to support your application.

Click on the 3 vertical dots next to the relevant study, and select Project Information to access the available Post Approval Forms for your application.

For further information on other functions, such as adding new sites or sharing your application, please refer to the [Research GEMS User Guides](#).

Applications

Export CSV Show 10 entries Search:

Identifier	Title	Comments	Version	Status	Owner	Created date	Modified date
2021/HRE00085	x - HREA		1.00	In Progress	Lauren Chartier	24/02/2021 08:54:26 AM	24/02/2021 08:54:26 AM

Showing 1 to 1 of 1 entries

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- vii. **Note** - you can share this application with other study personnel by clicking the three dots on the left-hand side next to the application title and selecting 'Invite user to register or share application'

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2021/GEM00123 - X

Details relating to your Project can be found on this page.

Once the status of an Ethics or Governance application is Approved/Authorised, various Amendments may need to be raised to support your application.

Click on the 3 vertical dots next to the relevant study, and select Project Information to access the available Post Approval Forms for your application.

For further information on other functions, such as adding new sites or sharing your application, please refer to the [Research GEMS User Guides](#).

Applications

Export CSVShow 10 entriesSearch:

Identifier	Title	Comments	Version	Status	Owner	Created date	Modified date
▶ ⋮	Application information		1.00	In Progress	Lauren Chartier	24/02/2021 08:54:26 AM	24/02/2021 08:54:26 AM

Showing 1

Invite user to register or share application

Rename application

Delete application

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Human Research Ethics Application

- A. Once you have submitted the project registration, you can proceed to creating the HREA/filing in information
- Please note:** the coordinator/research personnel can add information to the SSA, however only the CPI will be able to submit the HREA

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2021/HRE00085 - x - HREA

Preview
Save
Next

Introduction
Project Overview
Project Team
Project Team Details
(1) Lauren Chartier
(2) Lauren Chartier
Disclosure of Interests
Restrictions
Evaluations
Location
Methods
Participants
Method Specific
Participant Specific
Project Details
Risk
Benefit
Data and Privacy
Generate HREA document
Upload
HREC
Declaration
Generate HREA document

Introduction

You are completing this HREA within GEMS for a human research project that will be considered by a HREC operating within SA Health. On that basis, it is assumed you have already made contact with the Research Office that will receive your application on behalf of the HREC you have elected to submit your application to. This can often assist with ensuring full awareness of the application requirements and preventing delays in application progress down the track.

Contact details for all SA Health HRECs and relevant Research Offices can be found via the following link:
[SA Health Research Offices Contacts](#)

Registration of your project within GEMS has been completed and resulted in generation of this form, so many of the details already entered together with documents already uploaded will be pre-populated to assist its completion. As you work through the HREA, check that the correct information is displayed. Also, if text has been pre-populated within a 'free-text' field, you may wish to add additional information relevant to your project.

To further assist with submission, SA HRECs accept the electronic submission of the HREA by the CPI on behalf of the project – additional declarations/signatures are not required to submit once the application is finalised. If you are not the CPI, but will be completing the HREA on their behalf, you will need them to log into GEMS once you have finished to complete the submission.

Before completing this application, the CPI must read the following statements and complete the acknowledgement below:

- The HREA has been designed for ethics review of human research, as defined in the [National Statement](#).
 - 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: "...the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies, inventions and understandings".
 - 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.
- Adequate resources must be available to conduct this research project.
 - [National Statement 1.1 \(f\)](#) states that research that has merit is: "...conducted using facilities and resources appropriate for the research".
 - It is expected that adequate resources will be available for this research project. Resources may include: financial resources, human resources, equipment, facilities and in-kind support.
 - Consult with your institution's ethics or research office for further advice.
- All relevant institutional policies pertaining to the conduct of this research project should be considered and adhered to.
 - 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.
 - 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.
- Research activities must not commence until ethics approval (and site authorisation, if appropriate) has been provided.
 - 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.
- The HREA requires the attachment of a [Project Description/Protocol](#).
 - 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 Page](#).

Note: You cannot complete the HREA unless you acknowledge the above statements.

