

## Instructions for progress reporting in ERA

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Help/support: Email [research@alfred.org.au](mailto:research@alfred.org.au) Phone 03 90763619

## Reminders

A key feature of progress reporting in ERA is the automatic reminder messages. Reminder emails will be sent at 4 intervals unless the report is submitted:

- 14 days prior to the anniversary of ethics approval
- 28 days after the anniversary of ethics approval
- 35 days after the anniversary of ethics approval
- 56 days after the anniversary of ethics approval

**The reminder emails will be sent to the Principal Investigator and the project contact/s (as per the details page of the project in ERA).**

Reminders will not be sent for projects that have the “post-status” completed, abandoned or terminated (refer to the next section).

## Availability of progress report slots in ERA

It will not be possible to add progress reports to ERA unless the report slot has been generated. Only the project final report can be uploaded at any time. If you need to submit a report at another time email [research@alfred.org.au](mailto:research@alfred.org.au)

This advice also applies for final reports for participating sites (not Alfred Health) that need to be submitted at a time that doesn't coincide with the anniversary of approval.

## Templates

Refer to the Ethics & Research Governance section of the Alfred Health [website](#) for details about progress reporting and the templates.

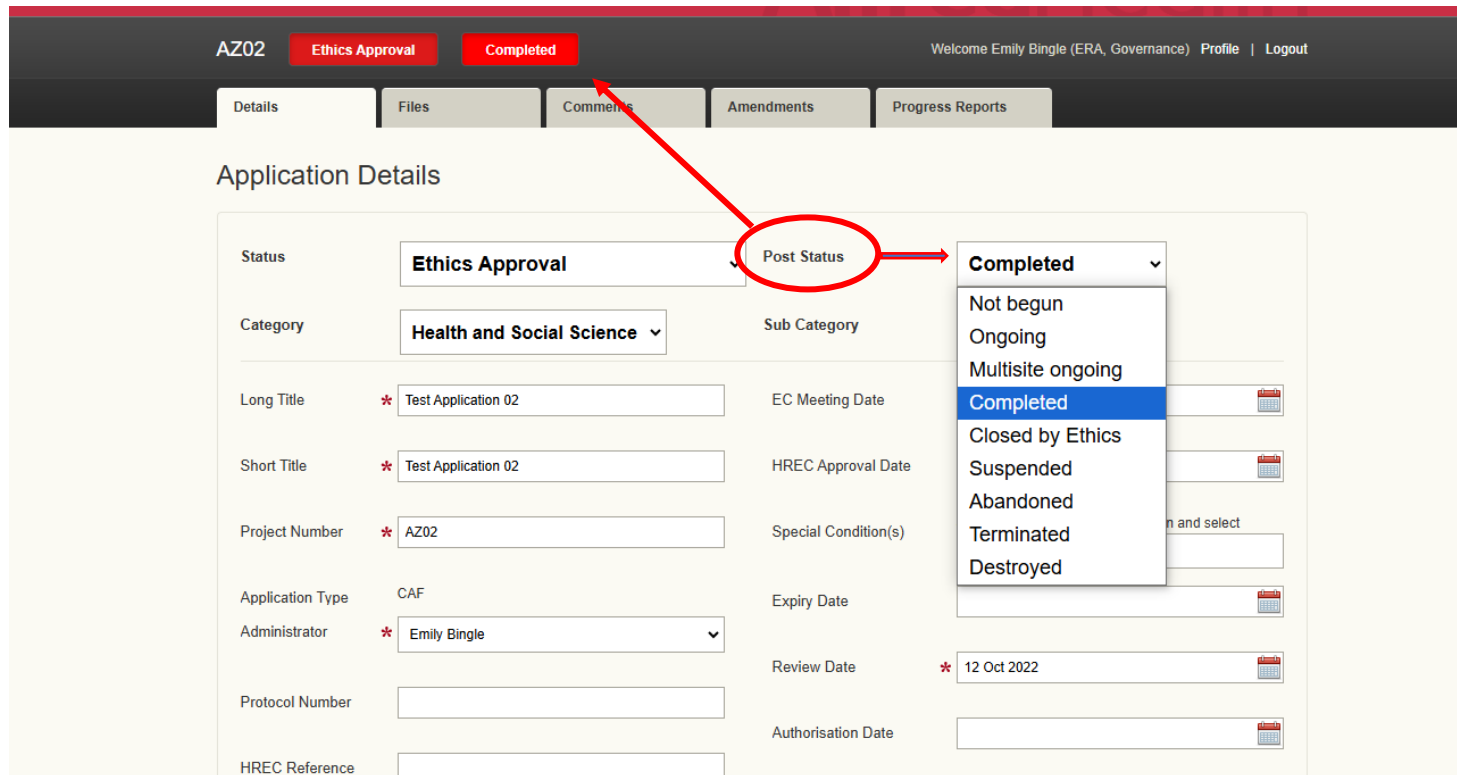
**Post approval status and progress reporting tab.**

