

SAGE Application and Project Navigation Guide

This guide provides SAGE users with instructions on navigating the system and locating the correct forms.

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Logging in to SAGE - <https://research.svhm.org.au/>

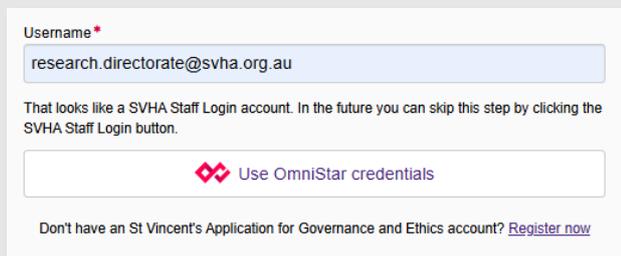
For individual St Vincent's staff:

Please use the SVHA Staff Login Option to login using St Vincent's credentials.



For any other users (including shared account users):

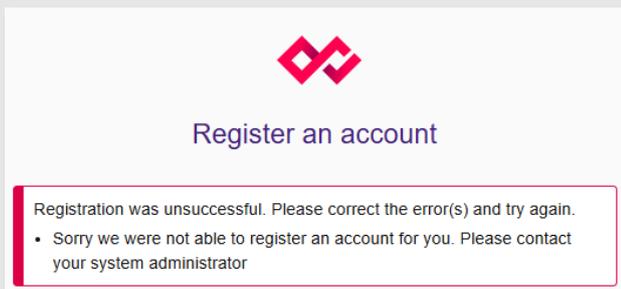
Please enter your username and select "Use OmniStar credentials" to login.



If you are new to SAGE and haven't got an account, please [register a new account](#).

Don't have an St Vincent's Application for Governance and Ethics account? [Register now](#)

If the account registration is unsuccessful, you may already have an existing account created on your behalf. Please [reset your password](#) to activate your account.

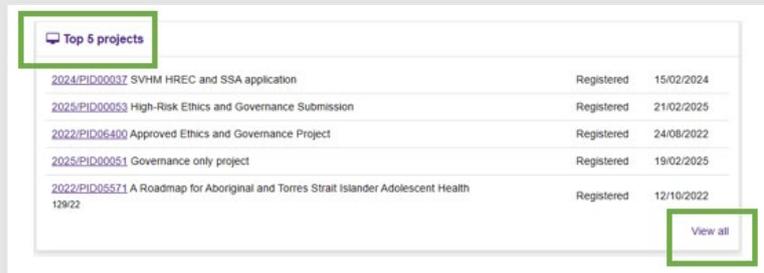


Locating new applications – Ethics or governance applications that have not been approved

Once you have registered a new project, the relevant applications will be submitted. Please refer to the [SAGE Submission Guidelines for Different Application Types \(Pre-Approval Stage\)](#) for more information.

If you are unable to find your application, please contact research.directorate@svha.org.au.