Do you accept and acknowledge these statements? *

Acknowledge and Continue
Next

- Select 'Acknowledge and Continue' and 'Next' on the Introduction page

1. Project Overview

- Q1.1 Insert Project Title
- Q1.2 Project summary in lay terms
- Q1.3 Category/ies of research is populated from information provided in Project Registration
- Q1.4 What type of institution research will be conducted in
- Q1.5 Who has overall ownership of the study and data obtained

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- viii. Q1.6 Insert any funding details
- ix. Q1.7 Insert anticipated start date or tick 'as soon as ethics and any other relevant approvals have been provided'
- x. Q1.8 Insert duration of study

2. Project Team

- i. This is where you will add in details about all Investigator(s) and Study Personnel
- ii. You can add more researchers to the Project Team by selecting the '+'
- iii. If you make a mistake and need to remove a Team member, select the person by clicking the large box next to their name and clicking '-'
- iv. After all Team members have been added you will need to provide more information for each investigator by selecting their name on the left-hand side under 'Project Team Details'

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(2) Miss Siana Dimond

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Note: For optimal performance of the HREA no more than 10 members who are directly accountable for this ethics application can be listed on this page. You may include all other team members (if need be) in your [Project Description/Protocol](#).

- [National Statement](#) 1.1 (e) states:
"Research that has merit is ...conducted or supervised by persons or teams with experience, qualifications and competence that are appropriate for the research."
- In establishing the research team you should ensure there is appropriate and sufficient expertise to undertake all the research activities.
- Ensure that you list who is undertaking the research activities and detail their expertise, qualifications and competence in the following section, (if more than 10 members, detail in your Project Description).
- Where research will involve team members who are currently unknown (e.g. a future class of students) this should be recorded in the [Project Description/Protocol](#) and the supervisor should complete this section of the HREA as the researcher/investigator.

Q1.9.1 Title
Optional

Q1.9.2 First name *

Q1.9.3 Surname/Family name *

☐

Dr

Lauren

Chartier

☐

Miss

Siana

Dimond

+ -

- Press the '+' button to add another row for additional team members.
- Tick the checkbox and press the '-' button to remove a team member.
- Click and drag the grey bars to reorder the team member list.
- You can use the share feature (see [these](#) instructions) to allow other members of the research team to complete their information in the following section.

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3. Disclosures of Interest

- i. Select 'No' if there are no conflicts of interest to disclose
- ii. Selecting 'Yes' will prompt some additional questions related to the disclosure

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Disclosure of Interests

Q1.10 Do all members of the research team (including persons not listed in this application), have any financial or non-financial interests related to this research? *

- You should refer to the advice of [National Statement](#) Chapter 5.4 and supplementary guidance to [the Code](#) as to what may constitute an interest.
- You should refer to institutional conflict of interest policies, as well as those of [NHMRC](#), [ARC](#) and other relevant bodies.
- Persons with interests may include participant recruiters or contractors.

☒ Yes
 ☐ No

Q1.10.1 Explain the nature and extent of the interests and to which member of the team they apply. *

- Consider the guidance provided in the [National Statement](#), [the Code](#), other [ARC](#) and [NHMRC](#) resources and any relevant institutional policies.
- Researchers should think critically about their interests and disclose any circumstances about which they are in doubt.
- Consult your institution for further guidance.

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Q1.10.2 Explain how you intend to manage these interests and any potential conflicts that may arise. *

- Outline what mechanisms will be put in place to ensure that the interest(s) will be appropriately managed and will not unduly interfere with or influence the conduct of the research.
- Refer to the expectations of [National Statement](#) Chapter 5.7 and supplementary guidance to [the Code](#) on managing interests.

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- i. Select 'No' if there are no restrictions on the publication/dissemination of research outcomes
- ii. Selecting 'Yes' will prompt some additional questions related to the restrictions

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Q1.11 Are there any restrictions or limits on publication of data or dissemination of research outcomes of this project? *

- Restrictions or limits on publication of data may arise from institutional policies or through contractual obligations.
- Examples of restrictions include embargos and commercial-in-confidence protections.
- Refer to the expectations outlined in:
 - [National Statement 1.5](#),
 - [the Code](#) and supplementary guidance,
 - The Open Access policies of [NHMRC](#) and [ARC](#) for funded research, and
 - Relevant sponsor documentation, if applicable.
- Consider the guidance provided by the [Australian Research Data Commons](#) (ARDC).

