



Australian Government

National Health and Medical Research Council

Human Research Ethics Application (HREA) How-to Guide

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Introduction

This guide contains step-by-step instructions on how to carry out all the key stages in using the HREA to prepare, finalise and submit an ethics application to a Human Research Ethics Committee (HREC), from creating your account to revising and re-submitting a previously submitted application.

Before using the HREA, it is recommended that you review the additional HREA guidance available at <https://www.nhmrc.gov.au/research-policy/ethics/human-research-ethics-applications-hrea/human-research-ethics-applications-hrea-resources>

If you have any questions or feedback, please contact HREA Help at help@hrea.gov.au or **1800 500 983** (within Australia) or **+61 2 6217 9451** (international callers) between Monday to Friday during 9:00AM to 5:00PM AEST/AEDT, excluding public holidays and ACT public holidays.

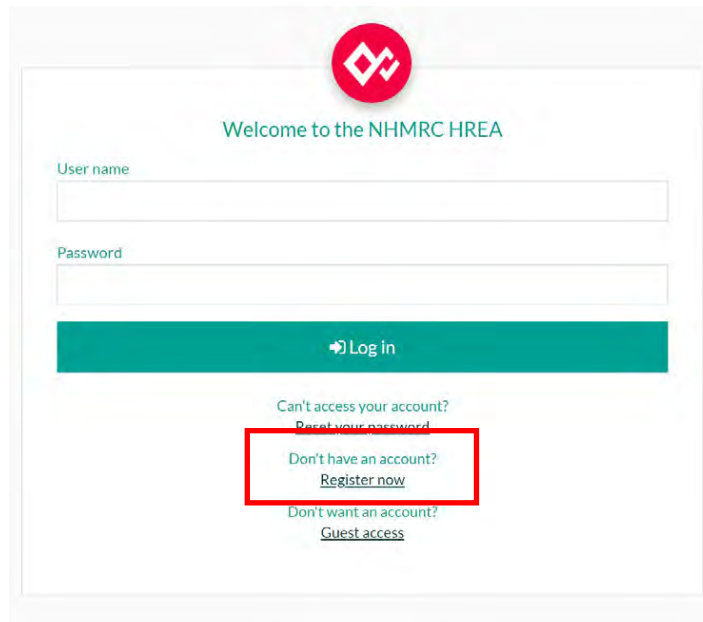
How-to Guide

1 Creating and managing your HREA account

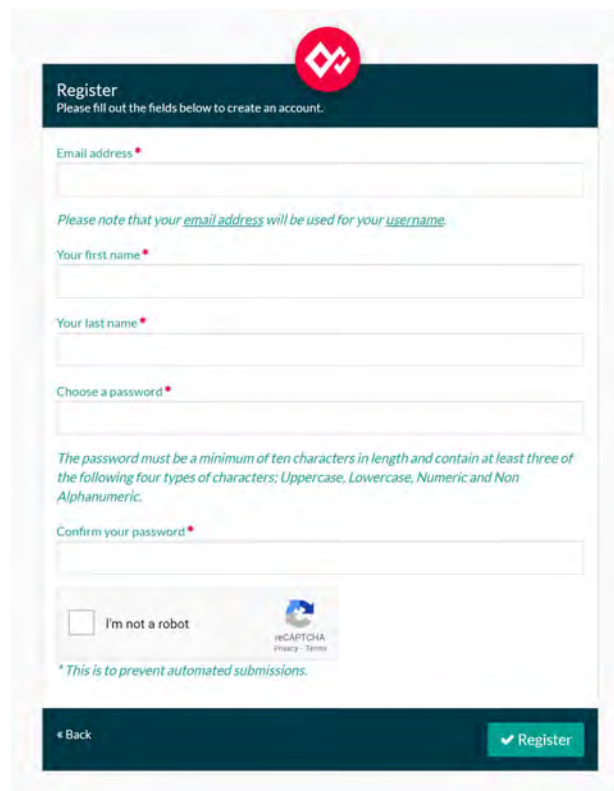
1.1 How to create a new account

Navigate to <https://www.hrea.gov.au> with a web browser.

1. Select 'Register now' from the sign in page.

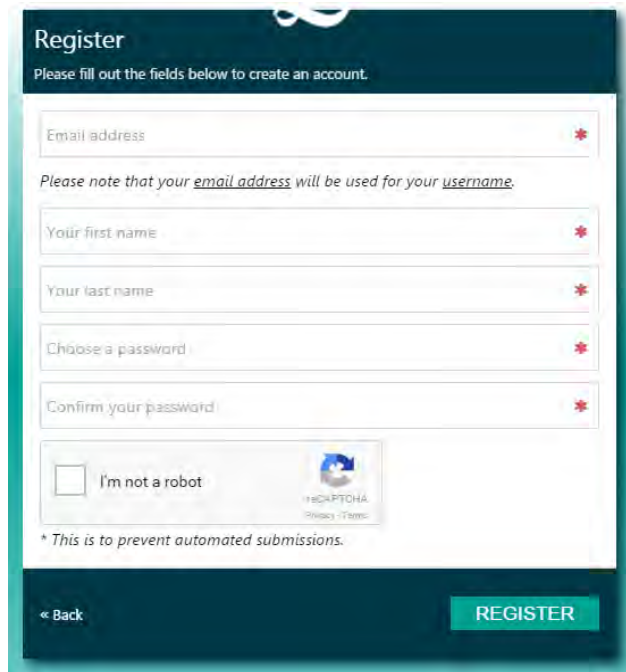


2. Complete all the fields on this page. Note that the password must consist of at least 10 characters, comprising at least three of the four types of characters: lower case letter, upper case letter, number and symbol (e.g. @!#). The password box will turn green once the complexity requirements are met.



3. Help on using the **reCAPTCHA** (<https://www.google.com/recaptcha/api2/demo>; a Google resource to prevent malicious software) is available here: <https://support.google.com/recaptcha/?hl=en>.

4. Select the 'Register' button once you have completed all fields.



The image shows a registration form with the following elements:

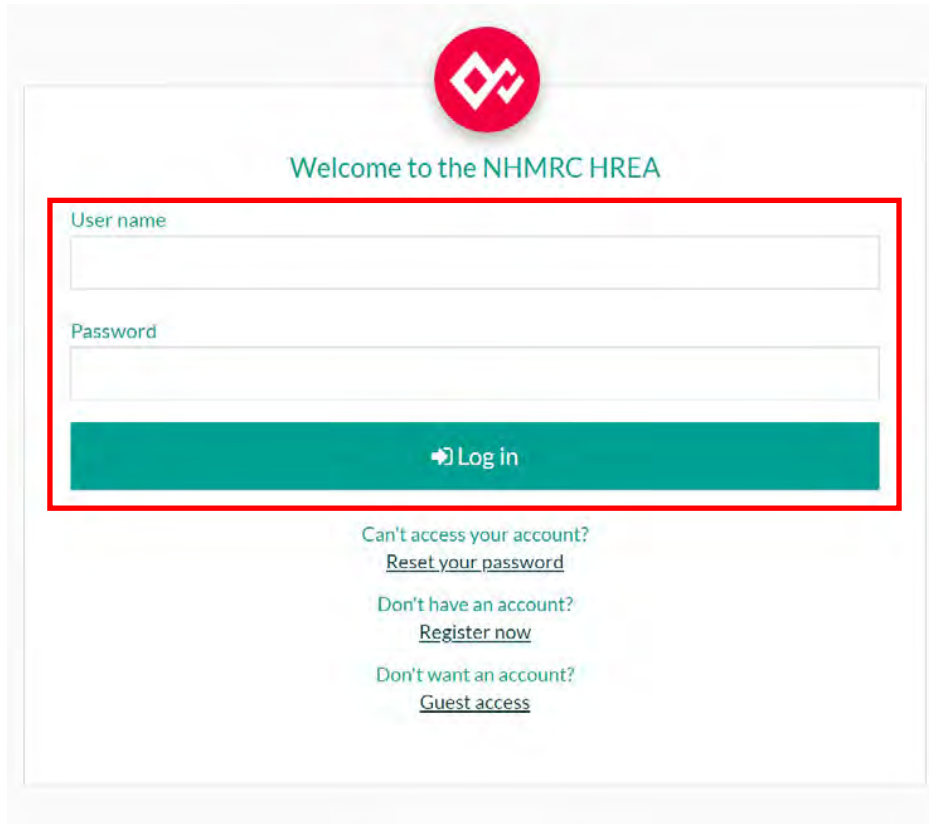
- Header:** "Register" in white text on a dark teal background, followed by the instruction "Please fill out the fields below to create an account."
- Fields:** Four input fields, each with a red asterisk on the right:
 - "Email address"
 - "Your first name"
 - "Your last name"
 - "Choose a password"
- Confirmation:** A field labeled "Confirm your password" with a red asterisk.
- reCAPTCHA:** A checkbox labeled "I'm not a robot" next to a reCAPTCHA logo and the text "reCAPTCHA" and "Privacy - Terms".
- Footer:** A dark teal bar containing a "← Back" link on the left and a teal "REGISTER" button on the right.
- Footnote:** A small asterisked note at the bottom: "* This is to prevent automated submissions."

5. You will receive an email confirming your registration with a web link included. Click on this web link to activate your account. If you do not receive an email within 5 minutes, please check your spam/junk email folder. If the activation email is not there, please reset your password following the reset password instructions below.

1.2 How to sign in to your HREA account

Navigate to <https://www.hrea.gov.au> with a web browser.

1. Enter your username (the email address used for registration) and password on the sign in page, then select 'Log in'.



Welcome to the NHMRC HREA

User name

Password

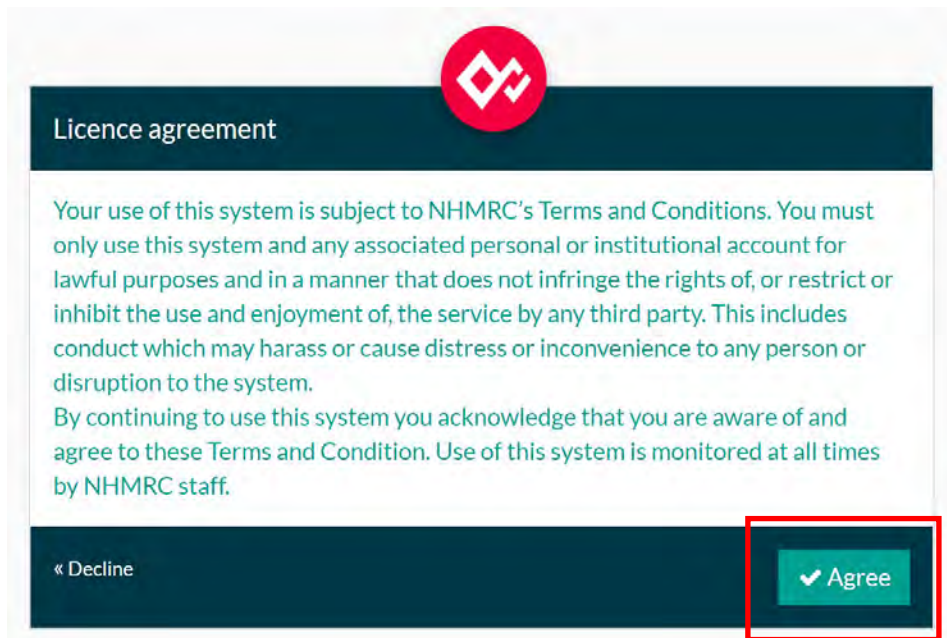
Log in

Can't access your account?
[Reset your password](#)

Don't have an account?
[Register now](#)

Don't want an account?
[Guest access](#)

2. Select 'Agree' to accept the licence agreement and enter the HREA.



Licence agreement

Your use of this system is subject to NHMRC's Terms and Conditions. You must only use this system and any associated personal or institutional account for lawful purposes and in a manner that does not infringe the rights of, or restrict or inhibit the use and enjoyment of, the service by any third party. This includes conduct which may harass or cause distress or inconvenience to any person or disruption to the system.

By continuing to use this system you acknowledge that you are aware of and agree to these Terms and Condition. Use of this system is monitored at all times by NHMRC staff.

« Decline

Agree

1.3 How to reset a forgotten password

1. Select 'Reset your password' from the sign in page.

Welcome to the NHMRC HREA

User name

Password

Log in

Can't access your account?
[Reset your password](#)

Don't have an account?
[Register now](#)

Don't want an account?
[Guest access](#)

2. Enter your username (the email address used for registration), complete the reCAPTCHA test and select 'Reset password'.

Reset Password

If you have forgotten your password you can use the form below to send a reset link to your email address.

Enter your user name *

I'm not a robot

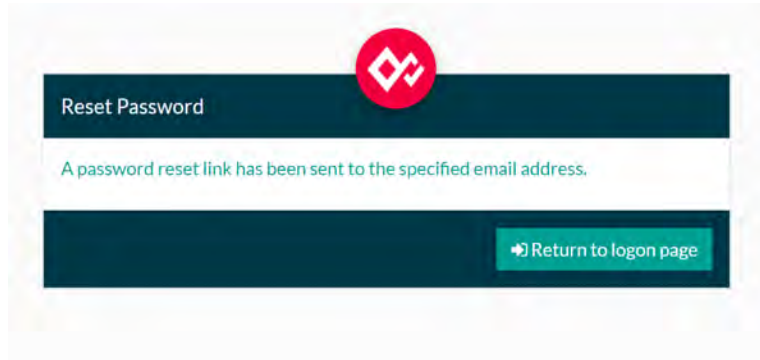
reCAPTCHA
Privacy - Terms

* This is to prevent automated submissions.

Back

Reset password

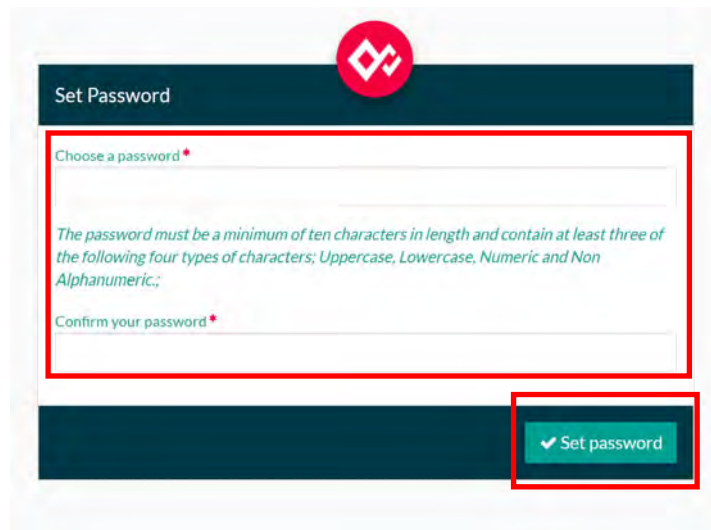
3. An email will be sent to the specified email address containing a link to reset the password.



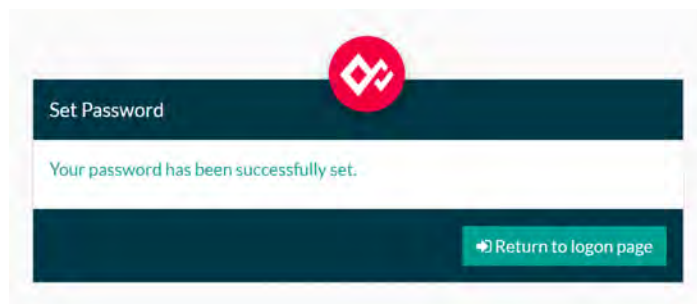
4. Open the email and click on the reset password link (or paste the URL into your web browser).

5. Type in a new password. Note that the password must consist of at least 10 characters, comprising at least three of the four types of characters: lower case letter, upper case letter, number and symbol. The password box will turn green once the complexity requirements are met.