1. On your Homepage, check the **Top 5 Projects** tile. If your project is not listed, click the “**View All**” button.



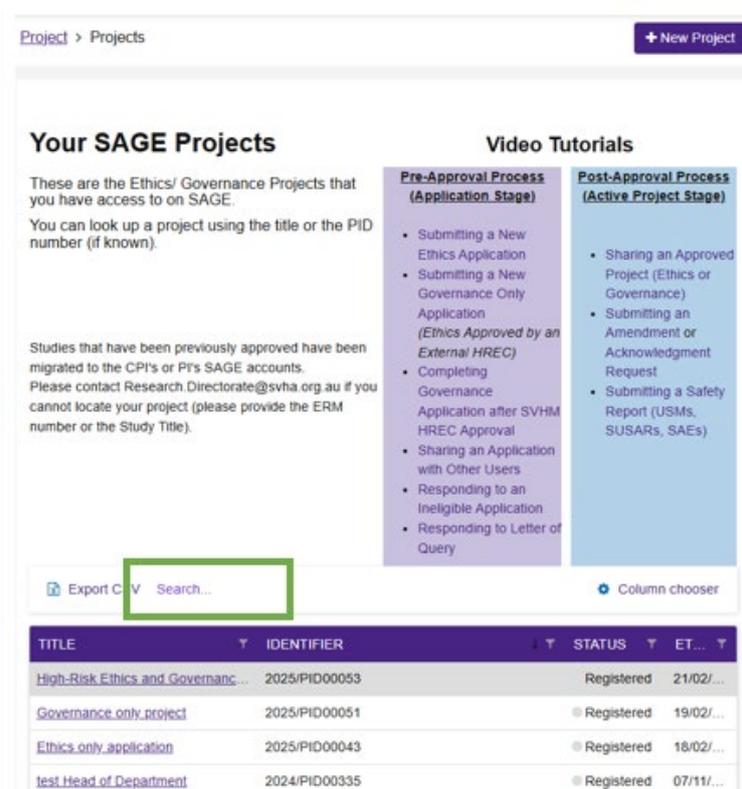
Project ID	Project Title	Status	Registration Date
2024/PID00037	SVHM HREC and SSA application	Registered	15/02/2024
2025/PID00053	High-Risk Ethics and Governance Submission	Registered	21/02/2025
2022/PID06400	Approved Ethics and Governance Project	Registered	24/08/2022
2025/PID00051	Governance only project	Registered	19/02/2025
2022/PID05571	A Roadmap for Aboriginal and Torres Strait Islander Adolescent Health 12/9/22	Registered	12/10/2022

2. All your **registered projects** will be listed here.

Use the Search bar to find your project by **title** or **PID number**.

Select the relevant study.

If you have not registered a project, please refer to [SAGE Submission Guidelines for Different Application Types \(Pre-Approval Stage\)](#) for more information.



Your SAGE Projects

These are the Ethics/ Governance Projects that you have access to on SAGE.

You can look up a project using the title or the PID number (if known).

Studies that have been previously approved have been migrated to the CPI's or PI's SAGE accounts. Please contact Research.Director@svha.org.au if you cannot locate your project (please provide the ERM number or the Study Title).

Video Tutorials

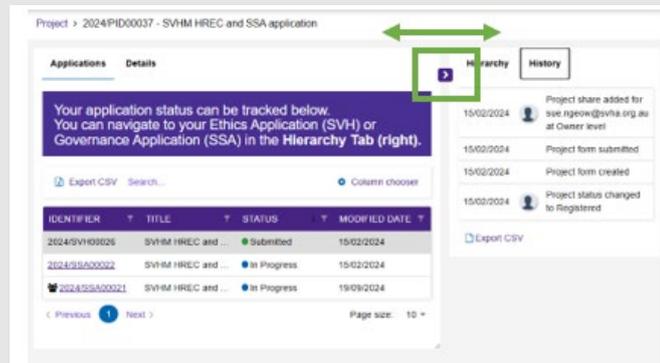
- Pre-Approval Process (Application Stage)**
 - Submitting a New Ethics Application
 - Submitting a New Governance Only Application (Ethics Approved by an External HREC)
 - Completing Governance Application after SVHM HREC Approval
 - Sharing an Application with Other Users
 - Responding to an Ineligible Application
 - Responding to Letter of Query
- Post-Approval Process (Active Project Stage)**
 - Sharing an Approved Project (Ethics or Governance)
 - Submitting an Amendment or Acknowledgment Request
 - Submitting a Safety Report (USMs, SUSARs, SAEs)

Export CSV Search... Column chooser

TITLE	IDENTIFIER	STATUS	ET...
High-Risk Ethics and Governanc...	2025/PID00053	Registered	21/02/...
Governance only project	2025/PID00051	Registered	19/02/...
Ethics only application	2025/PID00043	Registered	18/02/...
test Head of Department	2024/PID00335	Registered	07/11/...

3. On the applications page, you can track the status of your application(s) under this project.

For more information regarding application statuses, please refer to the [Status Dictionary](#) flow chart.