Q1.11.1 Detail the restrictions or limits on publication of data arising from the research project and explain how these will be balanced with relevant accessibility expectations. *

- Include in your response who is responsible for the restriction or limit and what it specifically includes.

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- Select 'No' for Q1.12, Q1.13 and Q1.14 if there are no related evaluations or previous ethics review
- Q1.12 - selecting 'Yes' will prompt some additional questions related to the evaluations. You can also upload evidence or the outcome of this scientific evaluation, however, this is optional
- Q1.13 – select 'Yes' if the project has had previous ethics review by another committee, for example the Aboriginal Human Research Ethics Committee.
- You can add and remove previous ethics review details by selecting the '+' and '-'

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Q1.12 Has the scientific or academic merit of the research project been evaluated? *

- Review of the scientific or academic merit of the research project should be robust, formal and independent of the researcher and research proponents, including any sponsors of the research.
- If the HREC considers that appropriate review of the merit of the research project has already been conducted, [National Statement 1.2](#) states that: "...the question of research merit is no longer subject to the judgment of those ethically reviewing the research."
- You should confirm any requirements regarding relevant review processes with the HREC to which you are applying.

☒ Yes ☐ No

Q1.12.1 What was the review process and what was the outcome? *

- Identify who undertook the review, the date and, where applicable, the grant scheme or funding round in which the research project was reviewed.
- If the outcome included conditions, outline what these were and how they have been or will be met.
- Provide any relevant information on any changes that have been made to the design of or plan for the project subsequent to the review.

Q1.12.2 Attach evidence of the outcome of the scientific or academic review process. Optional

- Evidence may include an outcome letter or other formal correspondence received from the persons providing the review.
- Attachments are limited to 10MB in size.

Q1.13 Has this research project had prior ethics review? *

- If the project has been previously reviewed it may not require re-review.
- Contact your institution's ethics or research office for guidance on whether your project requires ethics review.

☒ Yes ☐ No

Provide the following details for each ethics committee that has previously reviewed the application.

Q1.13.1 Which ethics committee previously reviewed the application? *

- Provide the full, formal title of the ethics committee or reviewing body.

Note that under the *Therapeutic Goods Act 1989* an ethics committee must be registered with the NHMRC in order to approve clinical trials undertaken as part of the Clinical Trials Notification (CTN) scheme.

Q1.13.2 What was the outcome of the prior ethics review? *

- Q1.14 – Selecting 'Yes' will ask for details of who is conducting specialist review and when this will be sought

6. Location

- Q1.15 – If single-site select 'No', if multi-site select 'Yes'
- Q1.16 – If governance approval is required for other sites (not CALHN) select 'Yes'. If all study sites are CALHN sites, select 'No'

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Q1.15 Will this research project be conducted at multiple sites? *

- This is relevant where research activities are conducted at numerous locations that are governed by different organisations. For example, this is applicable where research is conducted at a number of different public hospitals or across numerous universities.

Yes ☒ No

Q1.16 Will separate institutional approvals or authorisations be required prior to commencing research at each site? *

- This is applicable where the research occurs at multiple centres, each with their own governance and authorisation processes (e.g. different public hospitals).
- This is not applicable where research is occurring at multiple sites but will only require a single institutional approval (e.g. a university with multiple campuses).

Yes ☒ No

Next

7. Methods

- Select all methods that apply to the current study as per the descriptions provided

8. Participants

- Q1.18 - Select the participants involved in the study. By selecting 'Human beings', questions about recruitment will be asked. If selecting 'Human biospecimens' or 'Data associated with human beings only', no recruitment questions will be asked.
- If unsure of what to select, refer to the information provided in the table below Q1.18

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Participants

Q1.18 Indicate with whom or with what the research will be conducted *

- Tick one.
- Your answer to this question will have a significant impact on the subsequent questions in this HREA. See the Methods and Participants Checklist guidance page for further information.

☐ Human beings (via active participation), including their associated biospecimens and/or data

☐ Human biospecimens only

☒ Data associated with human beings only (i.e. as the primary object of research)

This is a required field

As you have ticked this option, no recruitment questions will be asked. You should address any issues related to access to the data and consent to its use initially in the Consent Section and Data and Privacy Section of the HREA.