6. Select 'Set password'.



7. If you have successfully reset your password you will see the notification below:



1.4 How to manage your profile

1. Sign in to your HREA account.
2. Select the 'Profile' button on the HREA Portal page.

The screenshot shows the NHMRC Portal home page. At the top left is the Australian Government logo and the text 'Australian Government National Health and Medical Research Council'. The top right shows the user's name 'Phoenix Crowther' and a counter '0 1 4 7 4 5'. Below the header is a dark navigation bar with icons for menu, help, user profile, and power. The user profile icon is highlighted with a red box and labeled 'Profile'. The main content area is divided into several sections: 'Applications' with a '+ New application' button and 'Human Research Ethics Application' text; 'Continue application' with a message about downloading applications in .omni format and an 'Upload application' button; 'Top 5 in progress applications' with a list item 'PC00122 Test rename' and a 'View all' link; and 'Your activities' with a card showing 'Applications 1 in progress'.

3. Select the profile component to modify from the left hand menu.

The screenshot shows the NHMRC Portal profile page. The user is Phoenix Crowther. The left-hand menu is expanded, and the 'Account settings' option is highlighted in green. The main content area is titled 'Profile' and contains 'Account settings' with three sections: 'Change username' with a 'Change username' button, 'Change password' with a 'Change password' button, and 'Change time zone' with a 'Change time zone' button. The text below each section explains that users can change these details using the respective buttons.

4. Amend details and select 'Save'.

The screenshot shows the NHMRC Portal interface. At the top left is the Australian Government logo and the text "Australian Government National Health and Medical Research Council". The top right shows a clock displaying "01:54:21" and the user name "Phoenix Crowther". Below the header is a dark navigation bar with "NHMRC Portal" and several icons. A left sidebar contains a menu with "Personal Profile" selected, and sub-items for "Phoenix Crowther", "Personal details", "Address details", "Email details", "Phone details", "Social media contacts", "Appointments", "Documents", "Account settings", and "Availability". The main content area is titled "Profile" and includes the text "You can manage your profile and personal settings on this page." Below this is the "Personal details" section, which features a profile picture placeholder, a "Title*" dropdown menu (highlighted with a red box), a "First name*" text box containing "Phoenix", an "Other names" text box, a "Last name*" text box containing "Crowther", a "Preferred name" text box, and a "Preferred method of contact*" dropdown menu. At the bottom of the form are two buttons: a blue "Save" button (highlighted with a red box) and a red "Reset" button. The footer contains a row of links: "Accessibility", "Disclaimer", "Privacy", "Copyright", "Terms and Conditions", "About", "User Guide", and "Feedback".

1.5 How to change your username

1. Sign in to your HREA account.
2. Select the 'Profile' button on HREA Portal page.

Australian Government
National Health and Medical Research Council

NHMRC Portal

Welcome to the NHMRC HREA Online Portal

Applications

+ New application Human Research Ethics Application

Continue application

Have you downloaded an application in .omni format? Upload the application to continue.

Upload application

Top 5 in progress applications

PC00122 Test rename View all

Your activities

Applications
1 in progress

3. Select 'Account settings'.

Australian Government
National Health and Medical Research Council

NHMRC Portal

Personal Profile
Phoenix Crowther

- Personal details
- Address details
- Email details
- Phone details
- Social media contacts
- Appointments
- Documents
- Account settings**
- Availability

Profile

You can manage your profile on this page.

Account settings

Change username
You can change your username by using the change username button below.

Change username

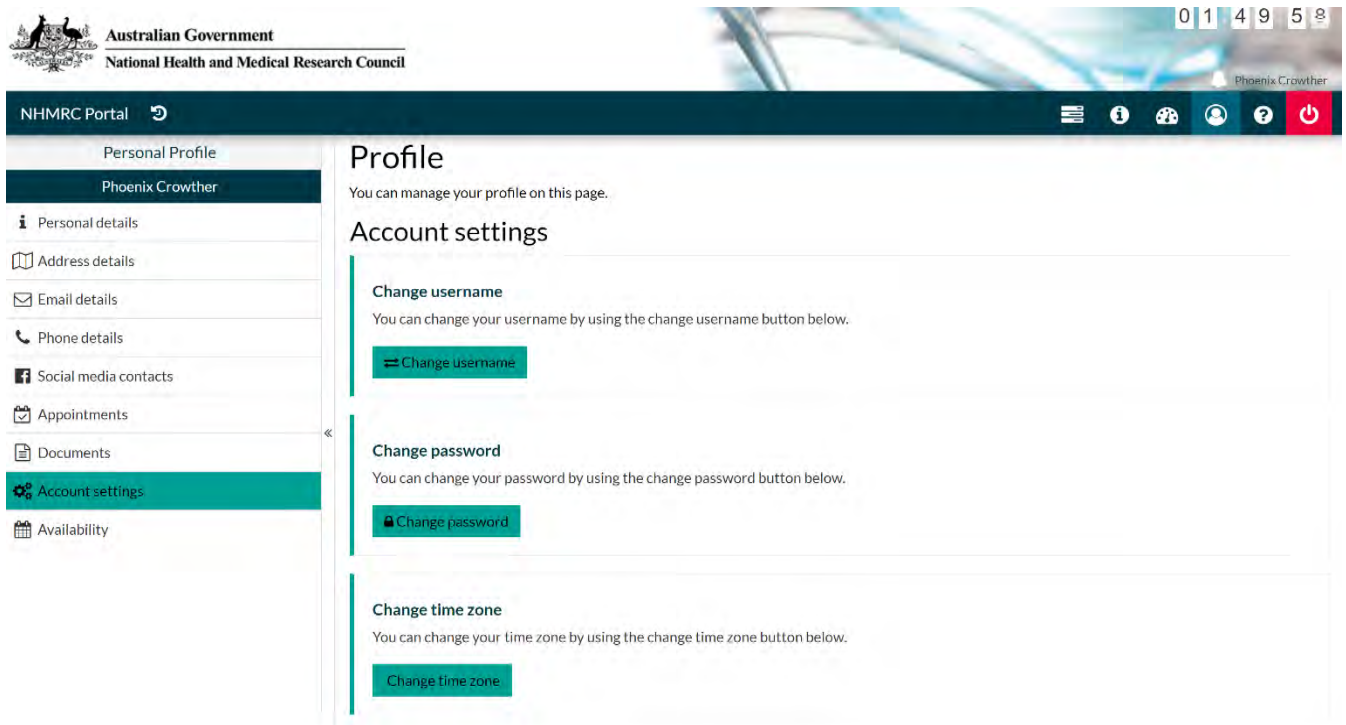
Change password
You can change your password by using the change password button below.

Change password

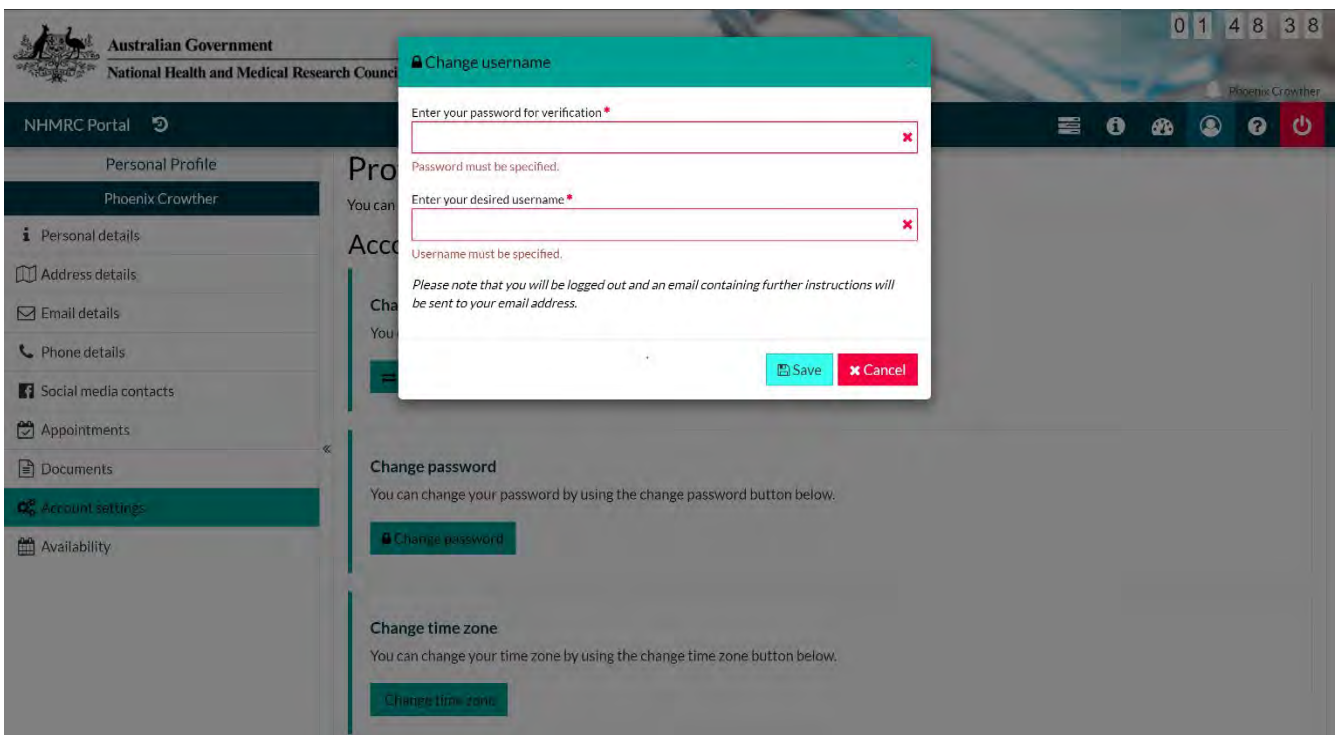
Change time zone
You can change your time zone by using the change time zone button below.

Change time zone

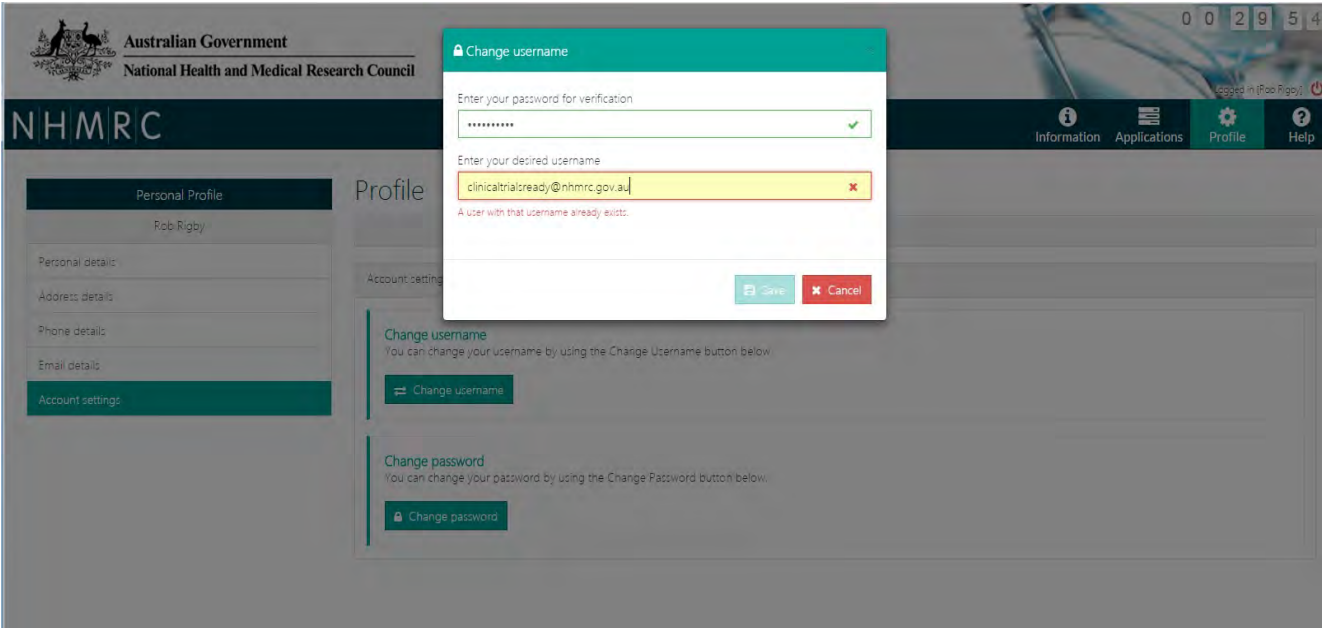
4. Select 'Change username'.



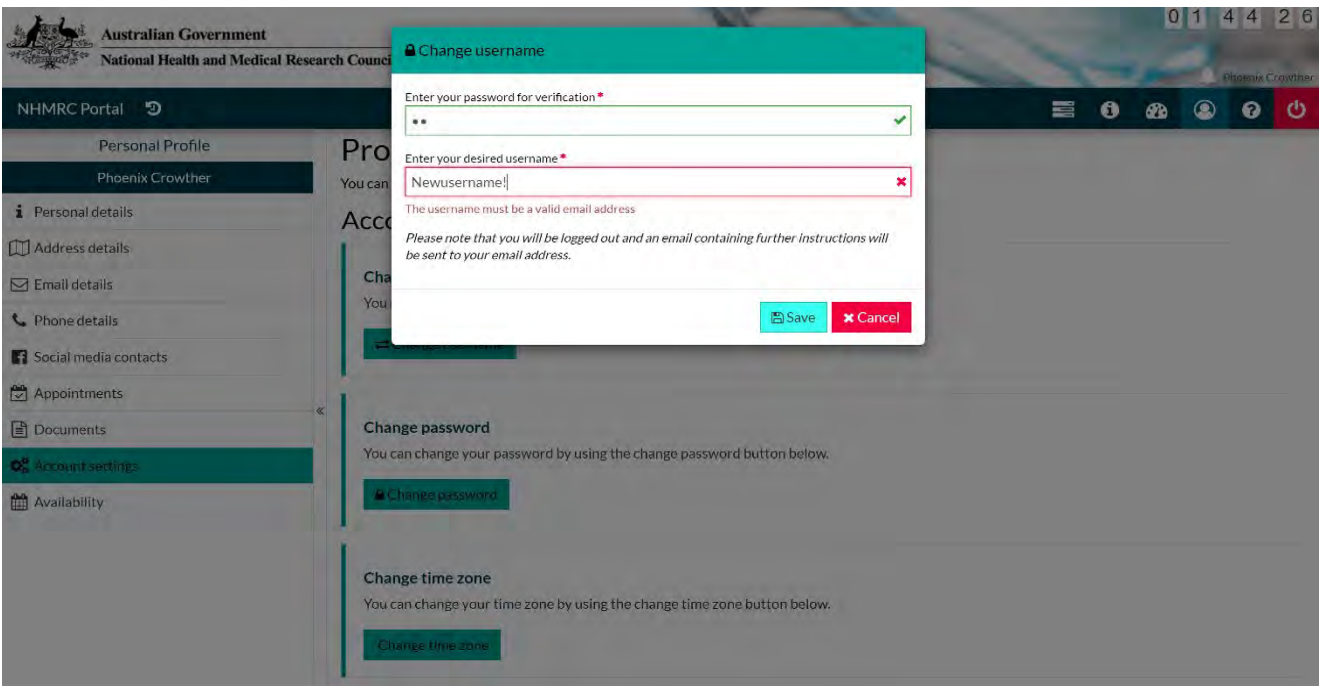
5. Enter your password and the new username, then select 'Save'. Note that the username must be an active email address.



You will be informed if the new email address has an existing account associated with it.