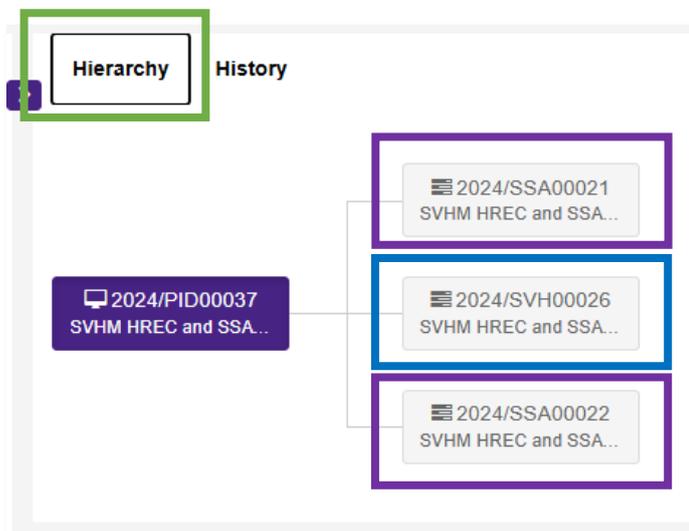


Tip: You can expand the Hierarchy and History menu by dragging the arrow button

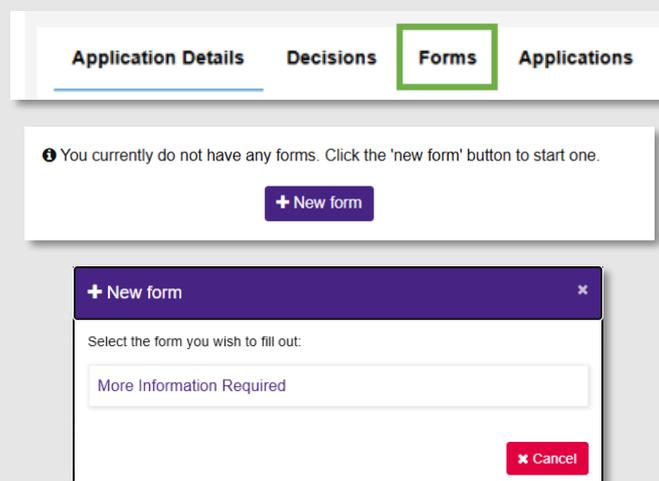
4. Navigate to the **Hierarchy** menu to select the **relevant application**.

- Application with an **SVH ID = St Vincent's HREC submission (Ethics)**
- Project with an **SSA ID = Site-Specific Assessment submissions (Governance)**

You may have one or multiple applications, depending on the number of sites managed under St Vincent's HREC and RGO.



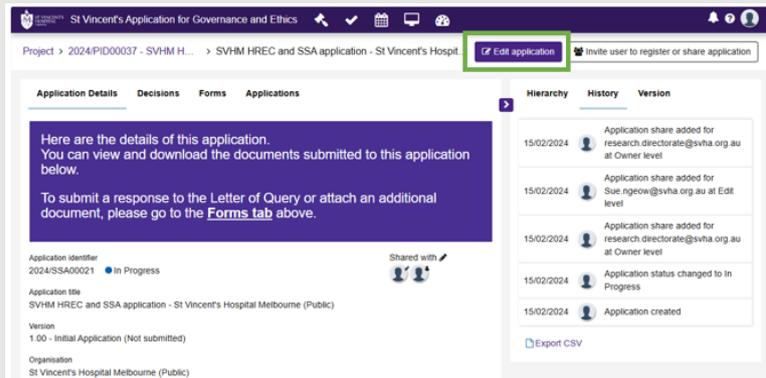
5. If you are uploading new documents or responding to an ineligible status, navigate to the **Forms** menu, select “+New form” and “More Information Required”.



- If you are responding to an application query from HREC or the RGU, you can submit a pre-existing **"More Information Required"** form.

TITLE	STATUS
080325 - More Information Required	In Progress

- If you are submitting a governance application after receiving ethical approval from SVHM HREC (i.e., an in-progress SSA Application), click **"Edit Application"** to make changes and/or to submit your application.