Human beings (via active participation), including their associated biospecimens and/or data.	<ul style="list-style-type: none"> This refers to any research that involves the active participation of individual human beings. It includes physical and psychological investigations, face-to-face communication, being photographed, completing a questionnaire and other means that require the participation of the human mind or body. Select this option if you plan to collect biospecimens (for example blood samples or tissue biopsies) prospectively as only one component of a research project that involves the active participation of human beings. Do not select this option if coronal material is the primary component of your research.
Human biospecimens only	<ul style="list-style-type: none"> This refers to any research that only involves the collection and/or use of specimens derived from individual human beings. These specimens may have been taken from human beings in another context (e.g. as part of the establishment of a biobank or other research project or concurrent with a clinical procedure). Do not select this option if prospective collection of the biospecimens with consent or the use of biospecimens is only one component of a research project that also involves the active participation of individual human beings. Select this option if coronal material is the primary component of your research.
Data associated with human beings only (i.e. as the primary object of research)	<ul style="list-style-type: none"> This refers to any research that only involves the collection and/or use of information associated with individual human beings. This information may be obtained from an existing dataset or the research may involve the establishment of a databank or registry to collect the data. This research may involve the use of information with or without personal identifiers and it may be obtained from or associated with individuals or gathered in aggregate form. Select this option if human beings are being studied via an artefact such as video or photographic representations or observations taken prior to the initiation of the research project. Do not select this option if prospective collection of data or the use of data is only one component of a research project that also involves the active participation of individual human beings.

- Q1.18.1 – If all data collected is retrospective, select 'No'
- Q1.19 – Select any of the categories of participants involved if required. This section can be left blank if none of the specified participant populations are involved

9. Method Specific

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- i. The next pages will be populated according to the response provided in Q1.17 (Methods)

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Observational research

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M7.1 What type of observation will you be conducting? *

• Details of the method that will be used should be included in the [Project Description](#).

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M7.2 What sampling strategy will you use? **

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M7.3 How will you match and follow up participants? **

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M7.4 How will potential sources of bias be addressed, including consideration of both the direction and magnitude of bias? **

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10. Participant Specific

- i. The next pages will be populated according to the response provided in Q1.18 (Participants)

11. Recruitment

- i. If you have selected 'Human beings' in Q1.18 you will be asked the following general and method specific questions

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Important and extensive guidance related to this section is available on the [Recruitment Page](#).

- You are strongly advised to review this information before completing this section.
- The essence of that guidance is that recruitment questions relate to targeted (intended) and likely or foreseeable recruitment, but not to incidental inclusion in the research of individuals from any particular group.

Q2.1.1 Indicate how you will identify and recruit participants for your research, referencing any relevant section/s of your [Project Description/Protocol](#). *

- The recruitment strategy (including the inclusion and exclusion criteria) should be considered within the [Project Description/Protocol](#).
- The information should include at a minimum:
 - Whether screening takes place and at what stage in the project (e.g. before recruitment begins, as part of the consent process or after consent has been obtained),
 - Who initially approaches the participants,
 - How participants are initially approached (i.e. in person, via telephone, via letter, via email, via a website, via advertisements) Note: provision of templates or scripts may be required by the HREC,
 - How participants receive recruitment documentation, and
 - An indication of how much time a potential participant has to consider participation.

B I U S

Q2.1.2 How will your recruitment strategy take account of the ethical considerations relevant to the specific people you are recruiting? *

- Before answering this question, consider Element 2 of [National Statement](#) Chapter 3.1.
- Consider the unique ethical implications of: [list participants selected at Q1.19] who are participating in the research.

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Recruitment

Recruitment

General Observational Research

Q2.1.M7.1 How will you distinguish between participants and non-participants in your research, and how will you manage that distinction? *

B I U S

Q2.1.M7.2 How will you determine whether it is appropriate to obtain consent from the people whom you are observing? *

- Consider the purpose of the research, the sensitivity of the behaviour observed, the intrusiveness of the observation and whether participants will know that they have been observed.