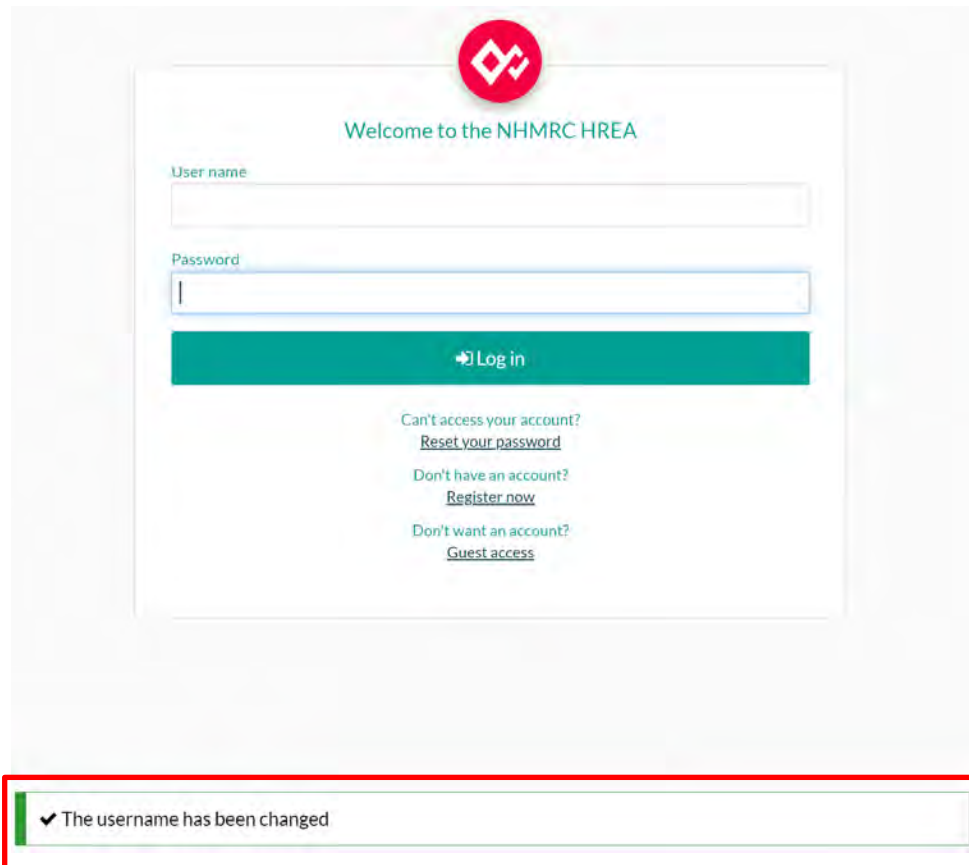


You will also be informed if the new username is not in the correct email address format.



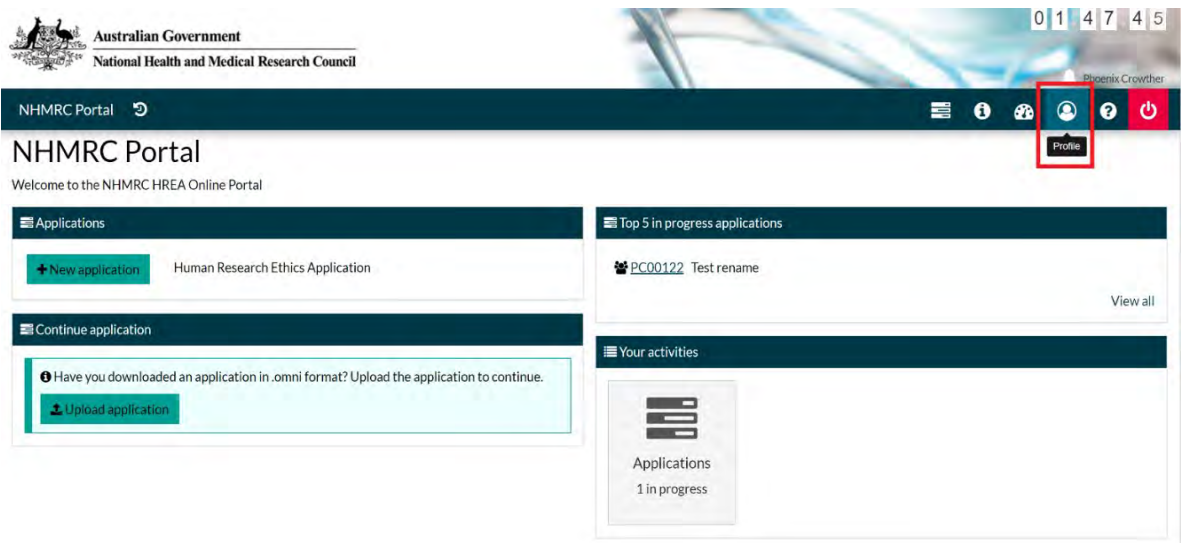
6. You will be logged out from the HREA Portal and an email will be sent to the original email address with a web link for you to verify the change to the username. You must access this email and click on the link to confirm the change of username.

7. Clicking on the link in the email will display the HREA home page with confirmation at the bottom of screen that the username has been changed. Enter the new username and password to confirm the change has occurred.

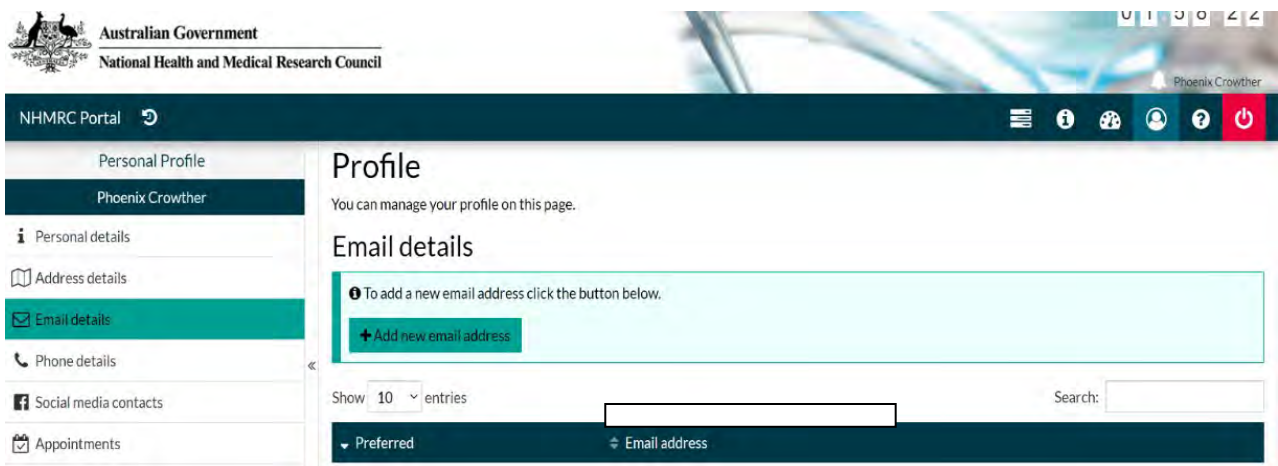


The image shows a web page for the NHMRC HREA system. At the top center is a red circular logo with a white geometric design. Below the logo, the text "Welcome to the NHMRC HREA" is displayed in a teal color. The page features two input fields: "User name" and "Password". Below these fields is a teal "Log in" button with a right-pointing arrow icon. Underneath the button are three links: "Can't access your account?" with a sub-link "Reset your password", "Don't have an account?" with a sub-link "Register now", and "Don't want an account?" with a sub-link "Guest access". At the bottom of the page, a white notification box with a green checkmark icon and the text "The username has been changed" is highlighted with a red border.

8. To make sure that emails are now sent to your new username, select the 'Profile' button on the HREA Portal page.



9. Select 'Email details'.



10. Select 'Add new email address'.

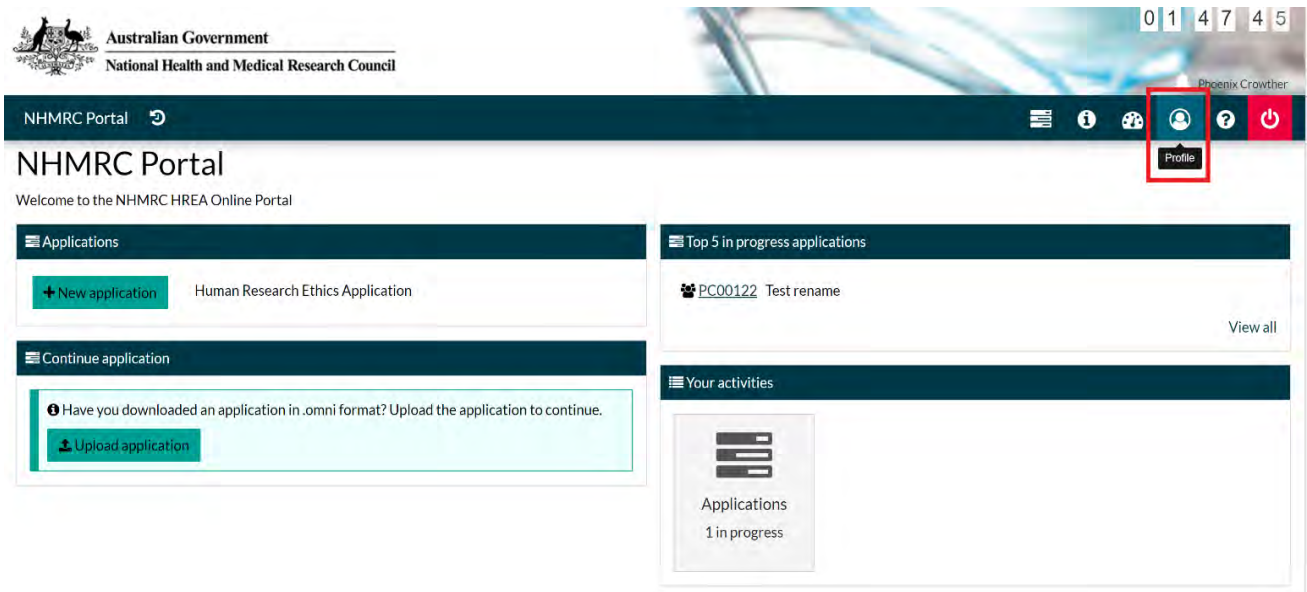
The screenshot shows the NHMRC Portal interface. The top navigation bar includes the Australian Government logo and the National Health and Medical Research Council name. The user is logged in as Phoenix Crowther. The left sidebar contains a menu with options: Personal Profile, Phoenix Crowther, Personal details, Address details, Email details (highlighted), Phone details, Social media contacts, Appointments, Documents, Account settings, and Availability. The main content area is titled 'Profile' and contains the 'Email details' section. A message states: 'To add a new email address click the button below.' Below this message is a green button labeled '+ Add new email address'. Below the button, there is a table with columns for 'Preferred' and 'Email address'. The table contains one entry with a checked 'Preferred' checkbox and the email address 'phoenix.crowther@nhmrc.gov.au'. The table is paginated to show 1 of 1 entries.

11. Enter the new email address (your new username), tick 'Preferred' and select 'Save'.

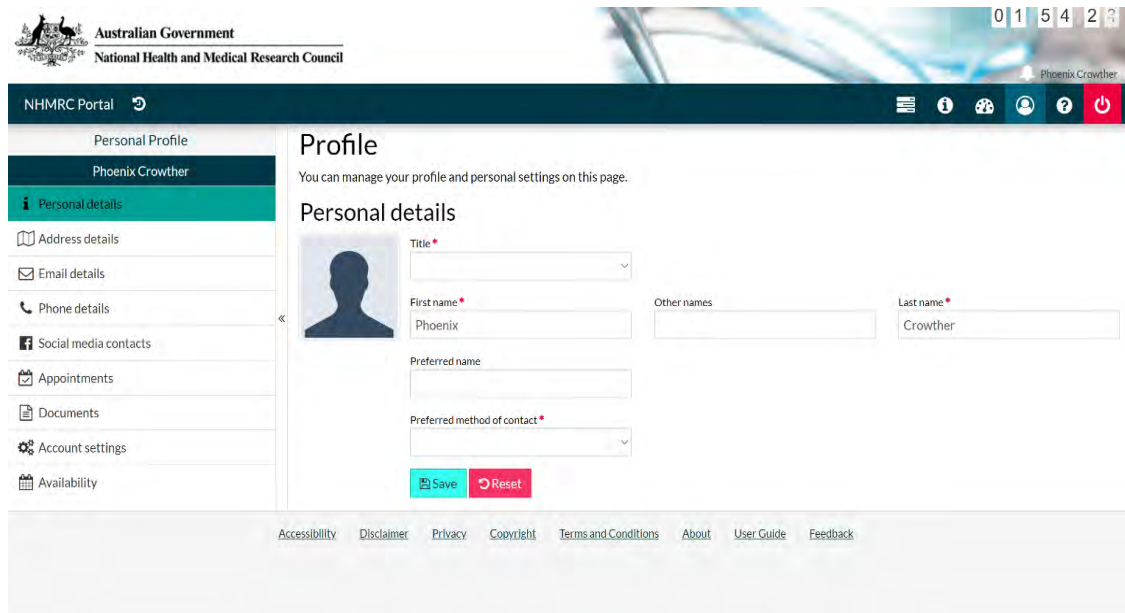
The screenshot shows the NHMRC Portal interface with the 'Add new email address' form open. The form fields are: 'Email' with the value 'help@hrea.gov.au', 'Preferred' with a checked checkbox, and 'Save' and 'Cancel' buttons. The table below the form is empty, showing 0 of 0 entries.

1.6 How to change your password

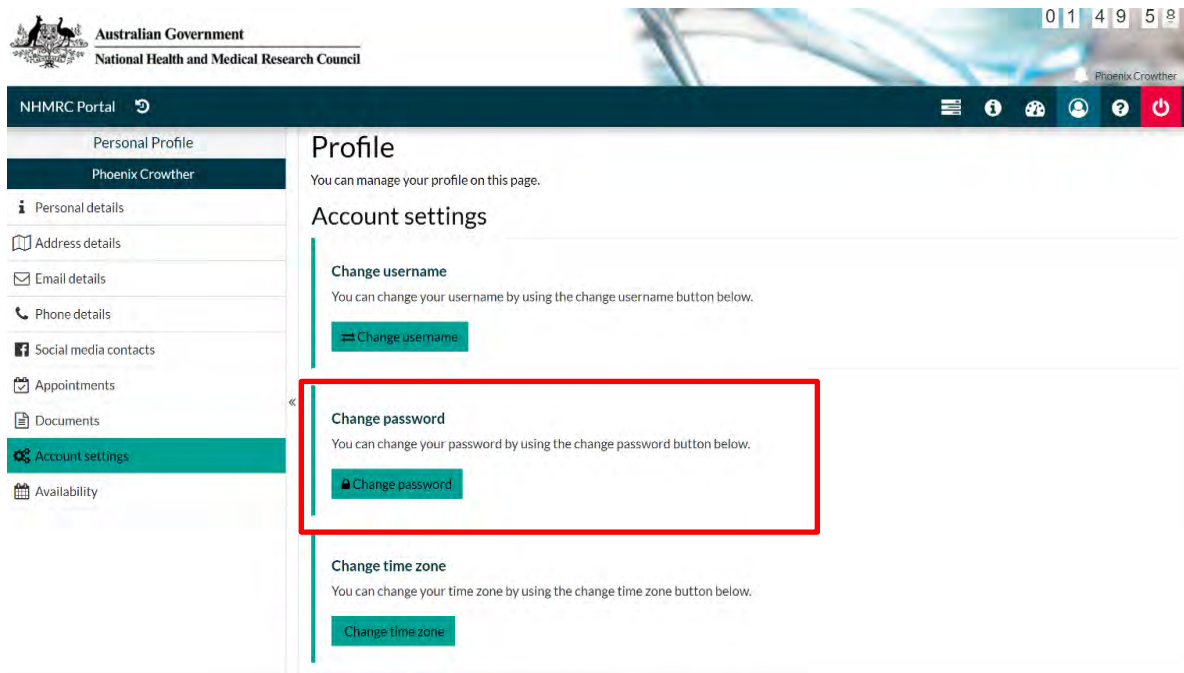
1. Sign in to your HREA account.
2. Select the 'Profile' button on HREA Portal page.