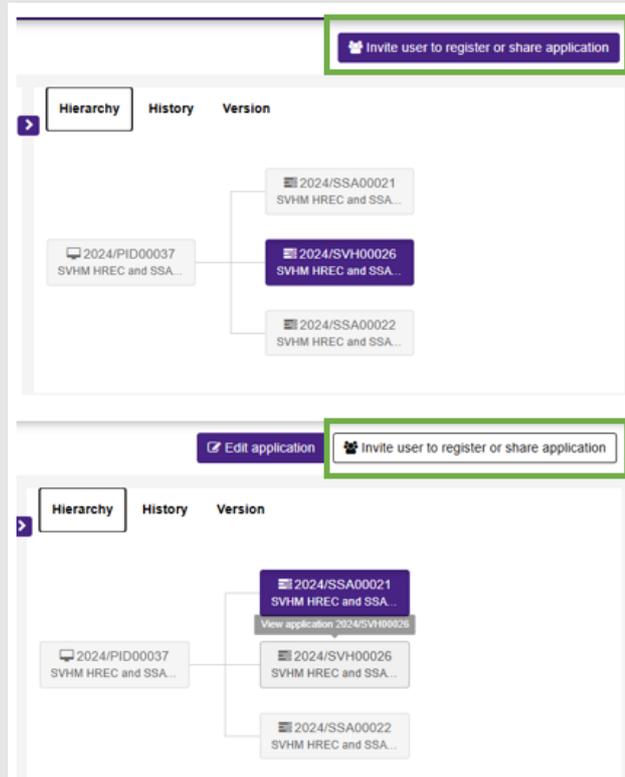
The screenshot shows the application management interface. At the top, there is a navigation bar with the text "St Vincent's Application for Governance and Ethics". Below this, a breadcrumb trail reads "Project > 2024/PID00037 - SVHM H... > SVHM HREC and SSA application - St Vincent's Hospit...". A button labeled "Edit application" is highlighted with a green box. Below the breadcrumb trail, there are tabs for "Application Details", "Decisions", "Forms", and "Applications". The "Application Details" tab is active, showing a message: "Here are the details of this application. You can view and download the documents submitted to this application below. To submit a response to the Letter of Query or attach an additional document, please go to the **Forms tab** above." Below this message, the application details are listed: "Application identifier: 2024/SSA00021", "Application title: SVHM HREC and SSA application - St Vincent's Hospital Melbourne (Public)", "Version: 1.00 - Initial Application (Not submitted)", and "Organisation: St Vincent's Hospital Melbourne (Public)". On the right side, there is a "History" tab with a list of events: "Application share added for research.directorate@svha.org.au at Owner level", "Application share added for Sue.ngeow@svha.org.au at Edit level", "Application share added for research.directorate@svha.org.au at Owner level", "Application status changed to In Progress", and "Application created". There is also an "Export CSV" button at the bottom of the history list.

Sharing an application with another user

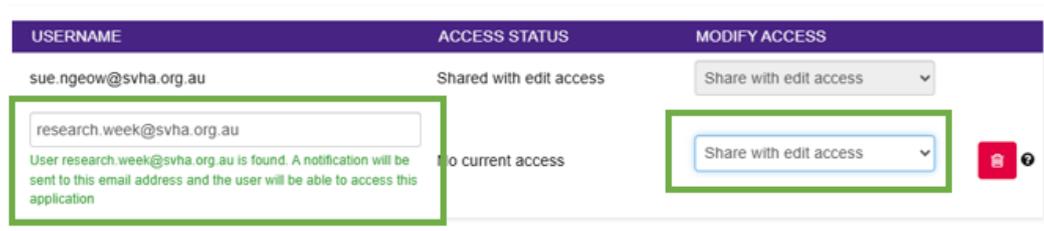
If you need another team member to assist with the application, you can **share it with other users**.

You must share the relevant application with the appropriate user at the SVH or SSA level.

⚠ Do not share the application at the PID level. The user will not have access to the application if the PID project is shared with the user.



- On the **Invite user to register, share & manage access** menu, enter their **Username (email address)** and modify access to **"Share with edit access"**.