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12. Consent

- i. Q2.2.1 – Provide details of consent related to your study and refer to sections of the Study Protocol

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Consent Consent 1 Consent 2 Alternatives to Consent

Q2.2.1 Indicate the relevant section/s of your [Project Description/Protocol](#) that address/es consent. *

- You will be asked about any ethical considerations associated with your consent strategy in this section of the HREA. Where this is already considered and provided in the [Project Description/Protocol](#), this should be cross referenced in the application.
- Your [Project Description/Protocol](#) should include, at a minimum:
 - How you will be obtaining consent and/or what alternatives you will be using.
 - Who will issue any information sheets and consent forms.
 - How much time will participants have to consider participation, and
 - Who will obtain consent from participants.

Q2.2.2 Will you be obtaining consent from some or all participants to participate in the research? *

☒ Yes for all participants
☐ Yes for some participants
☐ Not for any participants

Q2.2.2.1 What is the scope of consent that you will be seeking? *

- As defined in the [National Statement 2.2.14](#):
 - specific consent is consent limited to the project under consideration,
 - extended consent is consent given for the use of data or tissue in future research projects that are extensions of, or closely related to, the original project or in the same general area of research, and
 - unspecified consent is consent for the use of data or tissue in any future research.

☒ Specific
☐ Extended
☐ Unspecified

Q2.2.2.2 How will consent be obtained? *

- Valid consent may be obtained in a non-written form depending on the nature of the research project. In appropriate circumstances, consent may also be implied by the actions of the participant, such as completing a simple questionnaire.

☒ Written
☐ Verbal
☐ Implied

Q2.2.2.3 Are you proposing to obtain consent using limited disclosure? *

- Limited disclosure means not revealing all of the aims and/or methods of the research at the time of obtaining consent from participants.
- Consider the guidance provided in [National Statement 2.3](#).

☐ Yes ☒ No

Next

- ii. Select all tabs on the top of the page to complete this section (Consent 2, Alternatives to Consent)
- iii. If you are applying for a Waiver of Consent this will asked in the 'Alternatives to Consent Tab'

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i. Provide information on potential risks associated with this research and how these will be mitigated referencing sections of the study protocol

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Risk

General

Q2.3.1 Describe the risks and burdens associated with your research, referencing any relevant sections of your [Project Description/Protocol](#) as appropriate. *

- You may want to outline sections of your [Project Description/Protocol](#) that detail risks (e.g. "Refer to Section X of the Project Description/Protocol for information about Y risk").
- You must refer to the guidance and advice in [National Statement](#) 2.1 regarding definitions of risk and how to gauge risk.
- Consider whether any of the following types of harm might occur in your research and the likelihood, severity and consequence of those harms occurring:
 - physical harm
 - psychological harm
 - disclosure of sensitive personal information
 - exposure of illegal activity
 - economic harm
 - discrimination, stigma or other social harm
 - devaluation or harassment
 - familial distress
 - harm to any member of a vulnerable population (see [National Statement](#) Section 4)
 - reputational harm
- Consider whether your research is likely to result in discomfort or inconvenience and how this might occur.
- Include risks to and burdens on participants, researchers and third parties (individuals or groups).
- Consider the multiple levels of personal relationships that may arise during research (especially in ethnographic research or research using the participant-observation or other observational methods) and their impact upon participants, researchers and third parties.
- Consider whether there are any concerns that might be relevant to the research project regarding political or institutional sensitivities.
- Consider whether any combination of methods being used in this research might lead to additional risks.

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Q2.3.2 Describe how these risks will be mitigated and managed. *

- Consider the guidance and advice in [National Statement](#) Chapter 2.1 regarding managing risks.

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14. Benefit

- i. Provide information on potential benefits associated with this research and how these will be justified and managed referencing sections of the study protocol

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Q2.4.1 Describe the benefits associated with your research, referencing any relevant sections of your [Project Description/Protocol](#) as appropriate. *

- You will be asked about any ethical considerations associated with the benefits of your research project in this section. Where this is already considered and provided in the [Project Description/Protocol](#), this should be cross referenced in the application.
- Include benefits, if any, to participants, to groups and communities, to society, to the advancement of knowledge and to researchers.
- Include any benefits accruing from the possible availability of the intervention after completion of the project.