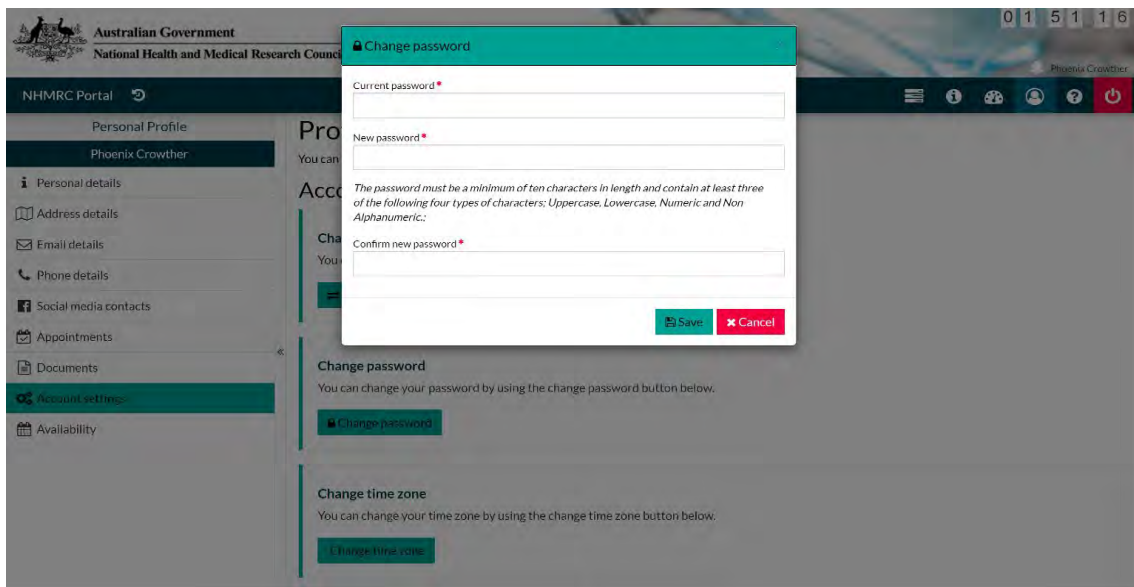
3. Select 'Account settings'.



4. Select 'Change password'.



5. Enter the current password and the new password and select 'save'. Note that the password must consist of at least 10 characters, comprising at least three of the four types of characters: lower case letter, upper case letter, number and symbol. The password box will turn green once the complexity requirements are met.

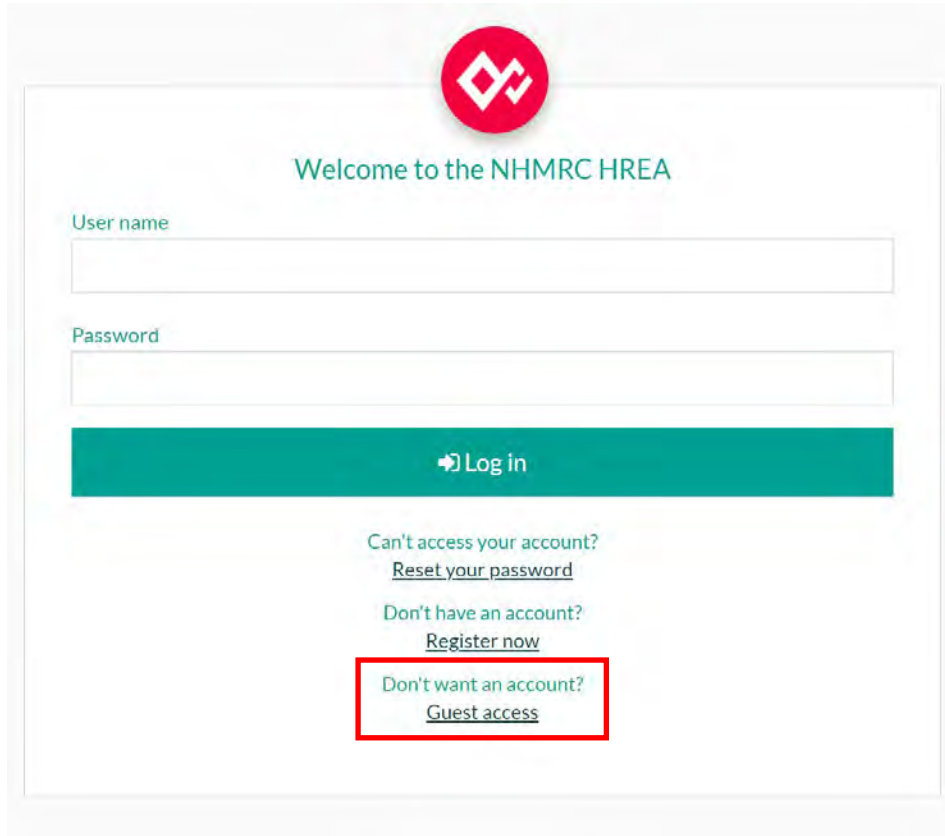


6. The change to the password will be confirmed on-screen.

1.7 How to access the HREA as a Guest

Navigate to <https://www.hrea.gov.au> with a web browser. Note that an application created using guest access cannot be saved in HREA; you will need to download the .omni file in order to save and re-upload your application at a later time. See **3.1 How to finalise and submit your application** for information on how to save your .omni file.

1. Select 'Guest Access'.



Welcome to the NHMRC HREA

User name

Password

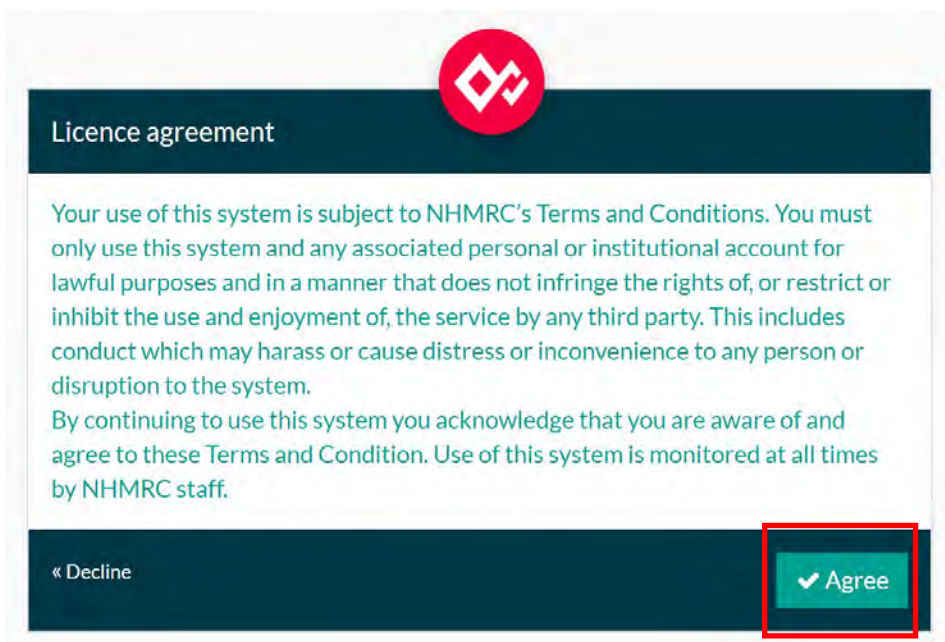
Log in

Can't access your account?
[Reset your password](#)

Don't have an account?
[Register now](#)

Don't want an account?
[Guest access](#)

2. Select 'Agree' to accept the licence agreement and enter the HREA.



Licence agreement

Your use of this system is subject to NHMRC's Terms and Conditions. You must only use this system and any associated personal or institutional account for lawful purposes and in a manner that does not infringe the rights of, or restrict or inhibit the use and enjoyment of, the service by any third party. This includes conduct which may harass or cause distress or inconvenience to any person or disruption to the system.

By continuing to use this system you acknowledge that you are aware of and agree to these Terms and Condition. Use of this system is monitored at all times by NHMRC staff.

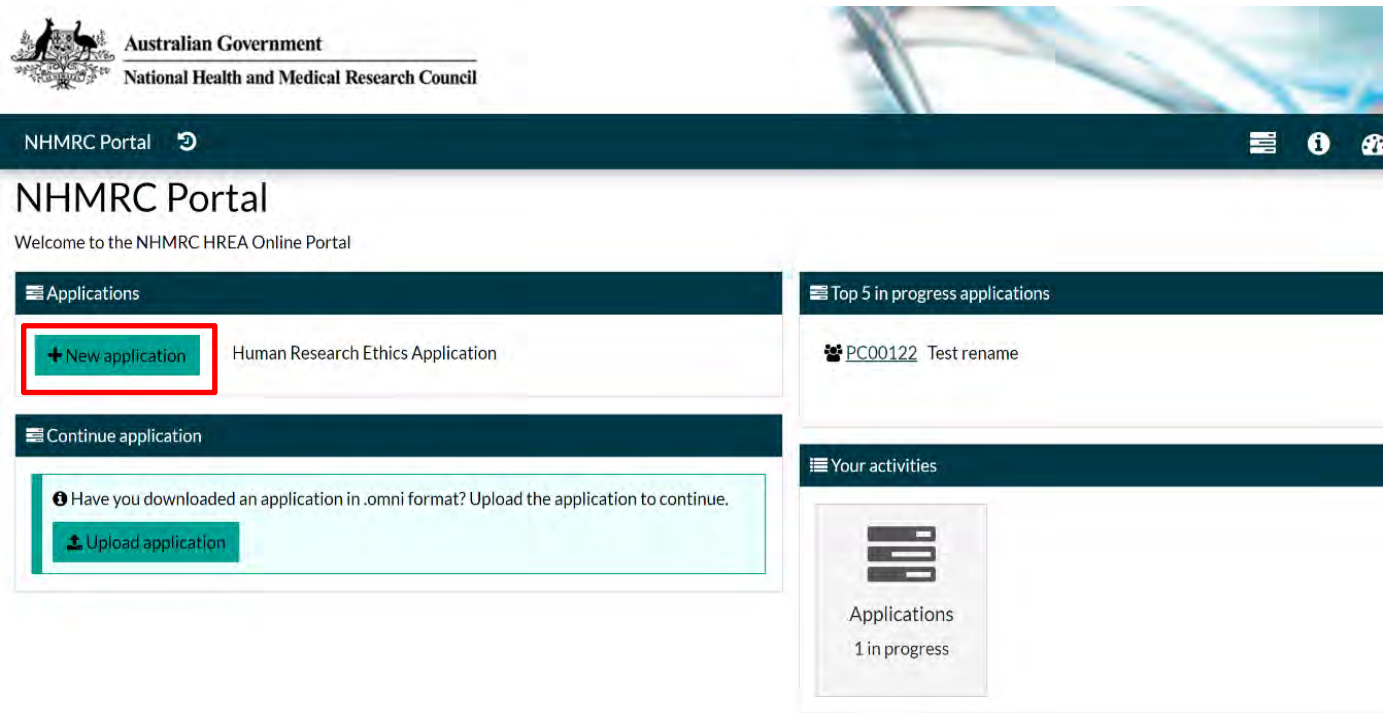
« Decline

✓ Agree

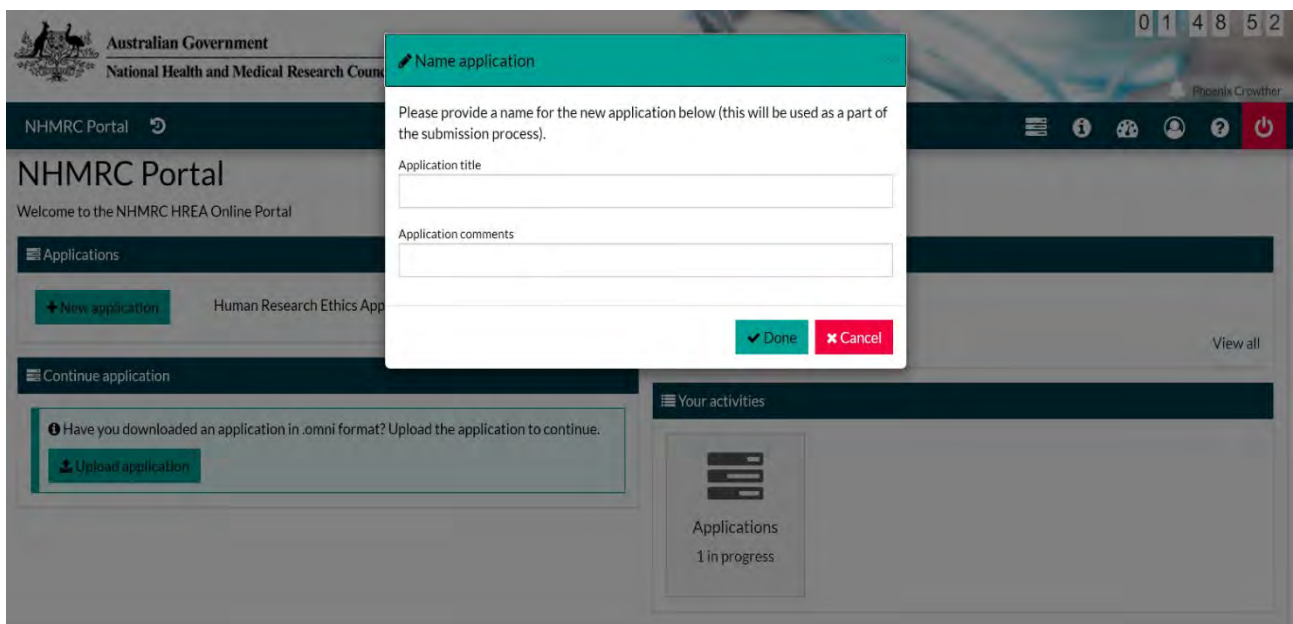
2 Creating your ethics application

2.1 How to start a new application

1. Sign in to your HREA account or as a guest.
2. Select the 'New application' button.



3. Enter an Application title, any comments you want to include and select 'Done'.



4. This will take you to the first page of the HREA. You must select 'Acknowledge and Continue' at the bottom of the Introduction page to access the questions. From here, you can answer HREA questions and complete your application.

NHMRC Portal Applications Information Dashboards Profile Help Sign out

CC01205 - Introduction screen

Introduction Introduction HREC Directory

Preview Save Next

Before completing this application, acknowledge that:

- 1) The HREA has been designed for ethics review of human research, as defined in the [National Statement](#).
 - The [National Statement](#) states that research is:
"...widely understood to include at least investigation undertaken to gain knowledge and understanding or to train researchers... Human research is research conducted with or about people, or their data or tissue".
 - The [Australian Code for the Responsible Conduct of Research \(the Code\)](#) states that research includes:
"...the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies inventions and understandings".
 - Research excludes activities that are carried out exclusively for quality improvement, quality assurance or evaluation.
 - Audit-type activities may be considered research if investigating a potential research question.
 - Non-research projects that will be published and some student internships may need ethics review, but not necessarily by an HREC.
 - Contact your institution's ethics or research office for guidance on whether your project requires ethics review.
- 2) Adequate resources must be available to conduct this research project.
 - [National Statement 1.1 \(f\)](#) states that research that has merit is:
"...conducted using facilities and resources appropriate for the research".
 - It is expected that adequate resources will be available for this research project. Resources may include: financial resources, human resources, equipment, facilities and in-kind support.
 - Consult with your institution's ethics or research office for further advice.
- 3) All relevant institutional policies pertaining to the conduct of this research project should be considered and adhered to.
 - Institutions may have policies in place that relate to the conduct of research. These policies should be consulted prior to completing this application and adhered to throughout the conduct of the research.
 - Consult with your institution's ethics or research office for further advice.
 - Ensure all investigators are familiar with their institutional policies and note that if you are conducting research at multiple sites that institutional policies may differ.
- 4) Research activities must not commence until ethics approval (and site authorisation, if appropriate) has been provided.
 - You must not start your research project until you have received written ethics approval and site authorisation (if appropriate).
 - This includes screening of participants and/or data collection activities.
- 5) The HREA requires the attachment of a [Project Description/Protocol](#).
 - It is strongly recommended that you prepare the [Project Description/Protocol](#) before commencing this HREA. Advice on what to include in this document is available on the [Project Description/Protocol](#).