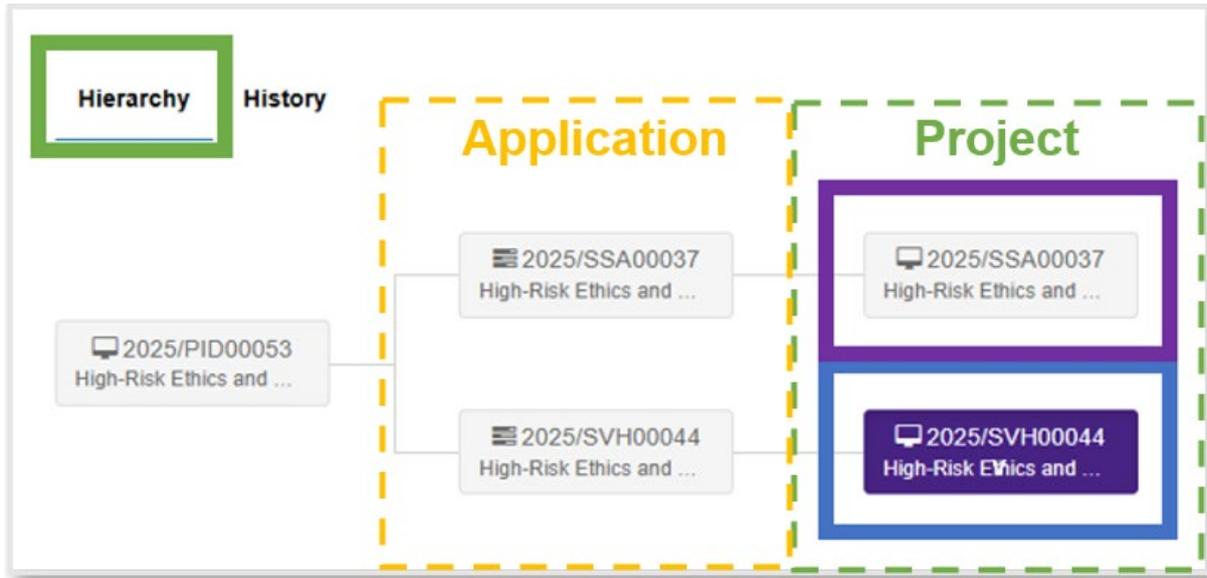
- Hit **Save**.

Once you hit Save, a notification email will be sent to the user informing them that the application has been shared with them.

If you are unable to find the user, please invite them to [create a new SAGE account](#).

Locating an Approved Project for Post-Approval Submissions

All post-approval submissions are managed under the relevant approved Projects under the Hierarchy Menu:



Project with an **SVH ID** = St Vincent's HREC submissions
 Project with an **SSA ID** = Site-Specific Assessment submissions

Where are these forms located?

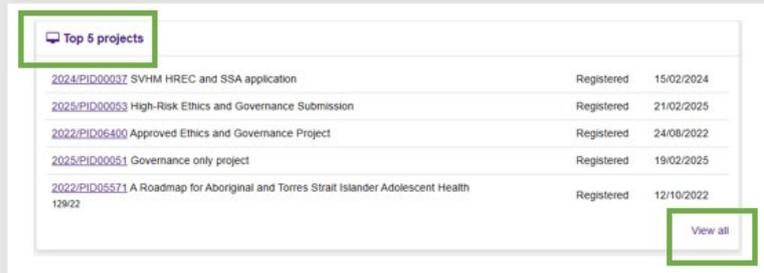
Amendment request	Under the Forms menu
Acknowledgement request	Under the Forms menu
Safety events (SAE) report	Under the Forms menu
Annual Safety Report	Under the Forms menu
Breach report	Under the Forms menu
Annual Project Progress/Final report (HREC Form)	Under the Milestones menu of the SVH project
Annual Site Progress/Closure report (RGO Form)	Under the Milestones menu of the SSA project
External site closure reports	Under the Forms menu of the SVH project

Locating Projects –

Ethics projects that have received St Vincent's HREC (SVH) approval or Governance projects that have received Site-Specific Authorisation (SSA)

If you are unable to find your project, please contact research.directorate@svha.org.au.