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Q2.4.2 Explain how the benefits of this research justify any risks or burdens associated with the research. *

B *I* U ~~S~~ **E** **L** **R** **U** **Y** **Q** **X** **X'** **Ω**

Q2.4.3 How will you manage participants' expectations of the perceived benefit of participating in the research? *

- Consider both expectations of benefits that are not likely to eventuate and expectations of benefits that can reasonably be expected to eventuate, but where there may be a misperception as to the extent of those benefits. For example, therapeutic misconception in clinical research.

B *I* U ~~S~~ **E** **L** **R** **U** **Y** **Q** **X** **X'** **Ω**

15. Data and Privacy

- i. Data Characteristics - these questions are related to the type of data collected and used throughout the research project. i.e. Personal, health, identifiable, de-identifiable information
- ii. Select all that apply
- iii. Q3.6 – Selecting a database as a source of information will prompt Q3.6.1 relating to data custodian approval

Q3.6.1 Has the data custodian/s, if any, agreed to provide access to the data for use in the proposed research? *

- Approval to release data may be granted by a data custodian prior to, or subject to, ethics approval being obtained. If ethics approval is a precondition for applying for data custodian approval, select 'data custodian has not provided approval'.
- If there is no data custodian, select 'no data custodian identified'.

- ☐ Data custodian has approved access to data
☐ Data custodian has not provided approval
☐ No data custodian identified

- iv. Activities with Data – provide information on any sharing of data to third parties and privacy/confidentiality considerations
- v. Refer to relevant sections of the Study Protocol

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16. Generate HREA document

- The HREA document can only be generated if all sections on the left-hand side have green ticks next to it
- A red cross indicates that there is a blank field, or something is not completed in that section
- Select 'Next'

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Introduction	✓	Generate HREA document To generate your HREA document: 1) Ensure that each of the page names in the left-hand menu are green. Any orange pages indicate pages that contain unanswered questions. 2) On the Upload Page, check that your Project Description/Protocol and any other relevant documents associated with conducting your research project have been uploaded. 3) Identify the HREC or ethics review body that you will send your application to. 4) Complete the declaration. 5) Generate your HREA document.
Project Overview	✓	
Project Team	✓	
Project Team Details		
(1) Dr Lauren Chartier		
(2) Miss Siana Dimond		
Disclosure of Interests	✓	
Restrictions	✓	
Evaluations	✓	

Preview Save Previous Next

Next

17. Upload

- Attach all documents related to your application** (Participant Information and Consent Form, validated questionnaires, interview guides, data collection spreadsheets etc)
- Select the type of document using the dropdown and include short description (i.e. protocol), version number and document date
- You can add and remove documents by selecting the '+' and '-'
- The Project Registration will be automatically attached
- All study documents must be uploaded, as these will flow through to the document list on the ethics approval.**

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Upload

Q4.1 Attach the [Project Description/Protocol](#) to your HREA. *

- It is recommended that you use one of the templates provided in the HREA for your [Project Description/Protocol](#).
- Individual attachments are limited to 10 MB in size.

[Clear content selection](#)
(tracked_CALHN HREC MINUTES - 10 December 2020.docx) [\[Open\]](#)

Q4.2 Are there any other relevant documents associated with conducting your research project? *

- This may include attachment of:
 - participant information and consent forms,
 - questionnaires,
 - report forms,
 - advertising materials,
 - data management plans (see [National Statement](#) Chapter 3.1),
 - ethically defensible plans for the communication of research findings or results to participants (see [National Statement](#) Chapters 3.1, 3.2 and 3.3, as appropriate, for guidance on the content of ethically defensible plans),
 - authorisations, approvals, letters of support or other clearances, and/or
 - other project-related documentation specific to your institution and/or jurisdiction.
- Consult with your institution's research/ethics office for advice on the necessary documentation.

☒ Yes
☐ No

Attach any other relevant documents associated with conducting your research project.

- Ensure that you give meaningful and unique names to your files before uploading them.
- Provide a meaningful description for each file at Q4.2.2.
- Individual attachments are limited to 10MB in size.
- The cumulative size for all attachments must not exceed 95 MB.

Document Type *	Q4.2.2 Description of attachment *	Document version *	Document date *	Q4.2.1 Upload attachment *
<input type="checkbox"/> Study Protocol	Study Potocol	1	24/02/2021	<input type="checkbox"/> Upload New

- Press the '+' button to add another row for additional team members.
- Tick the check box and press the '-' button to remove a team member.
- Click and drag the grey bars to reorder the attached documents.