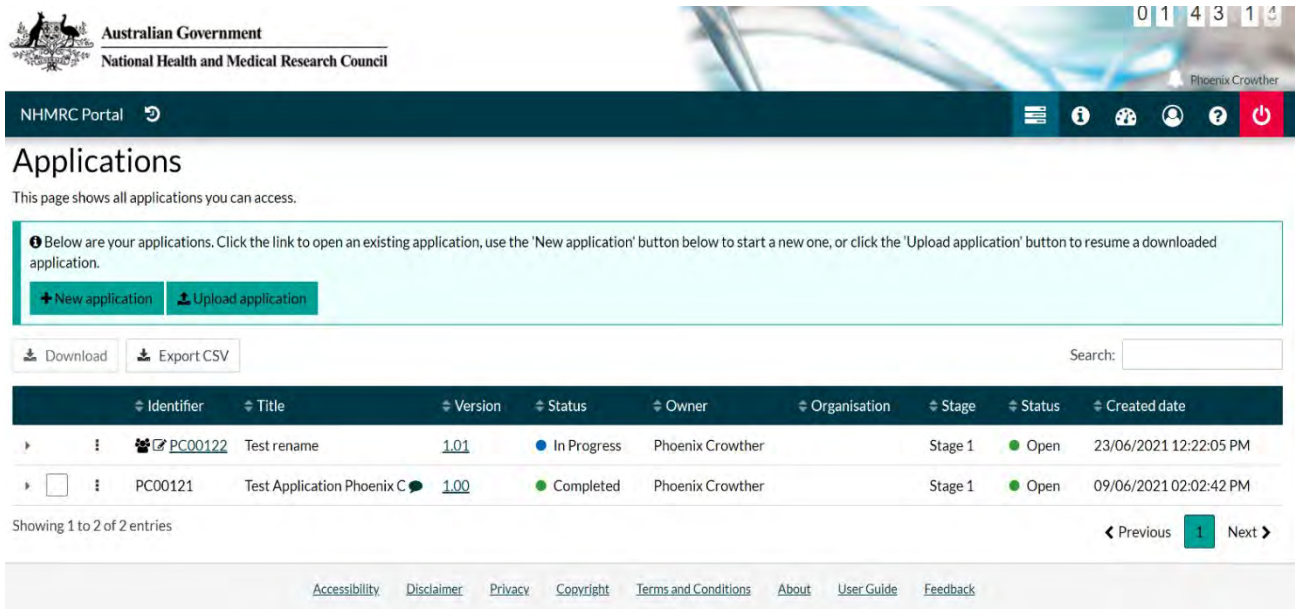
Note: You cannot complete the HREA unless you acknowledge the above statements.

Acknowledge and Continue

2.2 How to share your application

The HREA allows you to share your HREA online while it is being prepared. This feature can be used to invite anyone to review and amend your application. If you invite someone without a HREA account, they will be prompted to create an account.

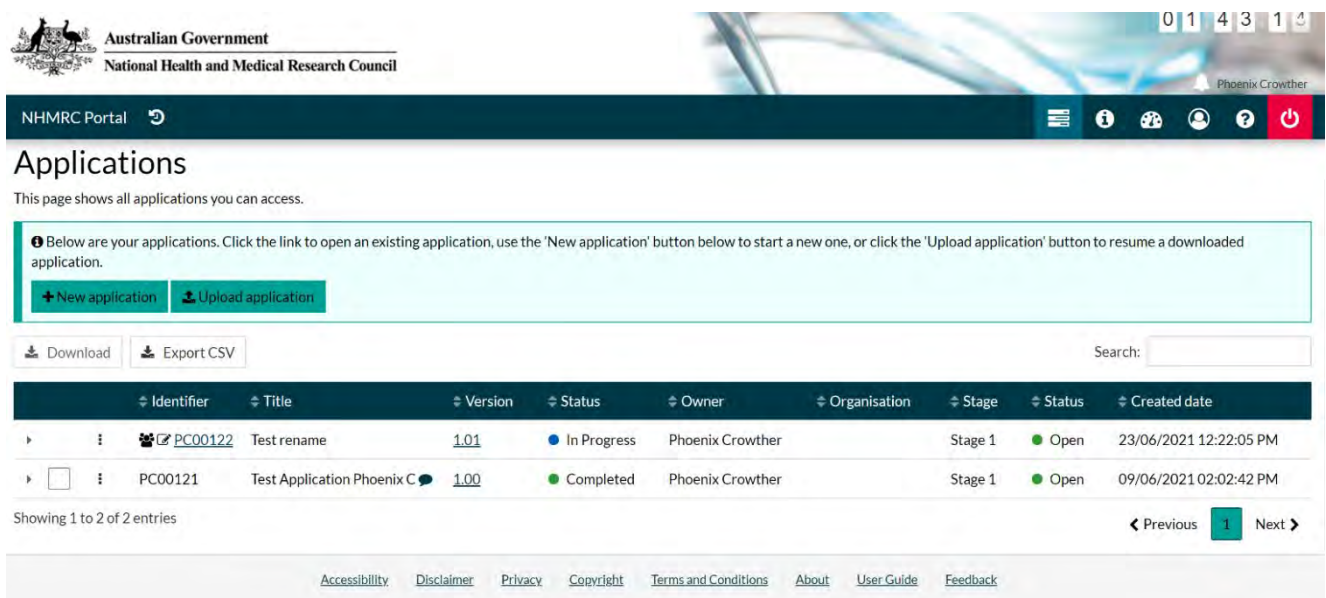
1. Navigate to the 'Applications' page



The screenshot shows the NHMRC Portal 'Applications' page. At the top, there is the Australian Government logo and the text 'Australian Government National Health and Medical Research Council'. Below this is a dark blue navigation bar with 'NHMRC Portal' and a search icon. The main heading is 'Applications' with a sub-heading 'This page shows all applications you can access.' Below this is a light blue box containing instructions and two buttons: '+ New application' and '+ Upload application'. Underneath are 'Download' and 'Export CSV' buttons, and a search field. The main content is a table with columns: Identifier, Title, Version, Status, Owner, Organisation, Stage, Status, and Created date. The table contains two entries: one for 'Test rename' (Version 1.01, In Progress) and one for 'Test Application Phoenix C' (Version 1.00, Completed). At the bottom, there are navigation links for 'Previous' and 'Next', and a footer with various policy links.

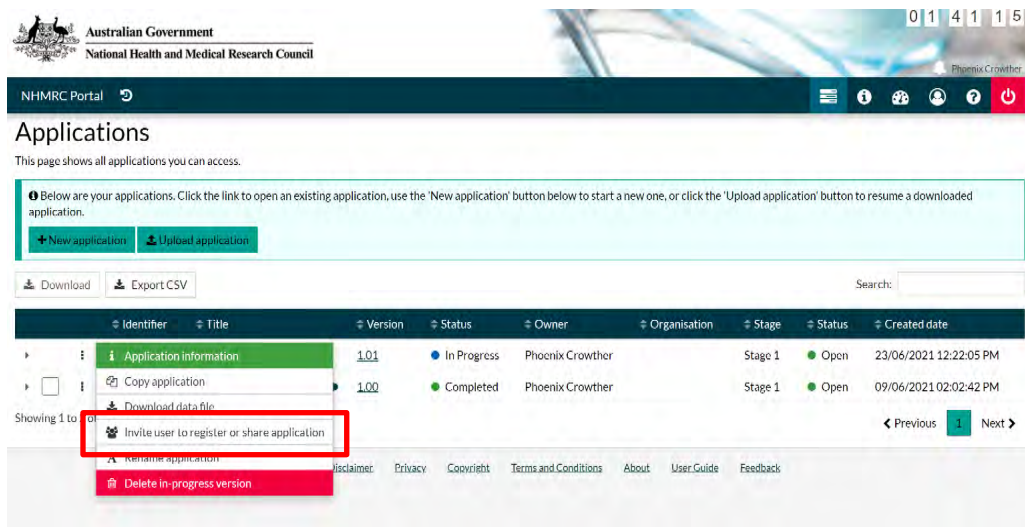
Identifier	Title	Version	Status	Owner	Organisation	Stage	Status	Created date
PC00122	Test rename	1.01	In Progress	Phoenix Crowther		Stage 1	Open	23/06/2021 12:22:05 PM
PC00121	Test Application Phoenix C	1.00	Completed	Phoenix Crowther		Stage 1	Open	09/06/2021 02:02:42 PM

2. Identify the application you wish to share and select the 'Options' button (three dots on the left side of the Identifier).

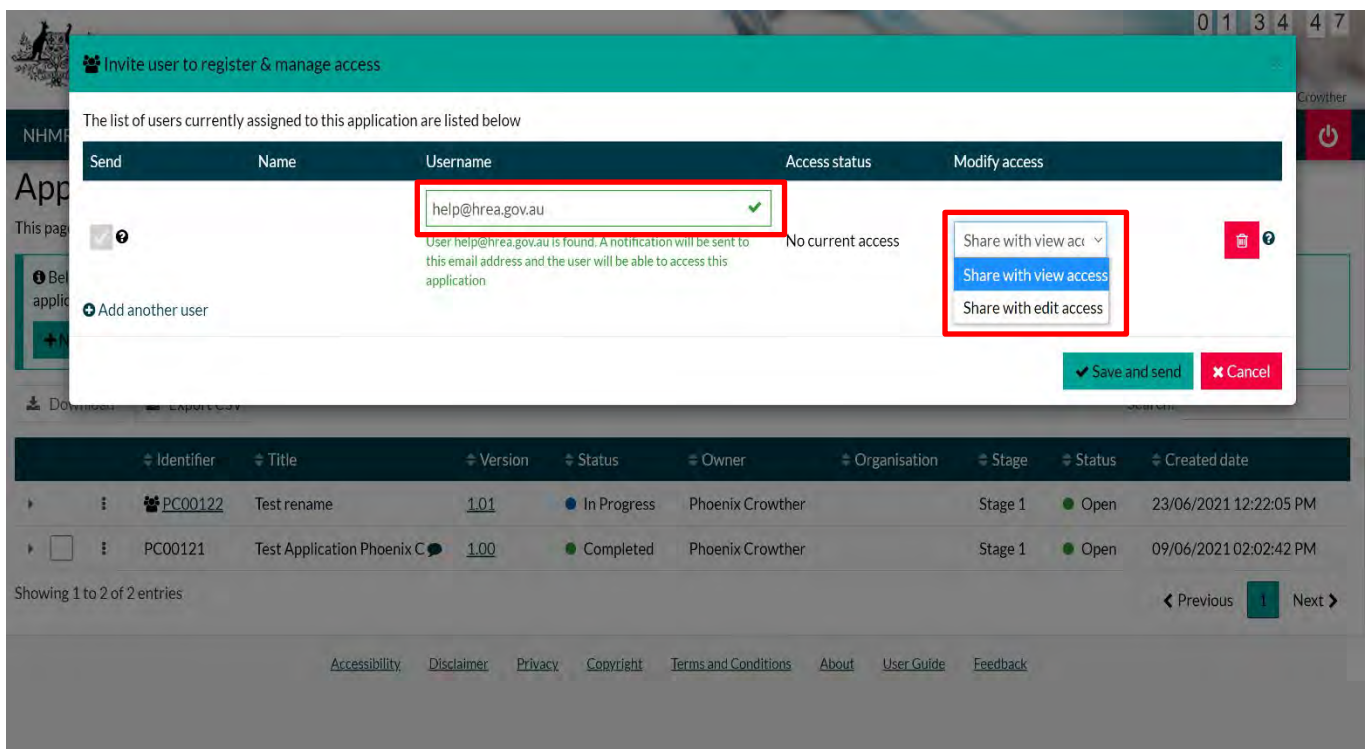


This screenshot is identical to the one above, but the 'Options' button (three dots) next to the Identifier 'PC00122' in the table is highlighted with a red box, indicating the step of selecting the application to share.

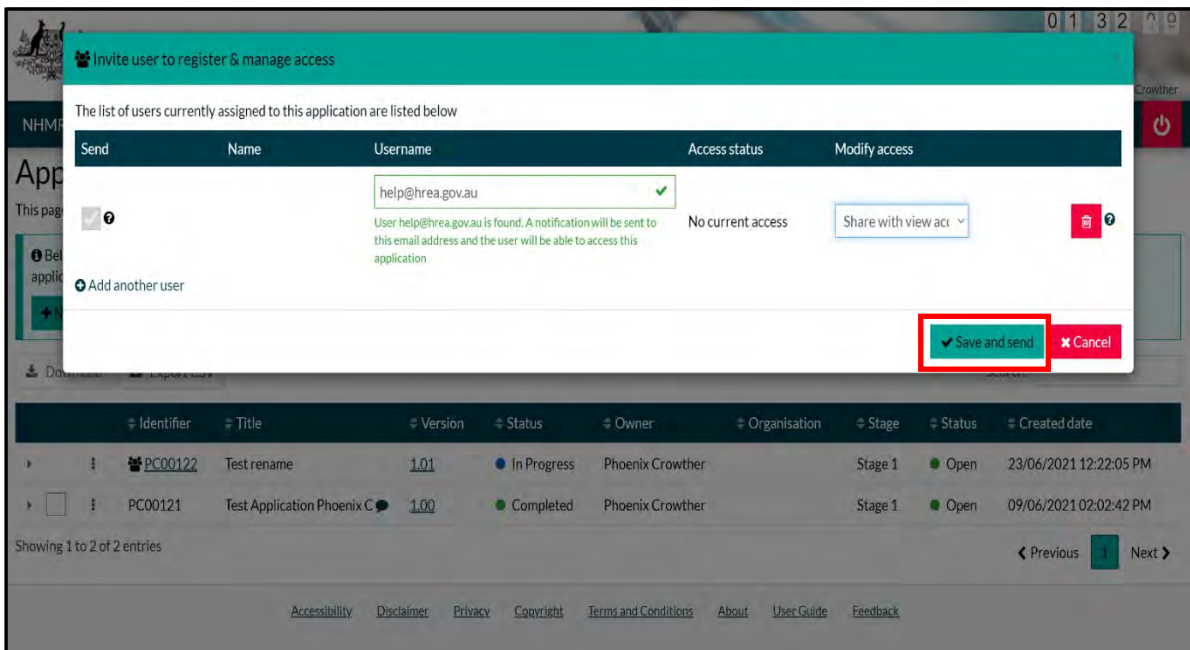
3. Select the 'Invite user to register or share application' button.