1. On your Homepage, check the **Top 5 Projects** tile. If your project is not listed, click the **"View All"** button.



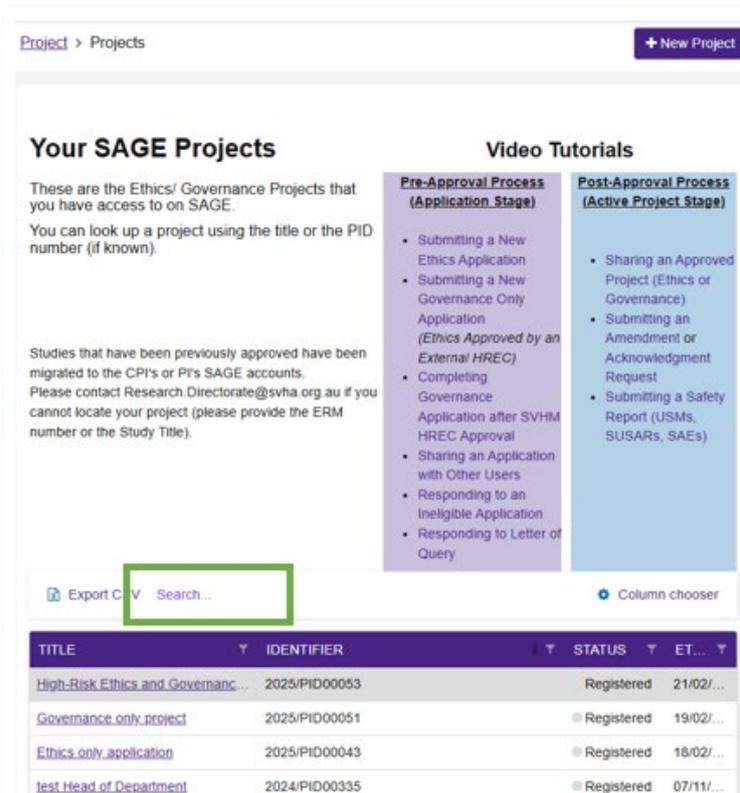
Top 5 projects		
2024/PID00037	SVHM HREC and SSA application	Registered 15/02/2024
2025/PID00053	High-Risk Ethics and Governance Submission	Registered 21/02/2025
2022/PID06400	Approved Ethics and Governance Project	Registered 24/08/2022
2025/PID00051	Governance only project	Registered 19/02/2025
2022/PID05571	A Roadmap for Aboriginal and Torres Strait Islander Adolescent Health	Registered 12/10/2022

[View all](#)

2. All your **registered projects** will be listed here.

Use the Search bar to find your project by **title** or **PID number**.

Select the relevant study.



Your SAGE Projects

These are the Ethics/ Governance Projects that you have access to on SAGE. You can look up a project using the title or the PID number (if known).

Studies that have been previously approved have been migrated to the CPI's or PI's SAGE accounts. Please contact Research.Director@svha.org.au if you cannot locate your project (please provide the ERM number or the Study Title).

Video Tutorials

- Pre-Approval Process (Application Stage)**
 - Submitting a New Ethics Application
 - Submitting a New Governance Only Application (Ethics Approved by an External HREC)
 - Completing Governance Application after SVHM HREC Approval
 - Sharing an Application with Other Users
 - Responding to an Ineligible Application
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- Post-Approval Process (Active Project Stage)**
 - Sharing an Approved Project (Ethics or Governance)
 - Submitting an Amendment or Acknowledgment Request
 - Submitting a Safety Report (USMs, SUSARs, SAEs)