Q4.2.3 Attached Project Registration form.

(029841_Project Registration.docx.zip) [\[Open\]](#)

Next

18. HREC

- Q4.3 and Q4.4 - Select Central Adelaide Local Health Network from the dropdown
- HREC contact details will be automatically populated
- Q4.5 – Select 'Greater than low risk review pathway' for full HREC submissions

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Introduction		HREC	<div>Preview Save Previous Next</div>
Project Overview		<ul style="list-style-type: none">Indicate the institution and HREC/ethics review body to which you will submit your ethics application – only those HRECs accepting HREA via GEMS are listed.A HREA created in GEMS will be made available electronically to HRECs within SA Public Health Organisations – these are the only HRECs that utilise GEMS Indicate	
Project Team		Q4.3 Select the Organisation that hosts the HREC or other review body. *	
Project Team Details		Central Adelaide Local Health Network	
(1) Dr Lauren Chartier		Q4.4 Select the HREC or other body to which you are applying from the list below. *	
(2) Miss Siana Dimond		<ul style="list-style-type: none">The HRECs and other review bodies available in the list below are filtered by the Organisation you have selected above.	
Disclosure of Interests		Central Adelaide Local Health Network HREC	
Restrictions		HREC or Review Body Contact Information	
Evaluations		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.	
Location		Organisation	
Methods		Central Adelaide Local Health Network HREC	
Participants		Contact phone number	Contact email address
Method Specific		++61(08) 71172229	Health.CALHNResearchEthics@sa.gov.au
Observational research		Q4.5 Under which review pathway are you intending to submit this application? *	
Participant Specific		<ul style="list-style-type: none">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.	
Project Details		Greater than low risk review pathway	
Recruitment		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.	
Consent		Q4.6 Will this application be reviewed under the National Mutual Acceptance scheme? *	
		Yes <input checked="" type="radio"/> No	<div>Next</div>

19. Declaration

- All study personnel will receive an email notification to complete this declaration page
- Select 'Certify'

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Introduction		Declaration	<div>Preview Save Previous Next</div>
Project Overview		This declaration must be completed by each of the researchers/investigators or, where applicable, one member on behalf of the research team.	
Project Team		<ul style="list-style-type: none">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.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).	
Project Team Details		<ul style="list-style-type: none">Ensure you answer Q1.9.11 for each team member <u>before</u> completing this section.Electronic acceptance linked to user profile.	
(1) Dr Lauren Chartier		Q4.7 I, Dr Lauren Chartier, certify that:	
(2) Miss Siana Dimond		<ul style="list-style-type: none">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; andIn 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.	
Disclosure of Interests		<div><input checked="" type="radio"/> Certify</div>	
Restrictions			
Evaluations			
Location			
Methods			
Participants			
Method Specific			
Observational research			
Participant Specific			
Project Details			
Recruitment			
Consent			<div>Next</div>

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20. Generate HREA document

- If all information is correct and attachments are uploaded, select 'Yes' and tick 'I understand and would like to proceed'
- Click 'Generate HREA document'

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Introduction	Generate HREA document	Preview Save Previous
Project Overview	Is your application complete and have you attached the Project Description/Protocol and any relevant supporting documents? *	
Project Team	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Project Team Details	Once you submit the HREA, you will receive an email confirming submission and a zipped attachment containing a copy of your application and all attachments – this is for your records. GEMS will submit the application on your behalf to your nominated HREC for processing	
(1) Dr Lauren Chartier	Verify that you are ready to generate your HREA document. *	
(2) Miss Siana Dimond	When the below 'Generate HREA document' button is clicked your application will be finalised and will no longer be editable.	
Disclosure of Interests	<input checked="" type="checkbox"/> I understand and would like to proceed.	
Restrictions		
Evaluations		

HREA Application is now submitted

- You can download a zip file of the HREA and all attachments by selecting the blue underlined text in this box

Application submission

Select the application attachments you wish to download:

All application forms and attachments (.zip)

This package of files contains your application content, attachments, and other files supporting your application.