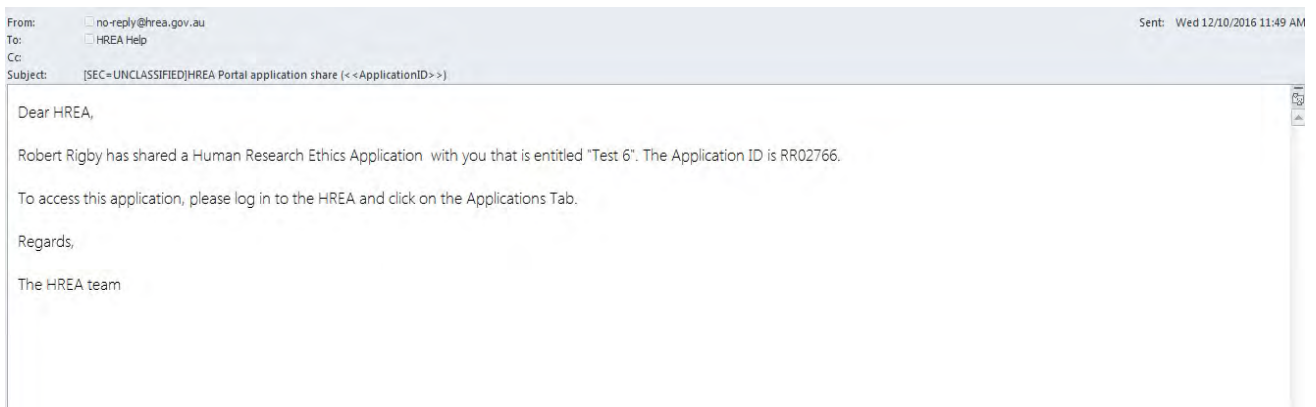
4. Enter the username (i.e. the email address) of the person with whom you wish to share the application. They will be added to the list of assigned users. Select from either the 'View' or 'Edit' access option. 'View' will allow the user to open the application but not make any edits to it. 'Edit' will allow the user to open and edit the application.



5. Select the 'Save and send' button.



6. The person with whom you have shared the application will receive an email. If the person does not have a HREA account, they will be prompted to create one.



7. The 'Share' icon (on the left side of the Identifier) indicates that an application is being shared. Note that only one person can edit a shared application at a time.

Australian Government
National Health and Medical Research Council

NHMRC Portal


Applications

This page shows all applications you can access.

Below are your applications. Click the link to open an existing application, use the 'New application' button below to start a new one, or click the 'Upload application' button to resume a downloaded application.

+ New application Upload application

Download Export CSV Search:

Identifier	Title	Version	Status	Owner	Organisation	Stage	Status	Created date
 PC00122	Test rename	1.01	In Progress	Phoenix Crowther		Stage 1	Open	23/06/2021 12:22:05 PM
<input type="checkbox"/> PC00121	Test Application Phoenix C	1.00	Completed	Phoenix Crowther		Stage 1	Open	09/06/2021 02:02:42 PM

Showing 1 to 2 of 2 entries < Previous 1 Next >

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8. To 'unshare' an application, identify the application you wish to 'unshare' and select the 'Options' button on the left side of the Identifier. Note that only the application owner can 'unshare' an application.

Australian Government
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NHMRC Portal


Applications

This page shows all applications you can access.

Below are your applications. Click the link to open an existing application, use the 'New application' button below to start a new one, or click the 'Upload application' button to resume a downloaded application.

+ New application Upload application

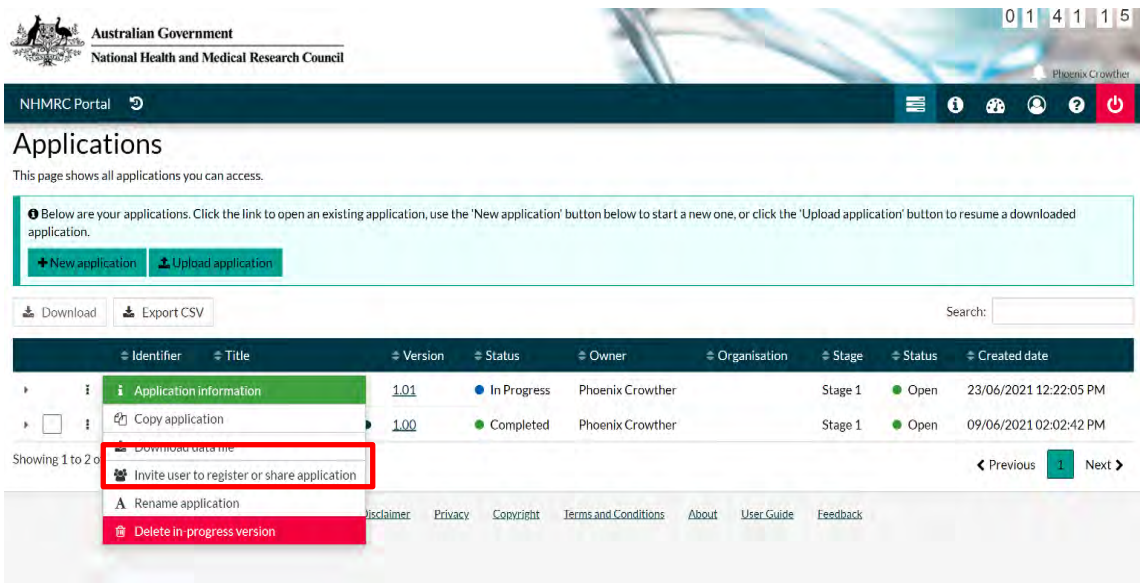
Download Export CSV Search:

Identifier	Title	Version	Status	Owner	Organisation	Stage	Status	Created date
 PC00122	Test rename	1.01	In Progress	Phoenix Crowther		Stage 1	Open	23/06/2021 12:22:05 PM
<input type="checkbox"/> PC00121	Test Application Phoenix C	1.00	Completed	Phoenix Crowther		Stage 1	Open	09/06/2021 02:02:42 PM

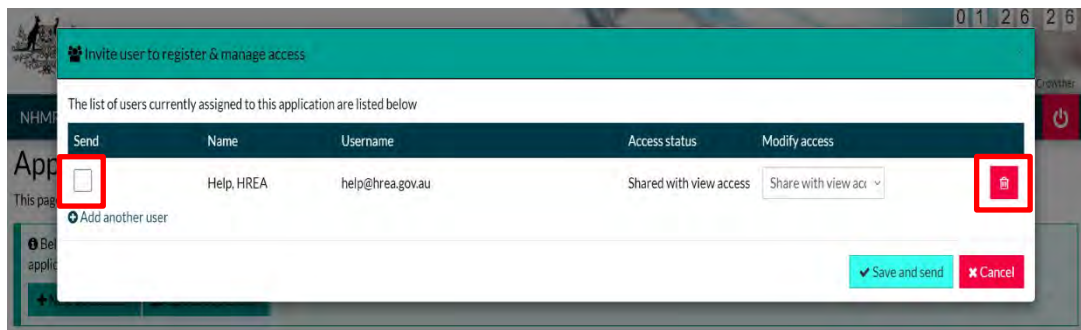
Showing 1 to 2 of 2 entries < Previous 1 Next >

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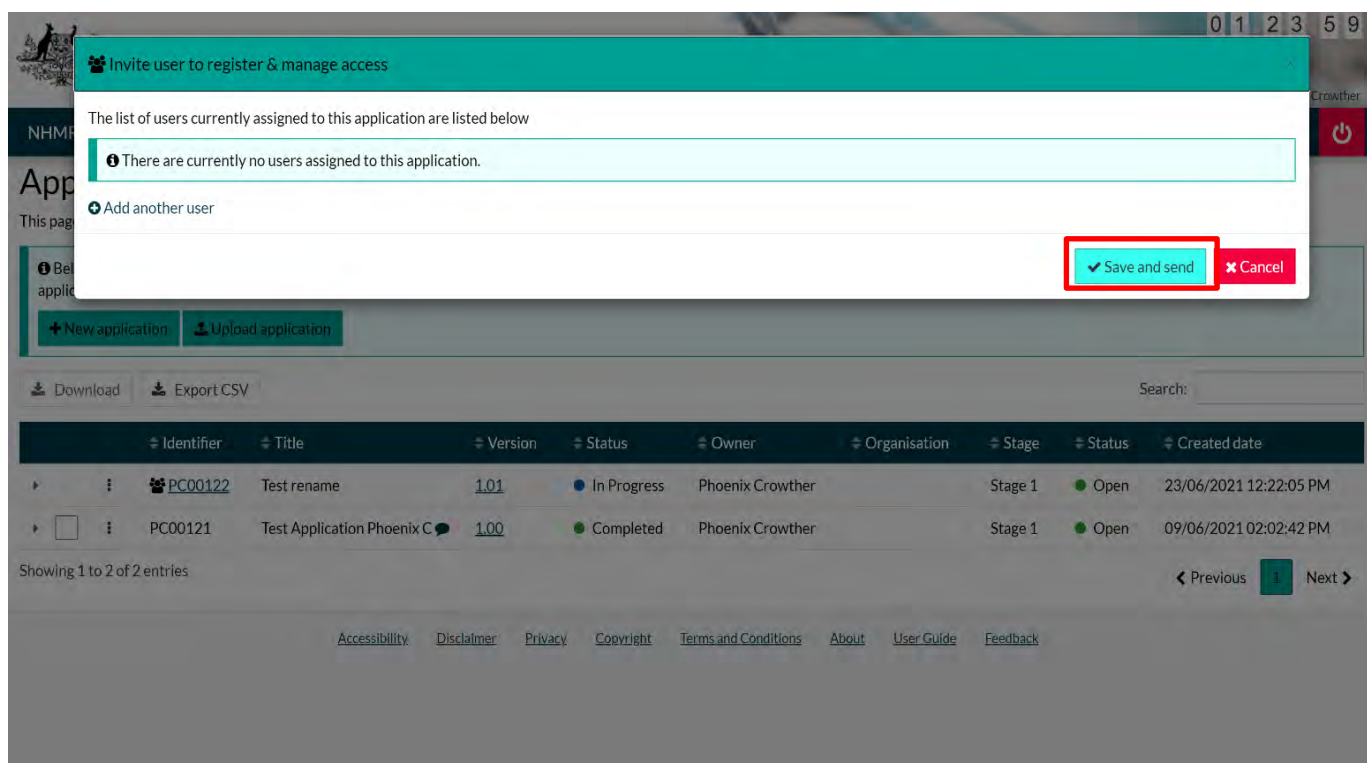
9. Select the 'Invite user to register or share application' button.



10. Identify the user/s you wish to remove, select the tick box on the left side of their name, and then select the 'Delete' button on the right side of the access menu.



11. Deleted users will no longer appear in the 'Assigned users' list. Select 'Save and send' to complete and return to the 'Applications' list screen.



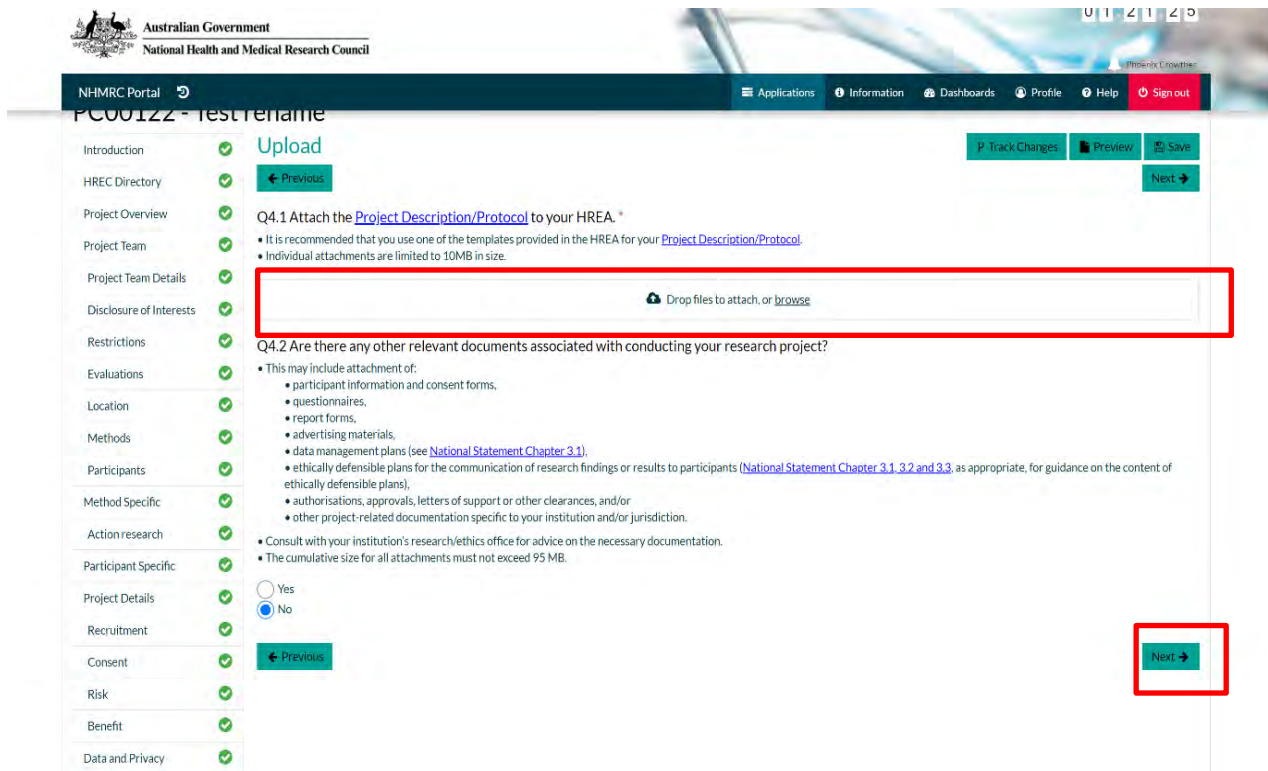
12. Note: If you share an application with another user and provide them with 'edit' access, they will be able to complete the application on your behalf.

13. Note: When an application is completed and generated, it will no longer be shared with other users and will automatically disappear from the list of applications visible to those users. Only the original owner of the application will be able to access it.

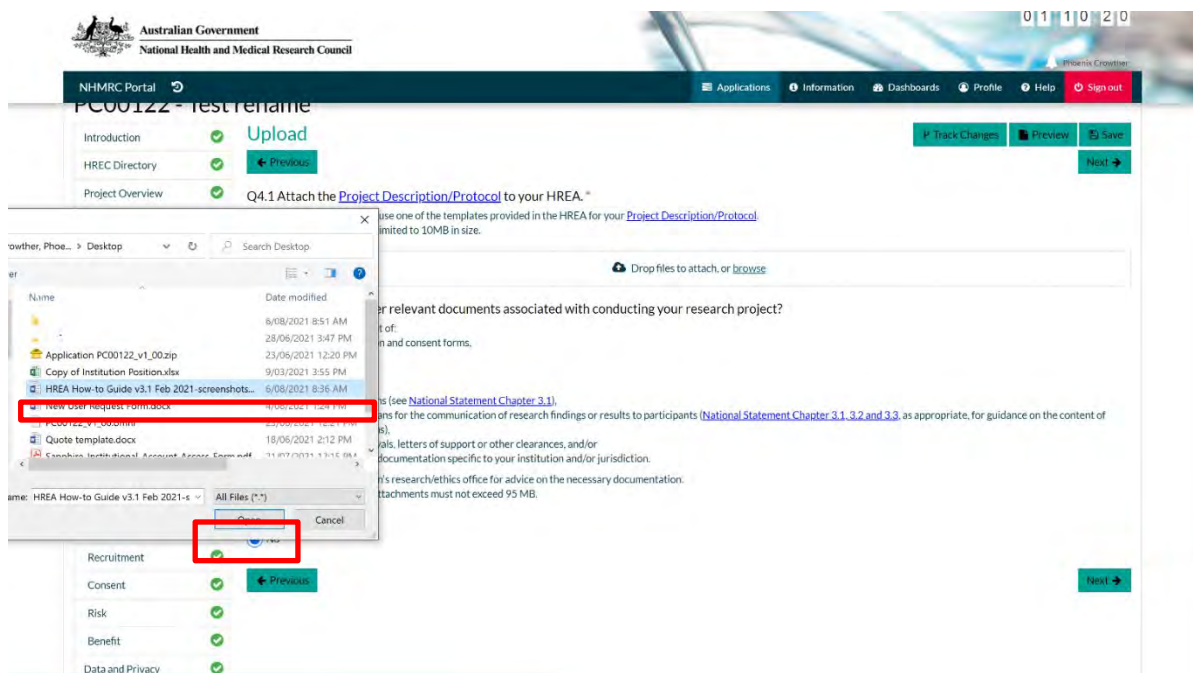
2.3 How to attach the Project Description/Protocol

Attachment of a Project Description/Protocol to the HREA is mandatory and it is attached separately to any other relevant (optional) documents.