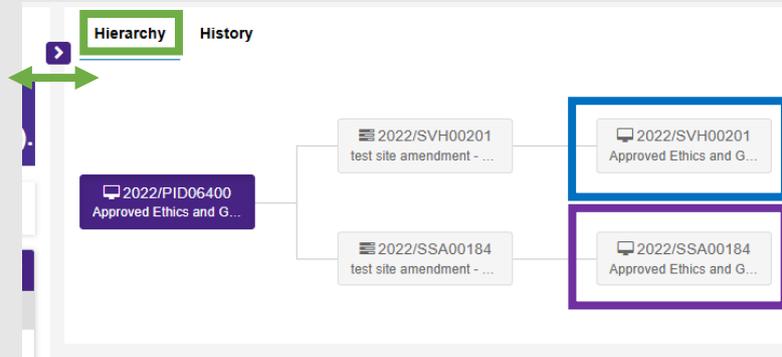
Export C V Search... Column chooser

TITLE	IDENTIFIER	STATUS	ET...
High-Risk Ethics and Governanc...	2025/PID00053	Registered	21/02/...
Governance only project	2025/PID00051	Registered	19/02/...
Ethics only application	2025/PID00043	Registered	18/02/...
test Head of Department	2024/PID00335	Registered	07/11/...

3. Navigate to the **Hierarchy** menu to select the **relevant project** (the third box from the left with the Project Icon ).

- Project with an **SVH ID** = St Vincent's HREC submission (Ethics Level)
- Project with an **SSA ID** = Site-Specific Assessment submissions (Governance Level)

Tip: You can expand the Hierarchy and History menu by dragging the arrow button



You may have one or multiple Projects (SVH or SSA), depending on the number of sites managed under St Vincent's HREC and RGO.

Forms submitted under the Forms Menu:

- Amendment requests
- Acknowledgement requests
- Annual Safety Reports
- Safety events (SAE) reports
- Breach reports
- External site closure reports

Users may need to be given special permission to access these forms - For more information, please refer to this [Guide on Form Access](#).

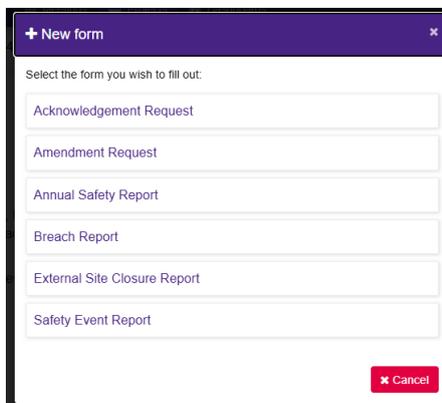
1. [Locate the relevant Project. See Page 8 & 9.](#)
2. Navigate to the **Forms Menu**



3. Click the “+New form” button



4. Select the relevant form:



Forms submitted under the Milestones Menu:

- Annual progress/Final Report (HREC Form)
- Site Progress/Closure Report (RGO Form)

1. [Locate the relevant Project. See Page 8 & 9.](#)
2. Navigate to the **Milestones menu**



3. Here, you will find a list of pending, submitted, or achieved milestones.

IDENTIFIER	MILESTONE TITLE	DETAIL	ORGANISATION	STATUS
2022/SVH00201	 Progress/Final Report (HREC)	Progress Report	SVHM	● Achieved
2022/SVH00201	 Progress/Final Report (HREC)		SVHM	● Achieved
2022/SVH00201	 Progress/Final Report (HREC)		SVHM	● Pending

If you cannot locate the report, it is likely associated with the corresponding project (SSA or SVH project). Refer to the [Annual Reporting Requirements](#) to determine the required report level for your project.

Access to Form Submission

Please be aware that certain types of forms are managed and can only be submitted by specific contact roles, which are unique to each study. This means that only one user can be assigned to each role per study. Below is a list of contact roles with submission access for each form types:

Form types on SAGE	Contact roles with submission access
Amendment requests	<ul style="list-style-type: none"> ✓ CPI ✓ PI ✓ Administration ✓ PI Alternative Contact
Acknowledgement requests	<ul style="list-style-type: none"> ✓ CPI ✓ PI ✓ Administration ✓ PI Alternative Contact
Annual Safety Reports	<ul style="list-style-type: none"> ✓ CPI ✓ PI ✓ Administration ✓ PI Alternative Contact ✓ Sponsor
Safety events (SAE) reports	<ul style="list-style-type: none"> ✓ CPI ✓ PI ✓ Administration ✓ PI Alternative Contact ✓ Sponsor
Breach reports	<ul style="list-style-type: none"> ✓ CPI ✓ PI ✓ Administration ✓ PI Alternative Contact ✓ Sponsor
External site closure reports	<ul style="list-style-type: none"> ✓ CPI for Investigator-initiated study ✓ Sponsor for commercially-sponsored study
Annual progress/Final Report (HREC Form)	<ul style="list-style-type: none"> ✓ CPI for Investigator-initiated study ✓ Sponsor for commercially-sponsored study
Site Progress/Closure Report (RGO Form)	<ul style="list-style-type: none"> ✓ PI only

