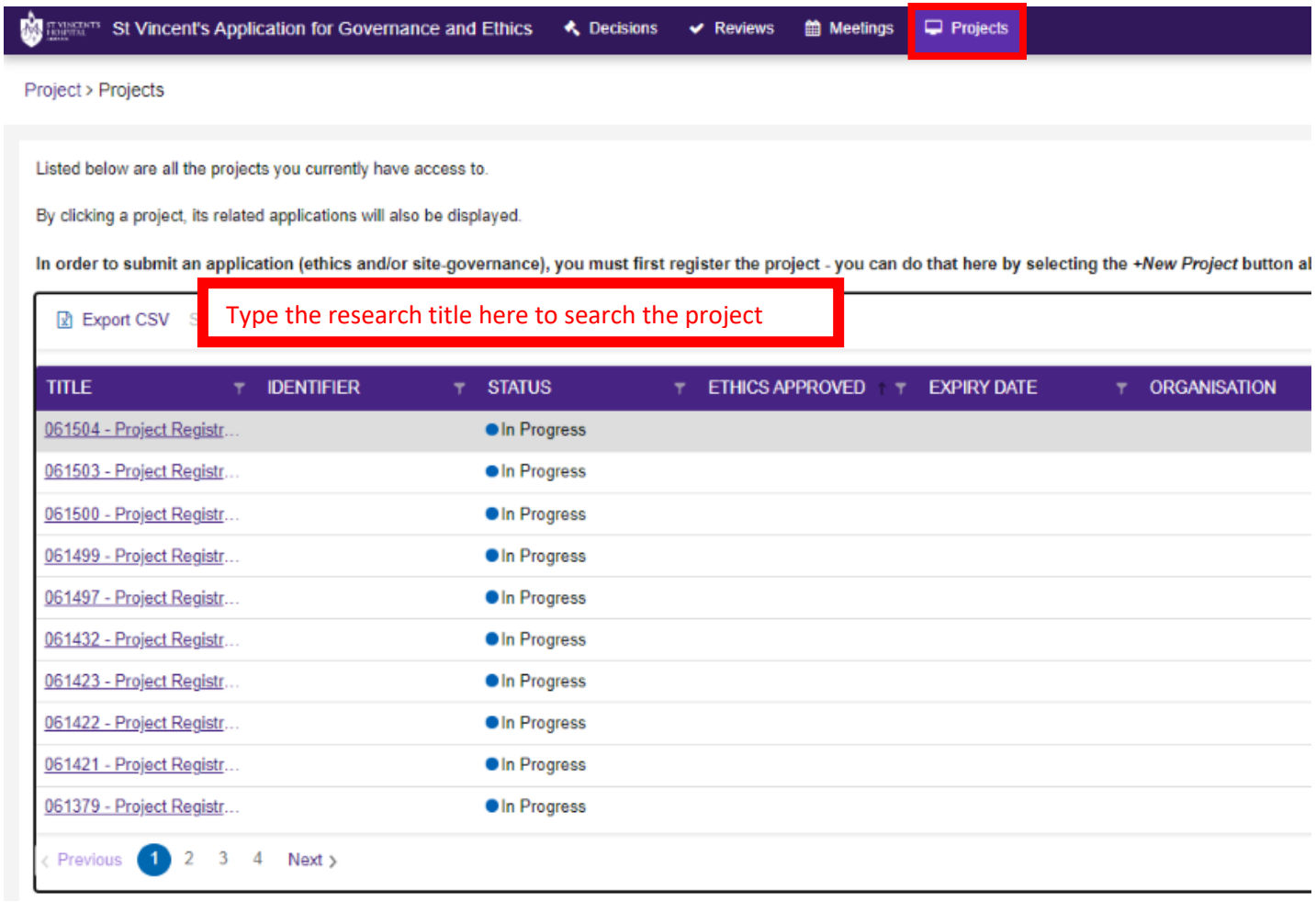
How to submit an external Site Closure Report on SAGE

This form is used when the Ethics Reviewing committee is SVHM HREC, but the closing site(s) is not under SVHM's governance.