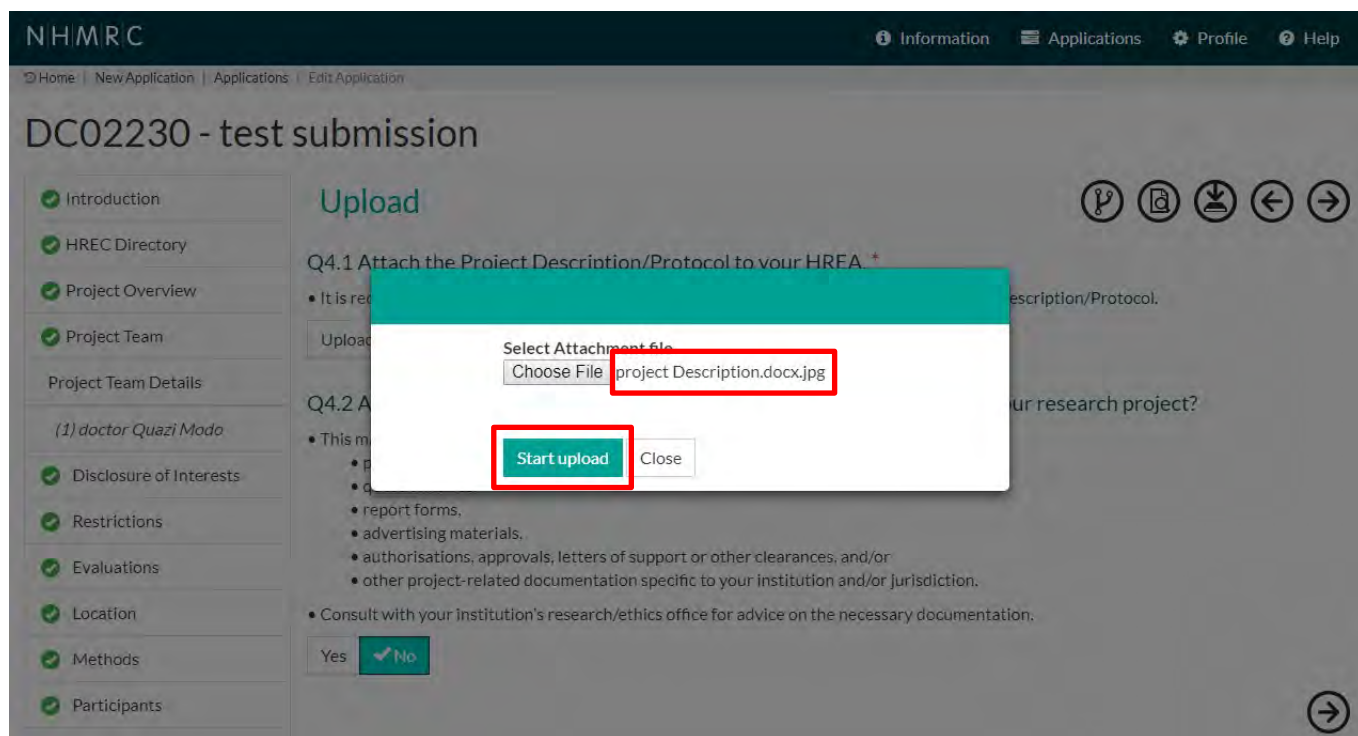
1. Navigate to Q4.1 on the 'Upload' page. Select 'Browse' and the HREA will open the file explorer on your computer.



2. Select the file for attachment and select 'Open'.



3. Ensure the correct filename is displayed and select 'Start upload'.



- Confirm the correct document has been uploaded. Selecting 'Open' will download and open the attached document. The attached document is a copy of the original document. The original document will remain on your computer.

Australian Government
National Health and Medical Research Council

NHMRC Portal

PC00122 - testrename

Introduction Upload Track Changes Preview Save

HREC Directory Previous Next

Project Overview Q4.1 Attach the [Project Description/Protocol](#) to your HREA. *

Project Team

- It is recommended that you use one of the templates provided in the HREA for your [Project Description/Protocol](#).
- Individual attachments are limited to 10MB in size.

File Name	Size
<input checked="" type="checkbox"/> New User Request Form.docx	174.05 kB

Q4.2 Are there any other relevant documents associated with conducting your research project?

This may include attachment of:

- participant information and consent forms,
- questionnaires,
- report forms,
- advertising materials,
- data management plans (see [National Statement Chapter 3.1](#)),
- ethically defensible plans for the communication of research findings or results to participants ([National Statement Chapter 3.1, 3.2 and 3.3](#), as appropriate, for guidance on the content of ethically defensible plans),
- authorisations, approvals, letters of support or other clearances, and/or
- other project-related documentation specific to your institution and/or jurisdiction.

Consult with your institution's research/ethics office for advice on the necessary documentation.

The cumulative size for all attachments must not exceed 95 MB.

Yes
 No

Previous Next

- To remove the attached Project Description/Protocol, select the X button on the left side of the file name.

Australian Government
National Health and Medical Research Council

NHMRC Portal

PC00122 - testrename

Introduction Upload Track Changes Preview Save

HREC Directory Previous Next

Project Overview Q4.1 Attach the [Project Description/Protocol](#) to your HREA. *

Project Team

- It is recommended that you use one of the templates provided in the HREA for your [Project Description/Protocol](#).
- Individual attachments are limited to 10MB in size.

File Name	Size
<input checked="" type="checkbox"/> New User Request Form.docx	174.05 kB

Q4.2 Are there any other relevant documents associated with conducting your research project?

This may include attachment of:

- participant information and consent forms,
- questionnaires,
- report forms,
- advertising materials,
- data management plans (see [National Statement Chapter 3.1](#)),
- ethically defensible plans for the communication of research findings or results to participants ([National Statement Chapter 3.1, 3.2 and 3.3](#), as appropriate, for guidance on the content of ethically defensible plans),
- authorisations, approvals, letters of support or other clearances, and/or
- other project-related documentation specific to your institution and/or jurisdiction.

Consult with your institution's research/ethics office for advice on the necessary documentation.

The cumulative size for all attachments must not exceed 95 MB.

Yes
 No

Previous Next

- Note:** Please avoid uploading large files (e.g. uncompressed photos) to the HREA. Your application may not open if you have attached files with a cumulative size of 100MB or more.

2.4 How to attach other relevant documentation

Attaching other documents is not mandatory, but other documents may be needed for a particular project. The process for attaching other relevant documents is slightly different to the process for attaching the mandatory Project Description/Protocol.

1. Navigate to Q4.2 on the 'Upload' page.

The screenshot shows the NHMRC Portal interface. The top navigation bar includes 'Applications', 'Information', 'Dashboards', 'Profile', 'Help', and 'Sign out'. The main content area is titled 'Upload' and features a sidebar on the left with a list of sections, each with a green checkmark: Introduction, HREC Directory, Project Overview, Project Team, Project Team Details, Disclosure of Interests, Restrictions, Evaluations, Location, Methods, Participants, Method Specific, Action research, Participant Specific, Project Details, Recruitment, Consent, Risk, Benefit, Data and Privacy, and Generate HREA document. The main content area is divided into two sections: Q4.1 and Q4.2. Q4.1 is titled 'Attach the Project Description/Protocol to your HREA.' and includes instructions and a table of attachments. Q4.2 is titled 'Are there any other relevant documents associated with conducting your research project?' and includes a list of document types and a radio button selection for 'Yes' or 'No'. The 'No' option is selected. Navigation buttons for 'Previous' and 'Next' are visible at the top and bottom of the main content area.

Introduction **Upload** Track Changes Preview Save

HREC Directory ← Previous

Project Overview

Project Team

Project Team Details

Disclosure of Interests

Restrictions

Evaluations

Location

Methods

Participants

Method Specific

Action research

Participant Specific

Project Details

Recruitment

Consent

Risk

Benefit

Data and Privacy

Generate HREA document

Upload

Q4.1 Attach the [Project Description/Protocol](#) to your HREA. *

- It is recommended that you use one of the templates provided in the HREA for your [Project Description/Protocol](#).
- Individual attachments are limited to 10MB in size.

File Name	Size
<input checked="" type="checkbox"/> New User Request Form.docx	174.05 kB

Q4.2 Are there any other relevant documents associated with conducting your research project?

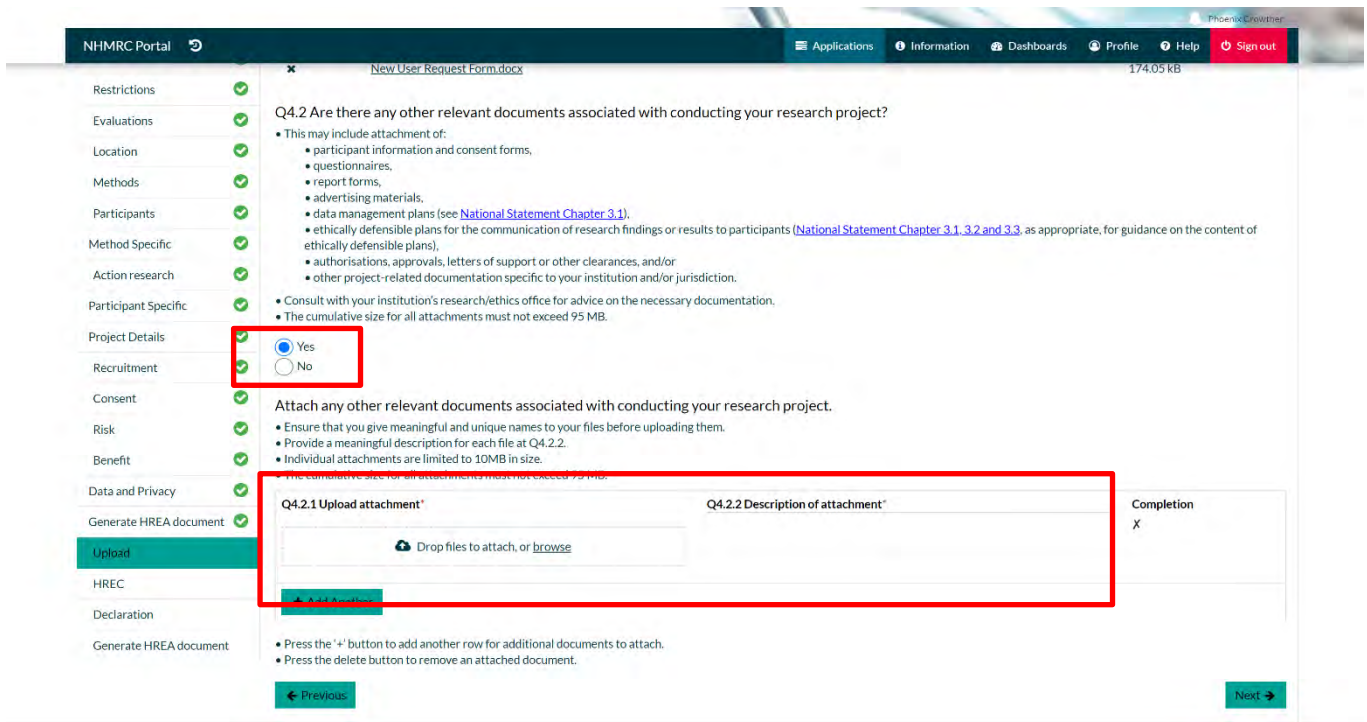
- This may include attachment of:
 - participant information and consent forms,
 - questionnaires,
 - report forms,
 - advertising materials,
 - data management plans (see [National Statement Chapter 3.1](#)).
 - ethically defensible plans for the communication of research findings or results to participants ([National Statement Chapter 3.1, 3.2 and 3.3](#), as appropriate, for guidance on the content of ethically defensible plans),
 - authorisations, approvals, letters of support or other clearances, and/or
 - other project-related documentation specific to your institution and/or jurisdiction.
- Consult with your institution's research/ethics office for advice on the necessary documentation.
- The cumulative size for all attachments must not exceed 95 MB.