Projects that have the status ‘ethics approval’, ‘low risk approval’ or ‘project authorised/endorsed’ will now have a post approval status (“post status”).

Projects that have a “post status” will also have the “Progress Reports” tab added.

The default post status will be ‘ongoing’ until a report is provided that requires an alteration of the project status.

Reminders will not be sent for projects that have the ERA “post-status” completed, abandoned or terminated.



### Uploading progress reports

Within the progress reporting tab, the annual report slot will be generated 4 weeks prior to the HREC approval date and then every 12 months until a final report is submitted (status of project changes to either 'completed', 'terminated' or 'abandoned').

You will be able to click on the 'Progress Reports' tab to see a list of the report details for each project (note that previously submitted reports will not be added to ERA).

By clicking 'Manage Report' you will be able to access the report slot for the relevant year so that you can upload progress reports and add other documents that are relevant to the progress report.

The screenshot shows the 'Progress Reports' tab selected in the top navigation bar. Below the navigation bar, the 'Reports' section is visible, with 'Progress Reports' as a sub-section. A table lists progress reports for the years 2022, 2023, and 2024. A red arrow points to the 'Manage Report' link for the 2022 report. Below the table, there is a 'Final Report(s)' section with a '+ Final Report' button and a table header for final reports.

Year	Date Submitted	Status	Date Accepted
2022	20 Mar 2024	Researcher responded	
2023	-	Incomplete	
2024	-	Incomplete	

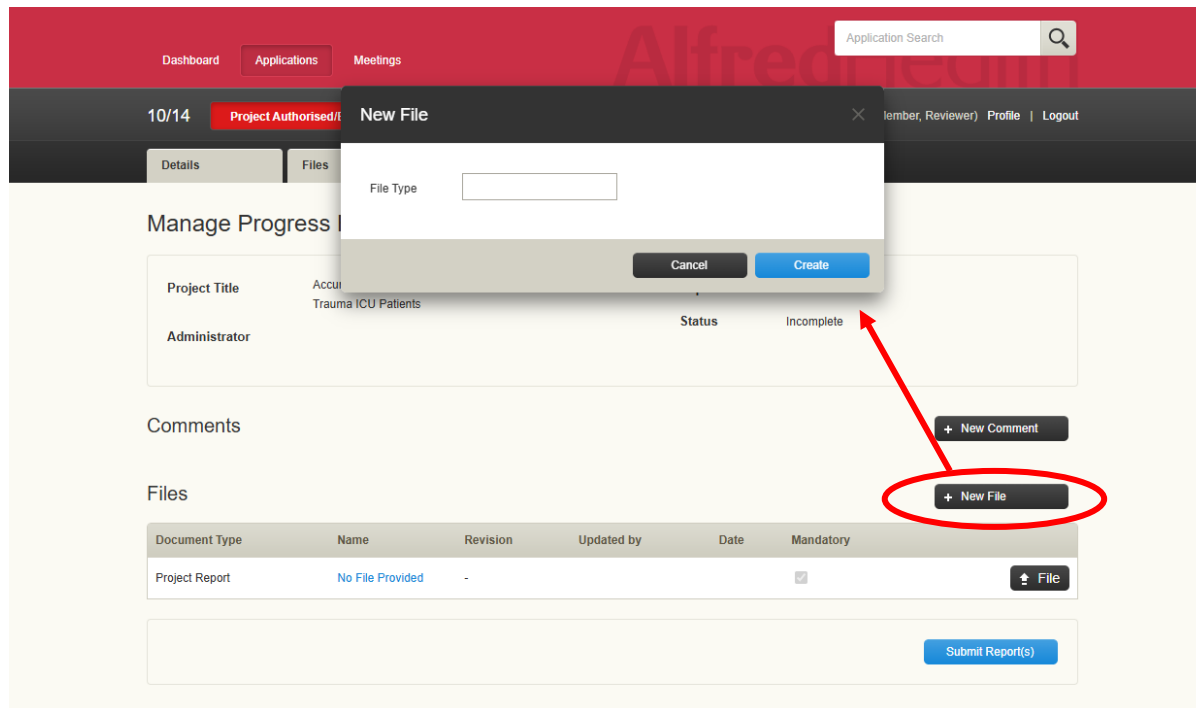
Final Report(s) [+ Final Report](#)