Please contact the relevant user to submit the relevant form. If you believe you have submission rights, please email research.directorate@svha.org.au to update the contacts.

Sharing a Project with another user

If you need another team member to assist with a post-approval submission, you can **share the Project with other users**.

You must share the relevant project with the appropriate user at the SVH or SSA level.

Do not share the application at the PID or application. The user will not have access to the SVH or SSA project if the PID project or application is shared with the user.

Under the relevant SVH or SSA project, go to the Details menu.



Project > 2022/PID06400 - Approved Ethics and Governance Project > 2022/SVH00201 - Approved Ethics and Governance Project

Applications **Details** Forms Milestones

Project details are on this page.

Please ignore the expiry date shown at the base of this page. SVHM approval does not have an expiry date. The approval is renewed each year upon the submission of an annual progress report.

Parent project
2022/PID06400

Project identifier
2022/SVH00201 ● Approved

Short title
hrec number

Organisation
SVHM

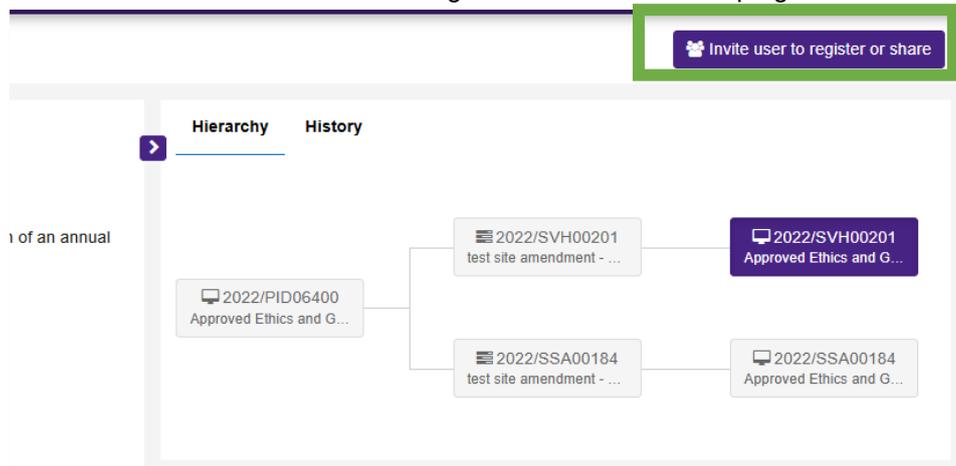
Revision milestones
0

Overdue milestones
0

Shared with
AB

Contacts

Select "Invite user to register or Share" at the top right.



Invite user to register or share

Hierarchy History

of an annual

2022/PID06400
Approved Ethics and G...

2022/SVH00201
test site amendment - ...

2022/SVH00201
Approved Ethics and G...

2022/SSA00184
test site amendment - ...

2022/SSA00184
Approved Ethics and G...

On the **Invite user to register, share & manage access menu**, enter their **Username (email address)** and modify access to **"Share with edit access."**

USERNAME	ACCESS STATUS	MODIFY ACCESS
sue.ngeow@svha.org.au	Shared with edit access	Share with edit access
<input type="text" value="research.week@svha.org.au"/> <small>User research.week@svha.org.au is found. A notification will be sent to this email address and the user will be able to access this application</small>	No current access	<input type="text" value="Share with edit access"/>

- Hit **Save**.

Once you hit Save, a notification email will be sent to the user informing them that the project has been shared with them.

If you are unable to find the user, please invite them to [create a new SAGE account](#).