

Submit Annual / Final Reports and Unexpected Adverse Events Reports: using sub-forms

- Annual / Final Reports and Unexpected Adverse Events are submitted as **sub-forms** to an application form, in the Human Research Ethics Management System.
- To submit Annual / Final Reports and Unexpected Adverse Event Reports, create a sub-form for the associated approved application.
- The **Create Sub-form** option will be available against any approved application. Select the sub-form required, complete the details and submit.
- The Ethics Secretariat or Faculty Ethics Officer will process and review the reports, similar to how applications are reviewed in the system.
- Applicants will receive email reminders when annual reports are due.

The screenshot displays the 'KB Testing' project page in the Human Research Ethics Management System. The interface includes a top navigation bar with 'Ethics, Biosafety & other Apps', 'Work Area', 'Contacts', and 'Help'. The user is identified as 'Ms Kay Bowes-Tseng (kay.bowes-tseng@mq.edu.au)'. The page title is 'KB Testing' with a count of '3583'. A 'Project Tree' shows the current project and its parent application: 'Humanities and Social Sciences (HASS) Human Research Ethics Application v1.2'. A table below lists the application details:

Action Required	Status	Review Reference	Date Modified
No	HE - Approved	52020358317776	29/07/2020 16:08

Navigation tabs include: Navigation, Documents, Signatures, Collaborators, Submissions, Correspondence, Centre, History. The main content area is titled 'Humanities and Social Sciences (HASS) Human Research Ethics Application v1.2' and features a 'Show Inactive Sections' checkbox. A 'Section' and 'Questions' table is visible:

Section	Questions
0. Before You Begin	0.1 Before you Begin 0.2 Acknowledgement
1. Administration	1.1 Project Details 1.2 Plain Language Statement 1.3 Review and Authorisation
2. Research Team	2.1 Researcher Profile
3. Project Description	3.1 Project Description
4. Description of Participants	4.1 Participant Information 4.2 Aboriginal and Torres Strait Islander Peoples 4.3 Children and Young People 4.4 Macquarie University Staff or Students 4.5 People in other Countries 4.6 Cognitive Impairment, Intellectual Disability 4.7 People in Dependent or Unequal Relationships 4.8 People Involved in Illegal Activities
5. Recruitment	5.1 Participant Recruitment 5.2 Recruitment from Specific Groups 5.3 Payments or Reimbursement in Kind
6. Benefits and Risk	6.1 Benefits 6.2 Risk

The 'Applicant Guide.pdf' is open in the bottom taskbar. A yellow arrow points to the 'Create Sub-form' button in the 'Actions' menu on the left.