Year	Site(s)	Date Submitted	Status	Created By	Date Accepted
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Once you are in the report slot for a particular year you can create files to upload documents such as:

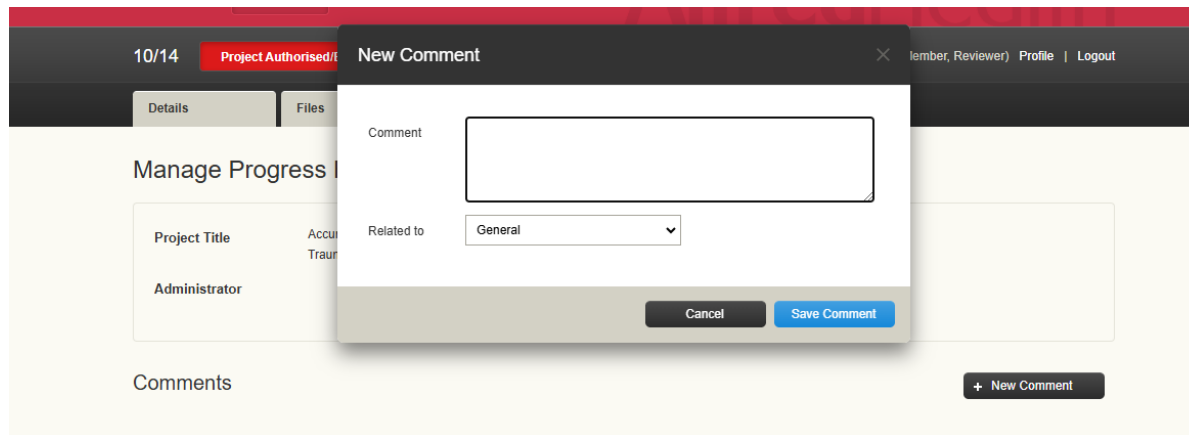
- Alfred Site progress report
- Project progress report
- Publication(s)

Use the '+ new file' option to create the files and label them accordingly.