> Next

- HRE application will now appear as 'Submitted' on the Project homepage
- SSA's applicable to the HREA will be automatically generated and appear as 2021/SSA00XXX and 'In Progress'
- You will receive updates on your application on GEMS through email correspondence
- For information and guidelines on how to complete an SSA, please refer to [Guideline: Submitting an SSA for Investigator Initiated Studies](#).

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Details relating to your Project can be found on this page.

Once the status of an Ethics or Governance application is Approved/Authorised, various Amendments may need to be raised to support your application.

Click on the 3 vertical dots next to the relevant study, and select Project Information to access the available Post Approval Forms for your application.

For further information on other functions, such as adding new sites or sharing your application, please refer to the [Research GEMS User Guides](#).

New sites can only be added if the Ethics application has not been approved and is in the In Progress status.

+ New Site

Applications

Export CSV

Show 10 entries

Search:

Identifier	Title	Comments	Version	Status	Owner	Created date
2021/HRE00085	x		1.00	Submitted	Lauren Chartier	24/02/2021 08:54:26 AM
2021/SSA00124	x - Royal Adelaide Hospital		1.00	In Progress	Lauren Chartier	24/02/2021 11:36:22 AM

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Hints / Tips / Key Points

Project Registration

Project Registration	<p><u>Login/Register:</u></p> <ul style="list-style-type: none"> • https://gems.sahealth.sa.gov.au/ <p><u>Projects Page:</u></p> <ul style="list-style-type: none"> • View all projects that you have created or are assigned to you • Add new project • The first step in initiating your human research project in GEMS is to register it. By completing a project registration, GEMS will identify if a Human Research Ethics Application (HREA) or Site Application (SSA), or both, are required. • Before you begin your application ensure that you have your project details, research site information, PI details and documentation ready.
Part A: Previous Ethics Applications	<p><u>Internal Ethics Approval (CALHN HREC)</u></p> <ul style="list-style-type: none"> • The project has not been previously submitted to a recognised HREC (in GEMS) • Once submitted GEMS will create a HREA application and an SSA application for each SA Health site added
Part B: Project Details	<ul style="list-style-type: none"> • Ensure everything is entered precisely. <u>After submission you will not be able to edit your project registration.</u>
Part C: Research Site(s)	<ul style="list-style-type: none"> • The Owner/PI has the responsibility for the study at the site and is the only person who can submit the Site/SSA Application. This responsibility cannot be delegated to another role or user. • The person who created Project Registration (if different to the PI) is allocated automatic shared – edit access to the site application and is also able to share the application with other users. • Ability to share application, “Invite to Register”- Select the level of access you are requesting for the user. If the email address is recognised as a registered GEMS account a message will pop up and you will be guided to Share. • Add all SA Health Sites for your project • If you miss a site and submit the project registration, you must add it as a site amendment. <ul style="list-style-type: none"> ◦ <u>Do not use the “New Site” button above “Applications”.</u> If you use this method, you will have to withdraw the SSA created and re-submit using the site amendment method
Part D: Coordinating Principal Investigator	<ul style="list-style-type: none"> • If you are the CPI, select ‘yes’. • If you are not the CPI, select ‘no’ and enter the email address of the CPI. If the CPI is listed in GEMS their email address will appear for selection. If the CPI is not listed in GEMS, you will need to invite them to register before you can complete registration. • If you do not assign the correct the CPI, this will have a flow on effect and will delay your application • Only the CPI will be able to submit the HREA generated

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Part F: Upload Attachments	<ul style="list-style-type: none">• Upload the protocol.• Please note: GEMS will not allow the project to be submitted if the documents have not been uploaded• Please note: there is a maximum file size of 20.00MB to upload per file
Submit	<ul style="list-style-type: none">• Before you “Complete Registration” ensure all documents have been uploaded and all sites have been added• On this page you can see the applications that will be generated from your project registration

HREA

- Fill in the HREA as per the questions asked.
- **Ensure ALL study documents are uploaded to the ‘Upload’ tab. As only the documents uploaded will pull across to the approval letter.**

Contact Details

For all technical errors/issues and feedback, please contact the Research GEMS Project team at: gems@sa.gov.au

For all study related questions in regards, please contact CALHN Research Services: Health.CALHNResearchEthics@sa.gov.au or Health.CALHNResearchGovernance@sa.gov.au