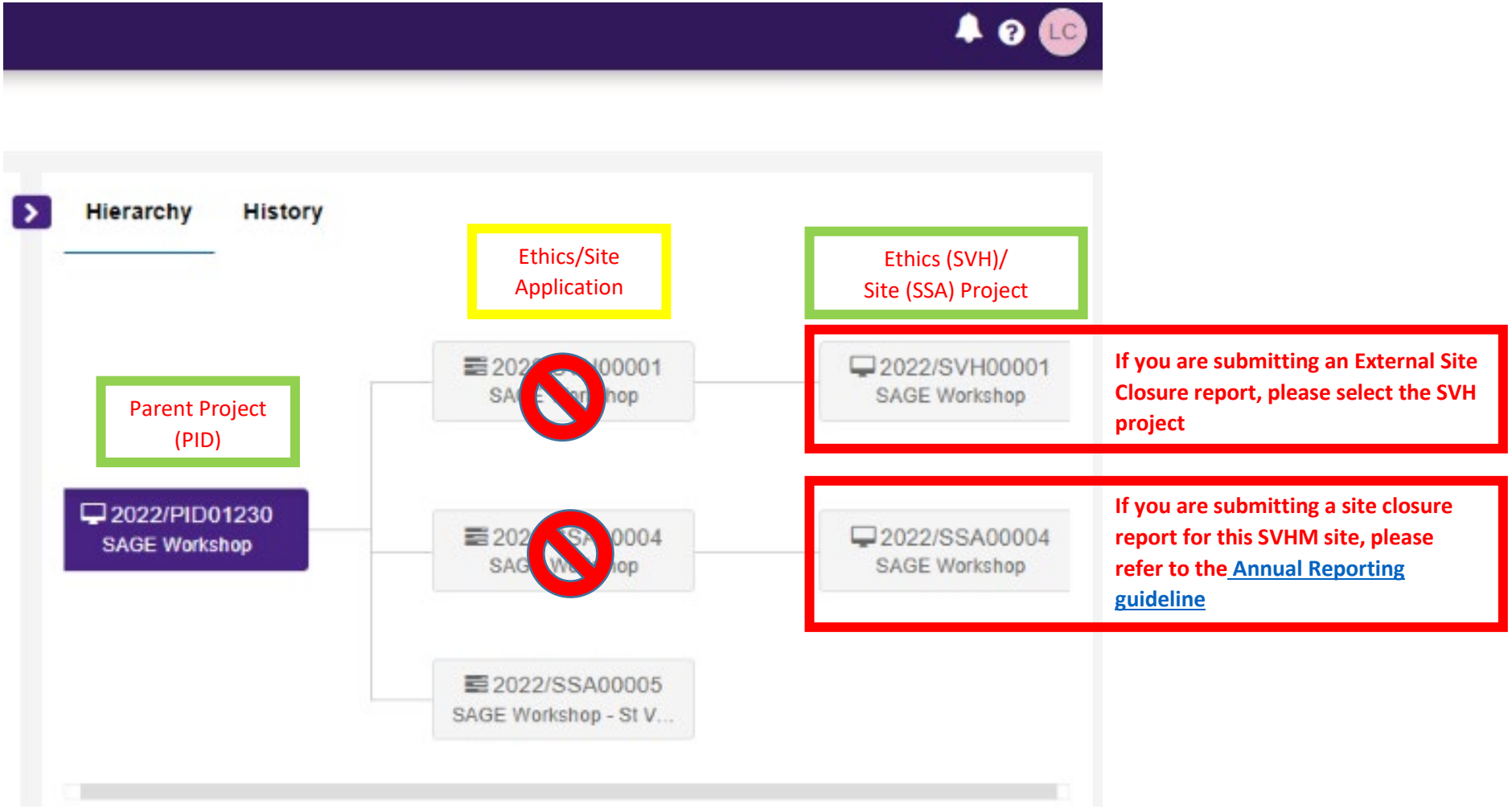
Please refer to the Annual Report Submission guideline to submit a site closure form for SVHM (Public), St Vincent's Private Hospital or Calvary Healthcare sites.