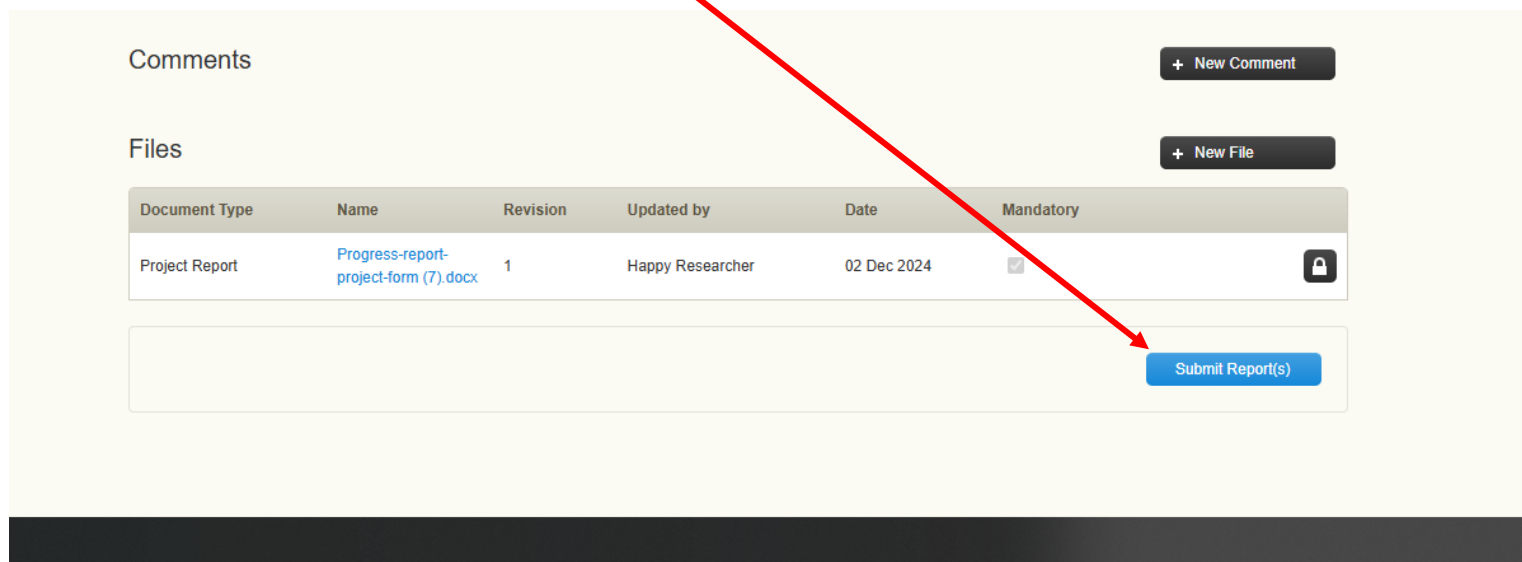


**Note: Amendments, change to personnel applications, insurance certificates, safety reports etc. should be submitted in accordance with the instructions in the Ethics & Research Governance website. Do not upload them with progress or final reports. Submit these separately.**

Add a comment as required.



Click on 'submit reports' to submit the report for review.



You will receive an automatically generated email to let you know that the report is submitted.

### Final reports

The option to submit a final report is always available.

Clicking on the '+ final report' option generates a pop-up message with some advice and the option to "add report".

The screenshot shows the Alfred Health web application interface. At the top, there is a navigation bar with 'Dashboard', 'Applications', and 'Meetings' tabs. A search bar labeled 'Application Search' is on the right. Below the navigation bar, the user's name 'Walema Harry Researcher (Researcher, HREC Member, Reviewer)' and 'Profile | Logout' are visible. The main content area is divided into two sections: 'Progress Reports' and 'Final Report(s)'. The 'Progress Reports' section contains a table with columns for 'Year', 'Date Submitted', 'Status', and 'Date Accepted'. The 'Final Report(s)' section contains a table with columns for 'Year', 'Site(s)', 'Date Submitted', 'Status', 'Created By', and 'Date Accepted'. A red circle highlights a '+ Final Report' button in the 'Final Report(s)' section. A modal window titled 'Add Final Reports' is open, displaying instructions: 'A final report is due on the completion of a project or if a project is discontinued. Use this section to upload: an overall project final report OR an Alfred Health site final report for projects approved by an HREC other than the Alfred Hospital Ethics Committee. Other site final reports can be added to the progress reports section.' The modal window has 'Cancel' and 'Add Report' buttons. A red arrow points from the circled '+ Final Report' button to the 'Add Report' button in the modal window.

