

DEPARTMENTAL CHECKLIST WALKTHROUGH – INVITE USER TO REGISTER OR SHARE

1. Access the department checklist project by clicking on Projects in your SAGE homepage.



St Vincent's Application for Governance and Ethics

Decisions ✓ Reviews Meetings **Projects** Dashboards

SAGE

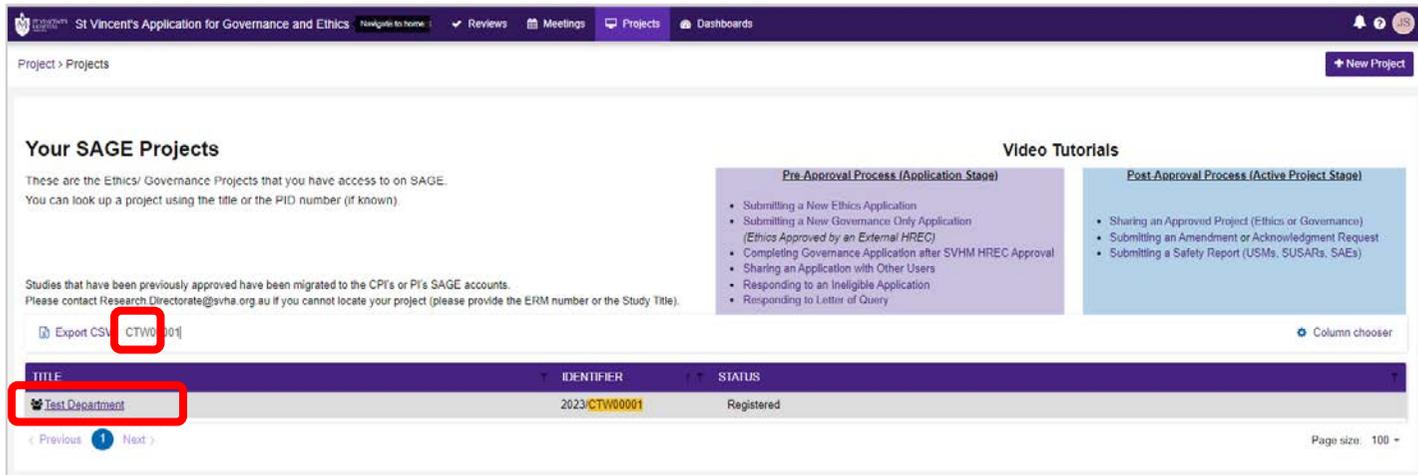
Please view all your projects under the Project Tab - please contact research.directorate@svha.org.au to request access to missing projects. Where appropriate, you will need to request a member of the Research Team's approval to access the project.

Resources:

- 2023 HREC Closing and Meeting Dates out now
The closing dates only apply to NEW HIGH RISK ETHICS APPLICATIONS.
All other submissions are not reviewed during the HREC Meeting, and may be submitted outside the RGU closing dates, including:
 - Governance submission for high-risk studies
 - Ethics submission for low-risk studies
 - Governance submission for low-risk studies
 - Quality Assurance
- Amendment Requests and Acknowledgement Submissions
- SAGE User Guide
- SVHM Guidelines
- Agreements, Checklists, Contract Submission Form, and Fee Form available here
- Video Tutorials for New Ethics and Governance Submissions and Post-Approval Management on SAGE

Type of submission	Current method of submission (updated March 23)
Ethics and Governance applications and their supporting documents (Pre-approval stage)	SAGE
Amendment submissions including Acknowledgement & CMORT	SAGE
DSMB/SRC/DMC/DRC/IDSMC meeting reports	SAGE (via acknowledgment request)
SAEs	SAGE via Safety Event report form
Non-Serious & Serious Breach Reports	Research.ethics@svhm.org.au
DSUR & Annual Safety Reports	SAE.ClinicalTrial@svha.org.au
Insurance certificates	Research.ethics@svhm.org.au
Site Closure/Final Reports	svhm_ResearchAnnualR@svha.org.au
Annual Progress Reports	svhm_ResearchAnnualR@svha.org.au

2. Search for the departmental checklist project by typing in CTW in the search box.
3. Open up the project by clicking on the title.



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Navigation to home: ✓ Reviews Meetings **Projects** Dashboards

Project > Projects New Project

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).

Export CSV: Column chooser

TITLE	IDENTIFIER	STATUS
Test Department	2023-CTW00001	Registered

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4. On the project page, click on **Details**.

Project > 2023/CTW00001 - Test Department

Applications **Details** Forms Milestones

Hierarchy History

Your application status can be tracked below.
You can navigate to your Ethics Application (SVH) or Governance Application (SSA) in the **Hierarchy Tab (right)**.

2023/CTW00001
Test Department

5. Click on **Invite user to register or share** on the top right section of the page.

Project > 2023/CTW00001 - Test Department

Applications Details Forms Milestones

Hierarchy History

Invite user to register or share

6. A new window will pop up. You may then **Add another user**.

7. Enter the **Email address** of the individual whom you are sharing the checklist.

8. Please make sure that the access status is set to **Share with edit access**.

9. **Save and send**.

Invite user to register, share & manage access

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

SEND	NAME	USERNAME	ACCESS STATUS	MODIFY ACCESS
<input type="checkbox"/>		Jarvis.disonsukamto@svha.org.au	Shared with edit access	Share with edit acce
<input type="checkbox"/>		Megan.ROBERTSON@svha.org.au	Shared with edit access	Share with edit acce
<input type="checkbox"/>		mynhan.nguyen@svha.org.au	Shared with edit access	Share with edit acce
<input type="checkbox"/>		neha.annedi@svha.org.au	Shared with edit access	Share with edit acce

Add another user

Save and send Cancel