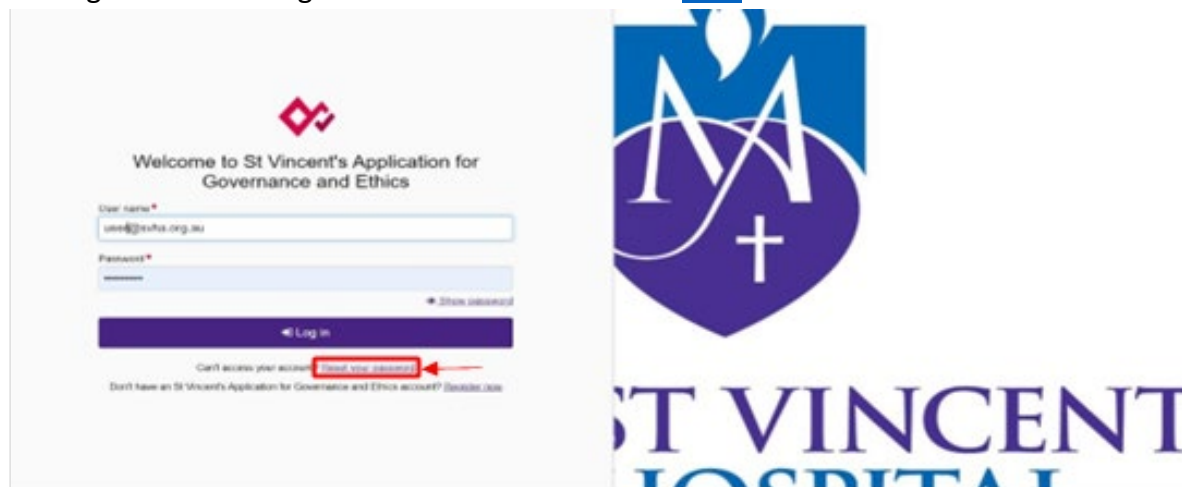


How to submit an external Site Closure Report on SAGE

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.

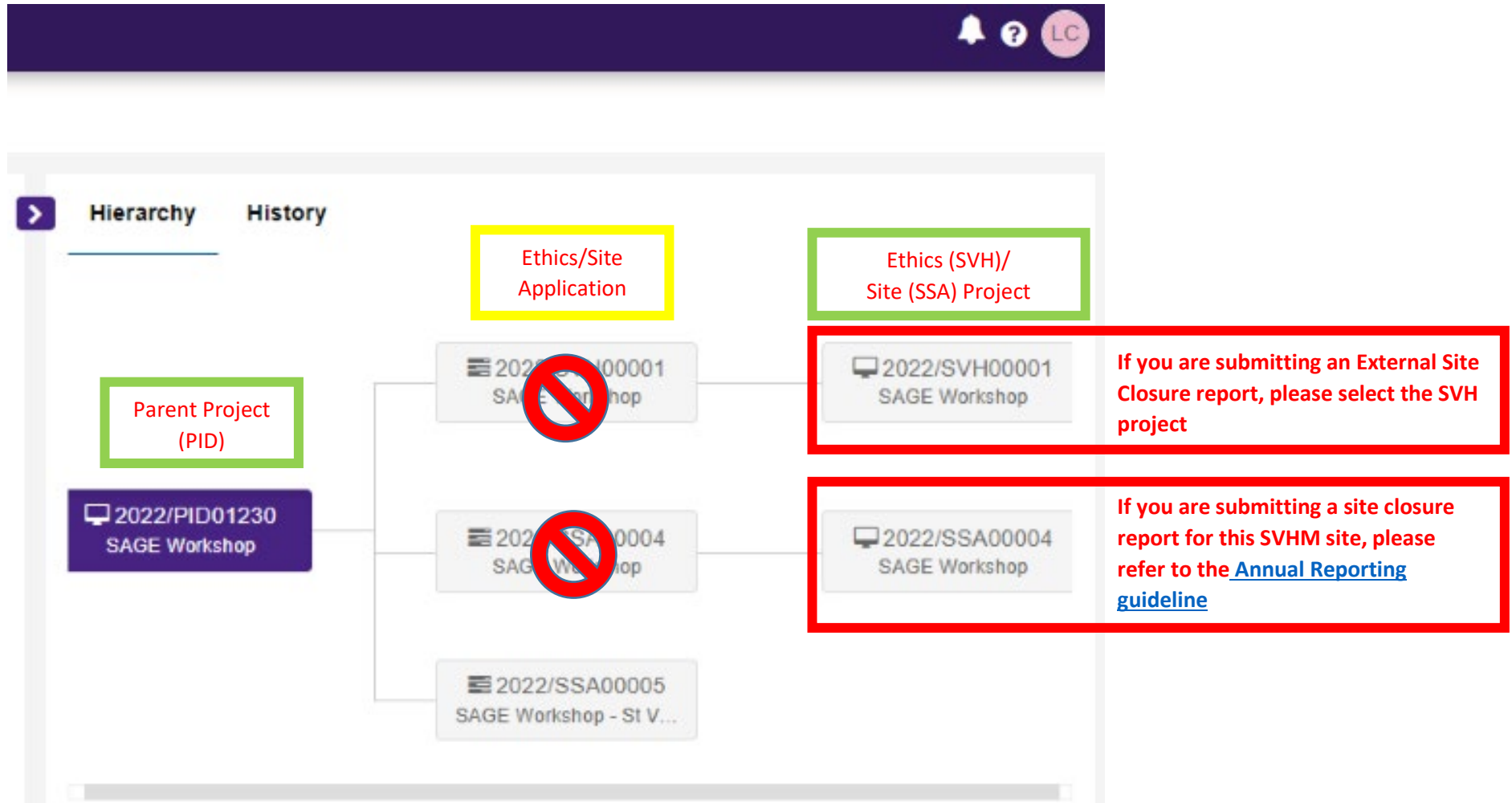
In order to submit an application (ethics and/or site-governance), you must first register the project - you can do that here by selecting the **+New Project** button at the top right of the page.