Year	Date Submitted	Status	Date Accepted
2016	-		
2017	-		
2018	-		
2019	08 Apr 2024	Report accepted	21 Nov 2024
2020	-	Incomplete	
2021	09 Feb 2024	Report accepted	09 Feb 2024
2022	16 Jan 2024	Researcher responded	
2023	16 Jan 2024	Researcher responded	
2024	-	Incomplete	

Year	Site(s)	Date Submitted	Status	Created By	Date Accepted
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### Report review and acknowledgement

Once submitted, researchers will receive an email to confirm receipt:

*Dear [researcher name]*

*Project [local number] - [title]*

*The progress report has been received and will be reviewed in due course.*

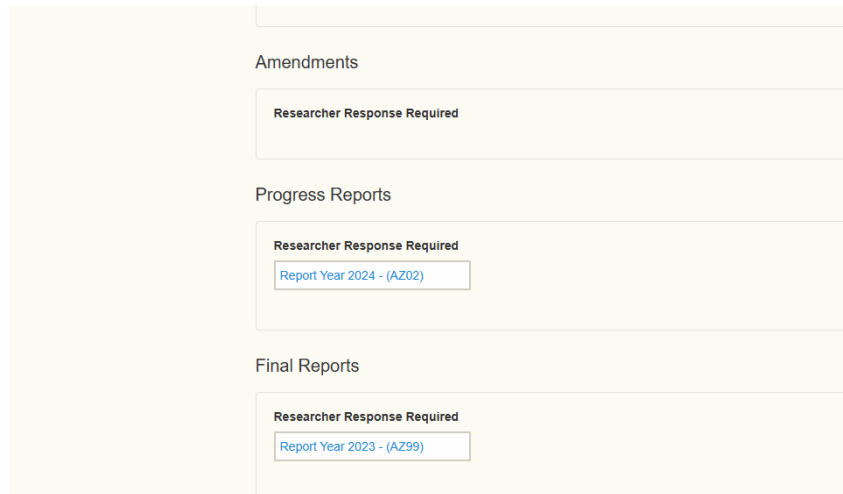
The report will be reviewed and you may receive an alert with a request for further information:

*Dear [researcher name]*

*Project [local number] - [title]*

*The progress report has been reviewed and further information is required. Please log in to ERA [insert ERA link] and provide a response.*

If the report does require a response then it will appear in your dashboard.





Provide the response in ERA and remember to click on the blue button “finalise response”.

The screenshot shows a message thread in the ERA system. The first message is from Emily Bingle, dated 02 Dec 2024, with the text: "Thank you. Please arrange for the Principal Investigator to sign the report and submit the fully signed version." The second message is from Happy Researcher, dated 02 Dec 2024, with the text: "Sorry, I have uploaded the fully signed report." Below the messages is a "Files" section with a table of documents. The table has columns for Document Type, Name, Revision, Updated by, Date, and Mandatory. One document is listed: "Project Report" with name "Progress-report-project-form (7).docx", revision 1, updated by Happy Researcher, dated 02 Dec 2024, and marked as mandatory. A blue button labeled "Finalise Response" is circled in red at the bottom right of the interface.

When the report is formally acknowledged you will receive the following message:

***Dear [researcher name]***

***Project [local number] and [title]***

***The progress report is considered satisfactory and the acknowledgement is available in the progress report files.***

***Log in to ERA [insert ERA link] to download the acknowledgement.***

The report acknowledgement will be uploaded to the Files.

The process is similar for final reports.

Comments

Please fix the report  
Emily Bingle - 15 Nov 2024

Will do.  
Happy Researcher - 15 Nov 2024

Files + New File

Document Type	Name	Revision	Updated by	Date	Mandatory	
Final Report	<a href="#">Progress-report-project-form (7).docx</a>	1	Happy Researcher	05 Apr 2024	<input checked="" type="checkbox"/>	
Acknowledgement	<a href="#">Alfred-progress report acknowledgement.pdf</a>	1	Emily Bingle	02 Dec 2024	<input type="checkbox"/>	

At the time of report acknowledgement (either progress or final), the post-status will be changed as required.

Dashboard Applications Meetings Application Search

AZ99 **Ethics Approval** **Completed** Welcome Happy Researcher (Researcher, HREC Member, Reviewer) Profile | Logout

Details Files **Comments** Amendments Progress Reports