1. Login to SAGE – Login instructions can be found here.

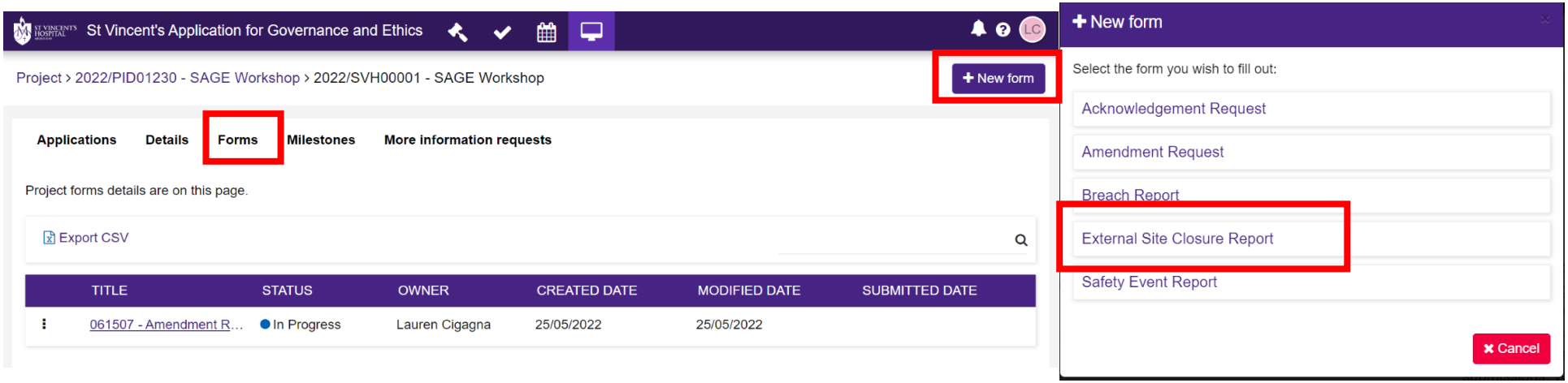
2. Locate your project on SAGE. Most active studies have been migrated and can be found on the PI/CPI's dashboard. Please contact research.directorate@svha.org.au if you have an issue locating the project.


St Vincent's Application for Governance and Ethics
Decisions
Reviews
Meetings
Projects
Project › Projects
Listed below are all the projects you currently have access to.
By clicking a project, its related applications will also be displayed.
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 al
Export CSV
Type the research title here to search the project
TITLE
IDENTIFIER
STATUS
ETHICS APPROVED
EXPIRY DATE
ORGANISATION
061504 - Project Registr...
In Progress
061503 - Project Registr...
In Progress
061500 - Project Registr...
In Progress
061499 - Project Registr...
In Progress
061497 - Project Registr...
In Progress
061432 - Project Registr...
In Progress
061423 - Project Registr...
In Progress
061422 - Project Registr...
In Progress
061421 - Project Registr...
In Progress
061379 - Project Registr...
In Progress
Previous
1
2
3
4
Next

3. Under **'Hierarchy'** please select the SVH Project

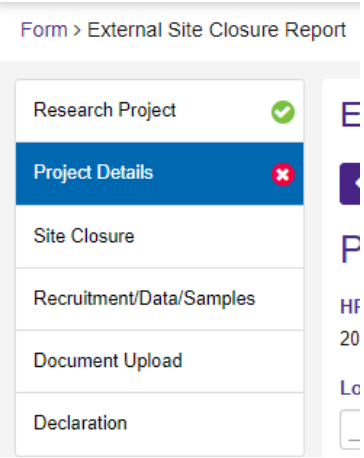


4. Click **'+New form'** and then **'External Site Closure Report'**.



5. **Select Site Status**
   Completed: Completion of a study or data analysis at this site.
   Abandoned: The application has been approved/authorised, but it has been determined that the project will never commence.

6. Please complete each section of the form, you may also upload supporting documents in the Document Upload page.

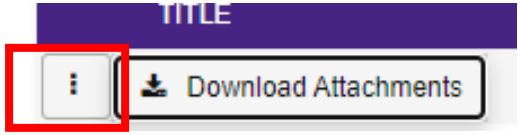


7. Once completed, click the **'Submit'** button. The PI/CPI, Administration Contact and Reporter will automatically receive an email notification that the report has been submitted, and the RGU will be able to process it on SAGE.

8. **After submitting the report**

   - You **DO NOT** need to send another email to the RGU for submitting a site closure report. However, if you do not receive a response from RGU within 10 business days, please follow up at svhm.ResearchAnnualR@svha.org.au

   - To see your submitted Site Closure report form, click on the Option button and select download documents



   - You may disseminate the attachments via email to sponsors or other parties.