[Export CSV](#)

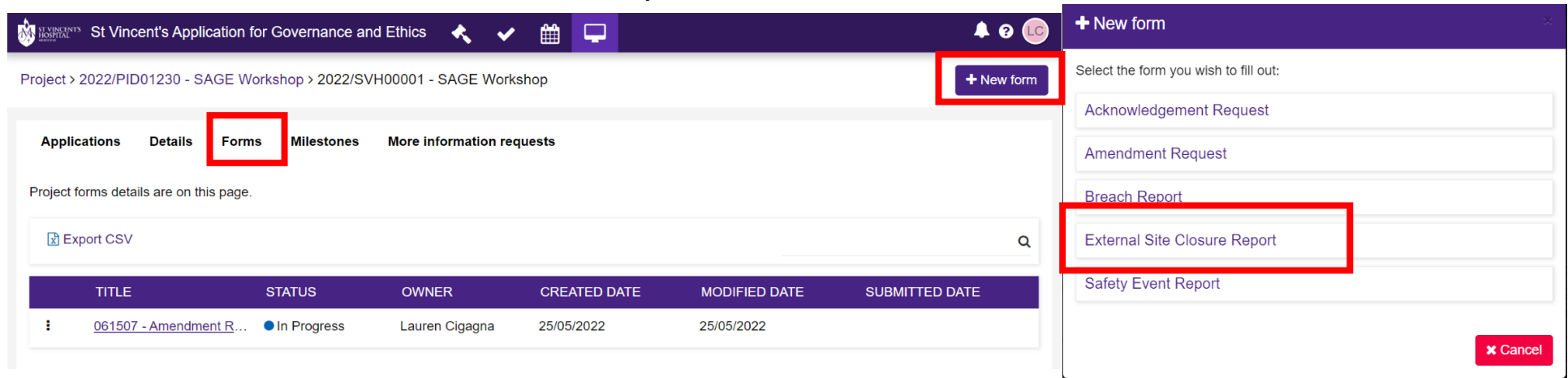
| TITLE | IDENTIFIER | STATUS | ETHICS APPROVED | EXPIRY DATE | ORGANISATION |
|---------------------------------------------|------------|-------------|-----------------|-------------|--------------|
| 061504 - Project Registr... | | In Progress | | | |
| 061503 - Project Registr... | | In Progress | | | |
| 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'.



The screenshot shows the 'Forms' tab selected in the application. A '+ New form' button is highlighted in the top right. A modal window titled '+ New form' is open, displaying a list of form options: Acknowledgement Request, Amendment Request, Breach Report, External Site Closure Report, and Safety Event Report. The 'External Site Closure Report' option is highlighted with a red box. A 'Cancel' button is visible at the bottom right of the modal.

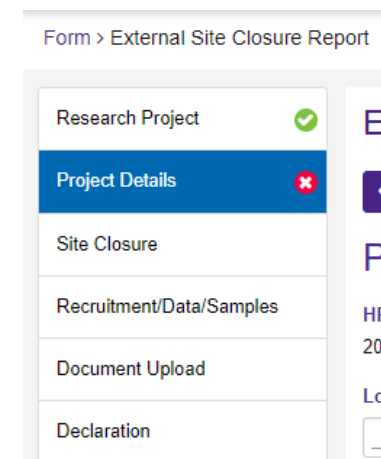
| TITLE | STATUS | OWNER | CREATED DATE | MODIFIED DATE | SUBMITTED DATE |
|-------------------------|-------------|----------------|--------------|---------------|----------------|
| 061507 - Amendment R... | In Progress | Lauren Cigagna | 25/05/2022 | 25/05/2022 | |

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.



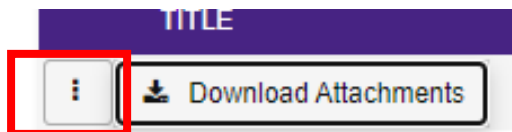
The screenshot shows the 'Form > External Site Closure Report' page. A list of sections is displayed on the left side of the page, each with a status icon and a letter on the right:

- Research Project (green checkmark, E)
- Project Details (red X, P)
- Site Closure (P)
- Recruitment/Data/Samples (HF)
- Document Upload (20)
- Declaration (Lc)

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.