Yes

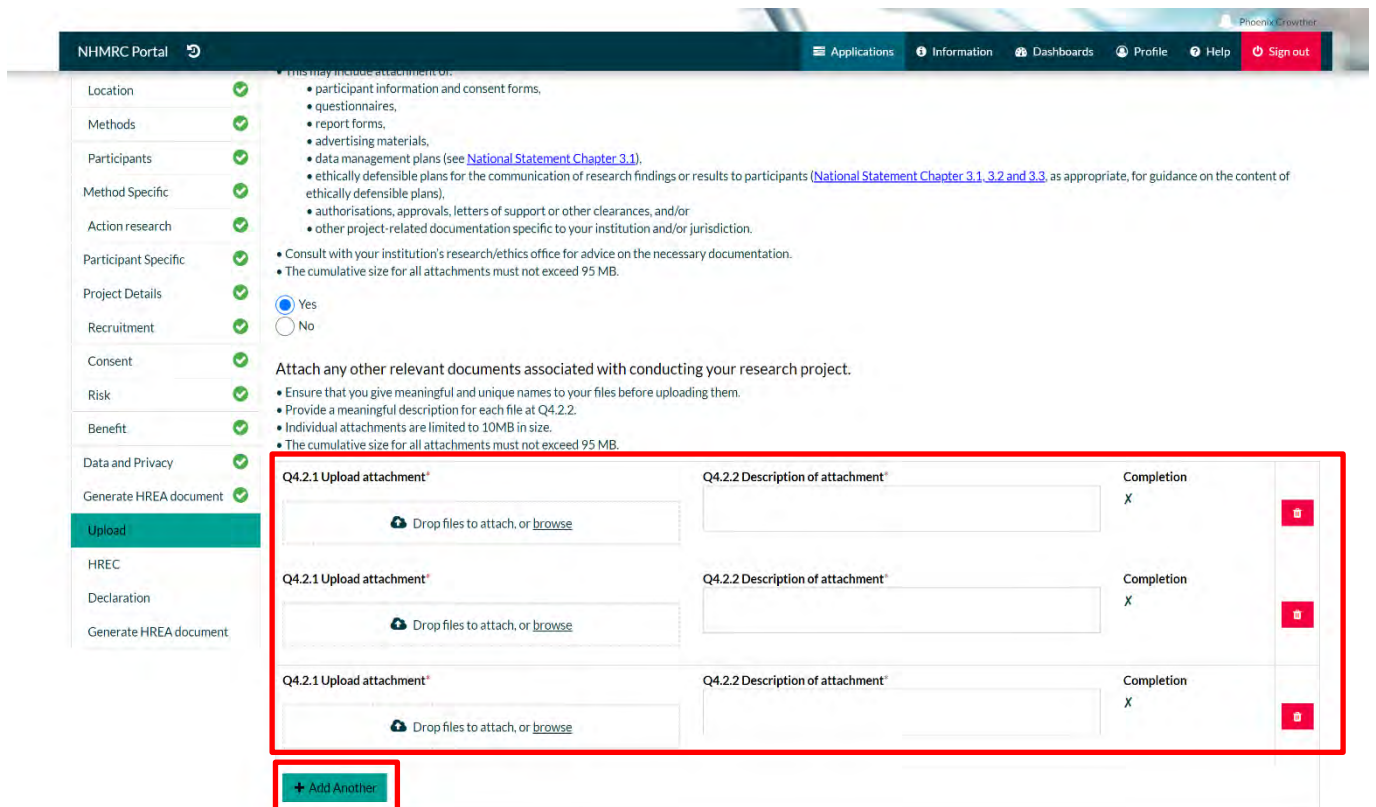
No

← Previous Next →

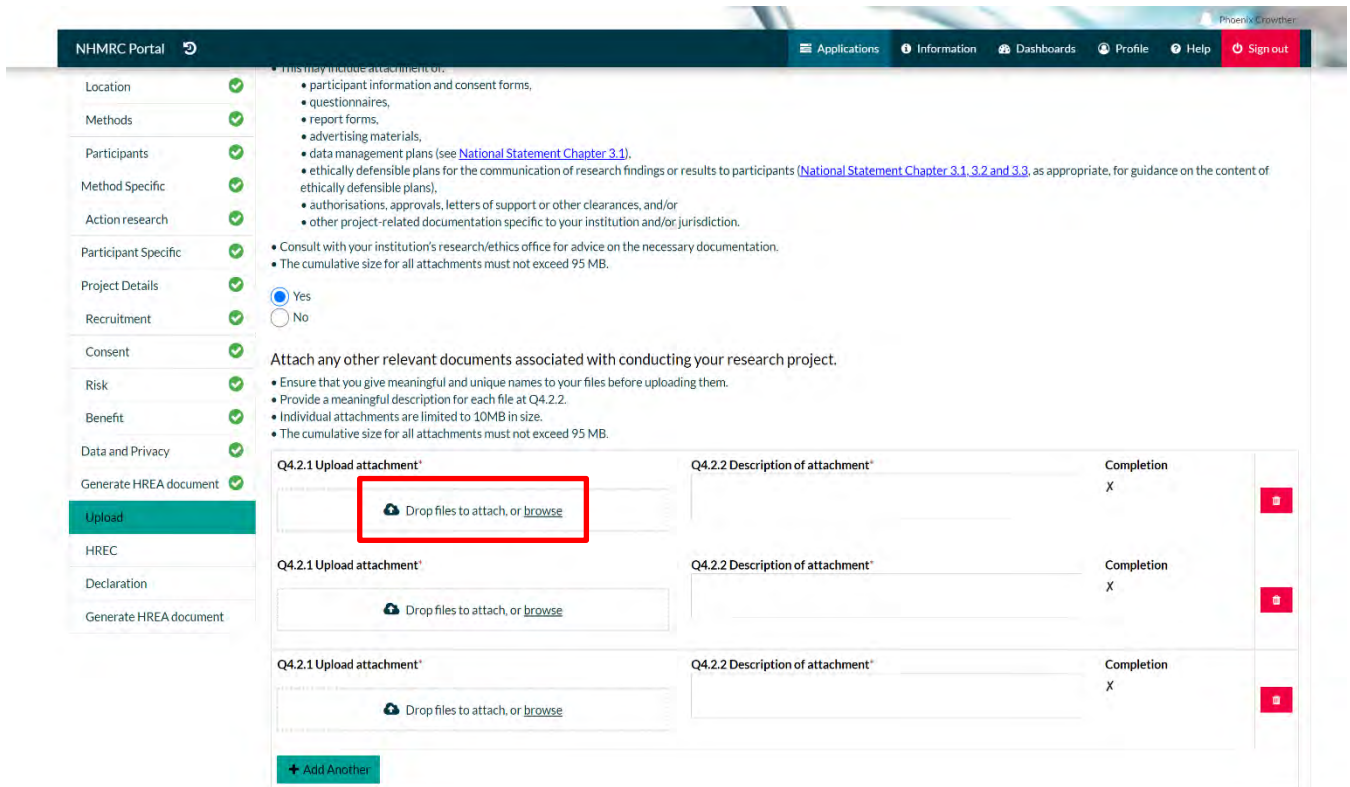
2. Select 'Yes' at Q4.2 to show the 'Upload attachment' and 'Description of attachment' fields.



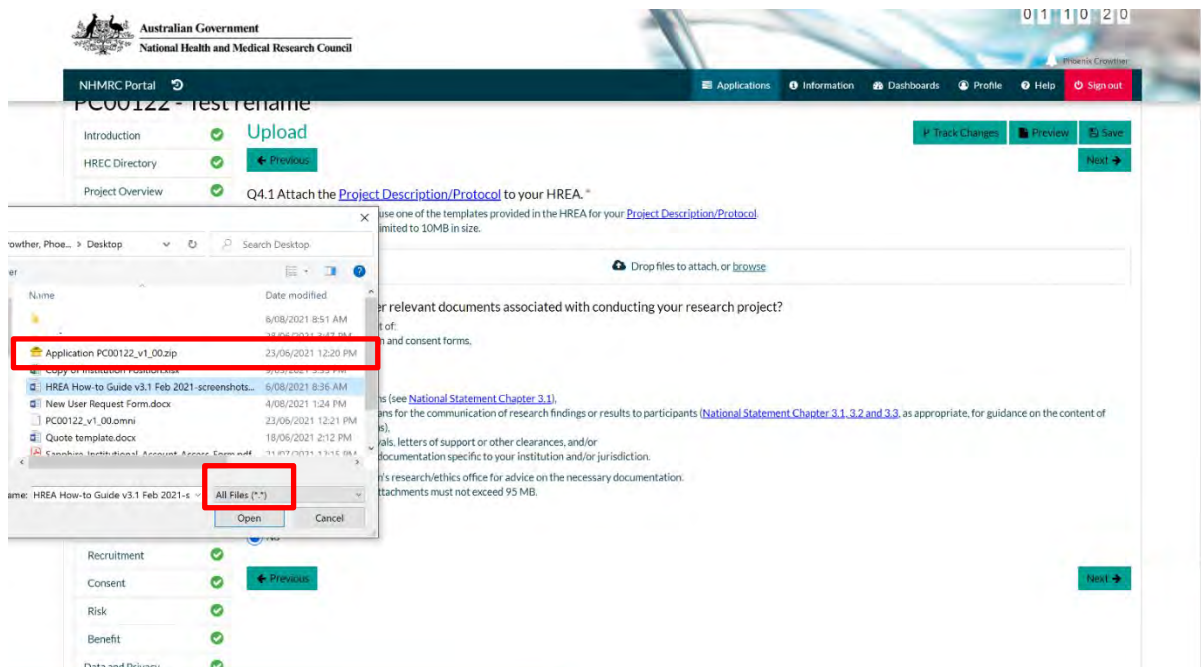
3. To add more attachments, select the 'Add Another' button. In this example, three rows have been added in order to add three separate attachments.



4. To add an attachment, select 'Browse' and the HREA will open the file explorer on your computer.



5. Select the file for attachment and select 'Open'.



6. Ensure the correct filename is listed and select 'Start upload'.

The screenshot shows the NHMRC application interface for a submission titled "DC02230 - test submission". The "Upload" section is active, and a modal window is open for selecting a file to upload. The modal window has a teal header and contains the following text:

Select Attachment file
Choose File | PICF.docx

Start upload Close

The "Start upload" button is highlighted with a red box. Below the modal window, the "Upload" section contains the following text:

Q4.1 Attach the Project Description/Protocol to your HREA. *

• It is recommended that you use the following file formats:

Clear content selection
(project Description.docx;jpg) (Q4.1.1)

Q4.2 Are there any other relevant documents associated with your research project?

• This may include attachment of:

- participant information and consent forms
- questionnaires
- report forms
- advertising materials
- authorisations, approvals, letters of support or other clearances, and/or
- other project-related documentation specific to your institution and/or jurisdiction.

• Consult with your institution's research/ethics office for advice on the necessary documentation.

Yes No

Attach any other relevant documents associated with conducting your research project.

• Ensure that you give meaningful and unique names to your files before uploading them. Also provide a meaningful description for each file at Q4.2.2.

Q4.2.1 Upload attachment*	Q4.2.2 Description of attachment*	Completion
<input type="checkbox"/> Upload New		X
<input type="checkbox"/> Upload New		X
<input type="checkbox"/> Upload New		X

7. Confirm the correct document has been uploaded. The attached document is a copy of the original document. The original document will remain on your computer.

The screenshot shows the 'Upload' section of the NHMRC Portal. A table lists the uploaded files:

File Name	Size
New User Request Form.docx	174.05 kB

Below the table, there are fields for 'Q4.2.1 Upload attachment*' and 'Q4.2.2 Description of attachment*'. The 'Completion' field shows a cross (X).

8. Add the description of the attachment. When a document has been successfully uploaded and the description added, the 'Completion' field changes from a cross to a tick.

This screenshot shows the same 'Upload' page as above, but with the 'Completion' field now containing a checkmark (✓), indicating that the description has been added.

9. To remove an incorrect attachment, select the X on the left side of the file name.

To remove a row in the attachments table altogether (whether a document is attached or not), select the Delete button (rubbish bin) on the right side of the Completion field. The attachment will be removed from your application, but the original will remain on your computer.

The screenshot shows the 'Upload' section of the NHMRC Portal. On the left is a navigation menu with various sections like 'Introduction', 'HREC Directory', 'Project Overview', etc. The main content area is titled 'Upload' and contains several questions (Q4.1, Q4.2) with instructions. Below the questions is a table of attachments. The table has columns for 'File Name', 'Size', and 'Completion'. One row is highlighted with a red box around the 'X' icon in the 'File Name' column and another red box around the 'Delete' button (rubbish bin icon) in the 'Completion' column.

File Name	Size	Completion
<input type="checkbox"/> New User Request Form.docx	174.05 kB	X <input type="button" value="Delete"/>

10. **Note:** Please avoid uploading large files (e.g. uncompressed photos) to the HREA. Your application may not open if you have attached files with a cumulative size of 100MB or more.

2.5 How to attach an investigator's declaration

The HREA will automatically generate a declaration for each person listed in the 'Project Team' section. These can be signed by either attaching a digital signature, signing on screen or printing a blank space for a 'wet ink' signature.

1. Navigate to the 'Declarations' page and select 'Upload other evidence'. Then select 'Browse' to upload your file.

Australian Government
National Health and Medical Research Council

NHMRC Portal

Applications Information Dashboards Profile Help Sign out

01 4 6 2 4

PC00122 - Test rename

Introduction ✓ Declaration Track Changes Preview Save

HREC Directory ✓ Previous

Project Overview ✓

Project Team ✓ This declaration must be completed by each of the researchers/investigators or, where applicable, one member on behalf of the research team.

Project Team Details ✓

- Consult your institution's policy for guidance on whether all members must sign this application or whether one member can sign on behalf of the research team.
- You can use the share feature to have other researchers/investigators complete their declaration within this application - see the [HREA How to Guide](#) for details.
- You can upload evidence of the other researchers/investigators' agreement to this declaration (e.g. a PDF of an email).
- You can have researchers/investigators sign this application after it is completed and printed (i.e. a 'wet ink' signature).

Disclosure of Interests ✓

- Ensure you answer Q1.9.11 for each team member before completing this section.

Restrictions ✓

Evaluations ✓

Location ✓

Methods ✓

Participants ✓

Method Specific ✓

Action research ✓

Participant Specific ✓

Project Details ✓

Recruitment ✓

Consent ✓

Risk ✓

Benefit ✓

I, Phoenix Crowther, certify that:

- All information in this application and supporting documentation is correct and as complete as possible;
- I have read and addressed in this application the requirements of the National Statement and any other relevant guidelines;
- I have familiarised myself with, considered and addressed in this application any relevant legislation, regulations, research guidelines and organisational policies;
- All relevant financial and non-financial interests of the project team have been disclosed; and
- In the capacity of a supervisor, as applicable, I have reviewed this application and I will provide appropriate supervision to the student(s) in accordance with the arrangements specified in this application and those associated with the student's educational program.

Q4.7 How will Phoenix Crowther agree to these terms?*

- You can use the HREA 'sign on screen' function to electronically sign this application.
- Select 'Upload other evidence' to upload and attach other evidence, such as an email.
- Select 'Sign after printing' if you intend to sign the HREA after it is printed (i.e. 'wet ink' signature).

Sign on screen

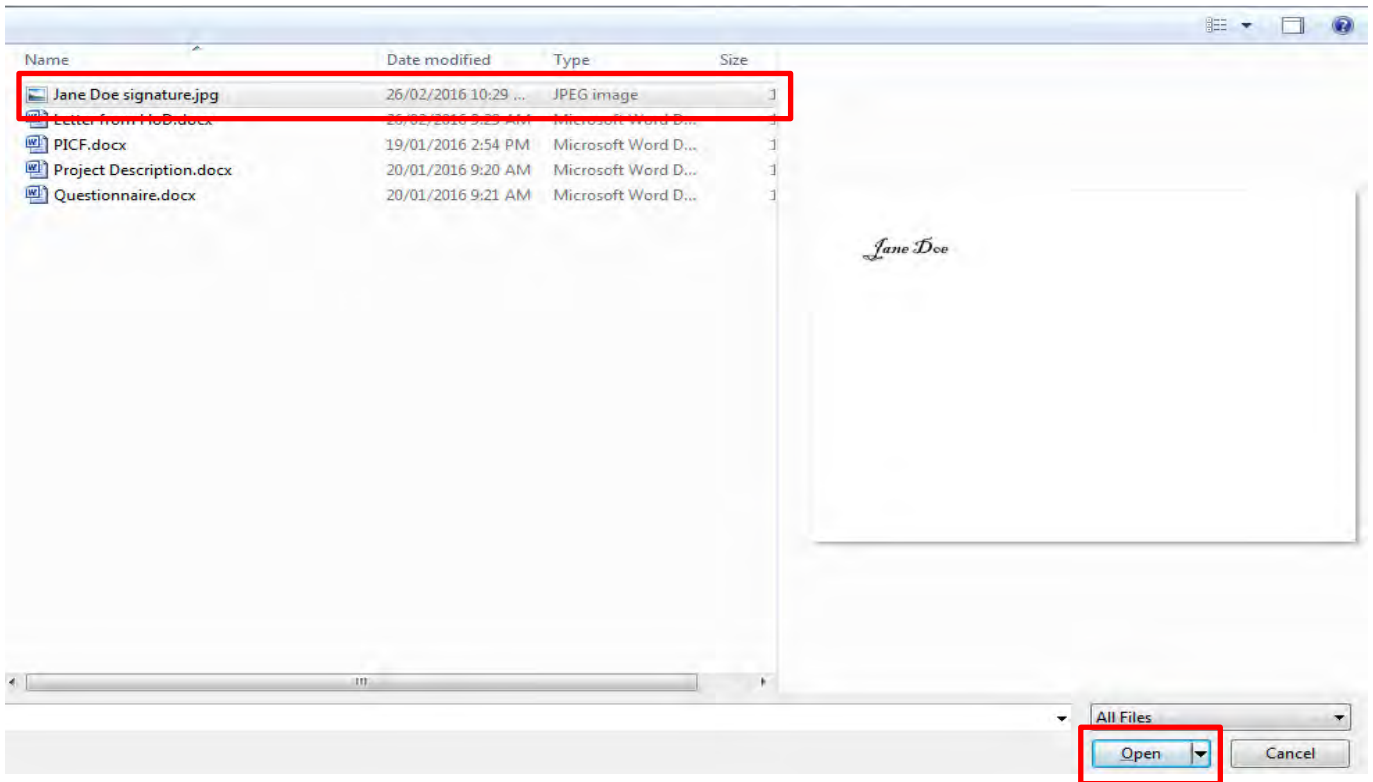
Upload other evidence

Wet ink sign after printing

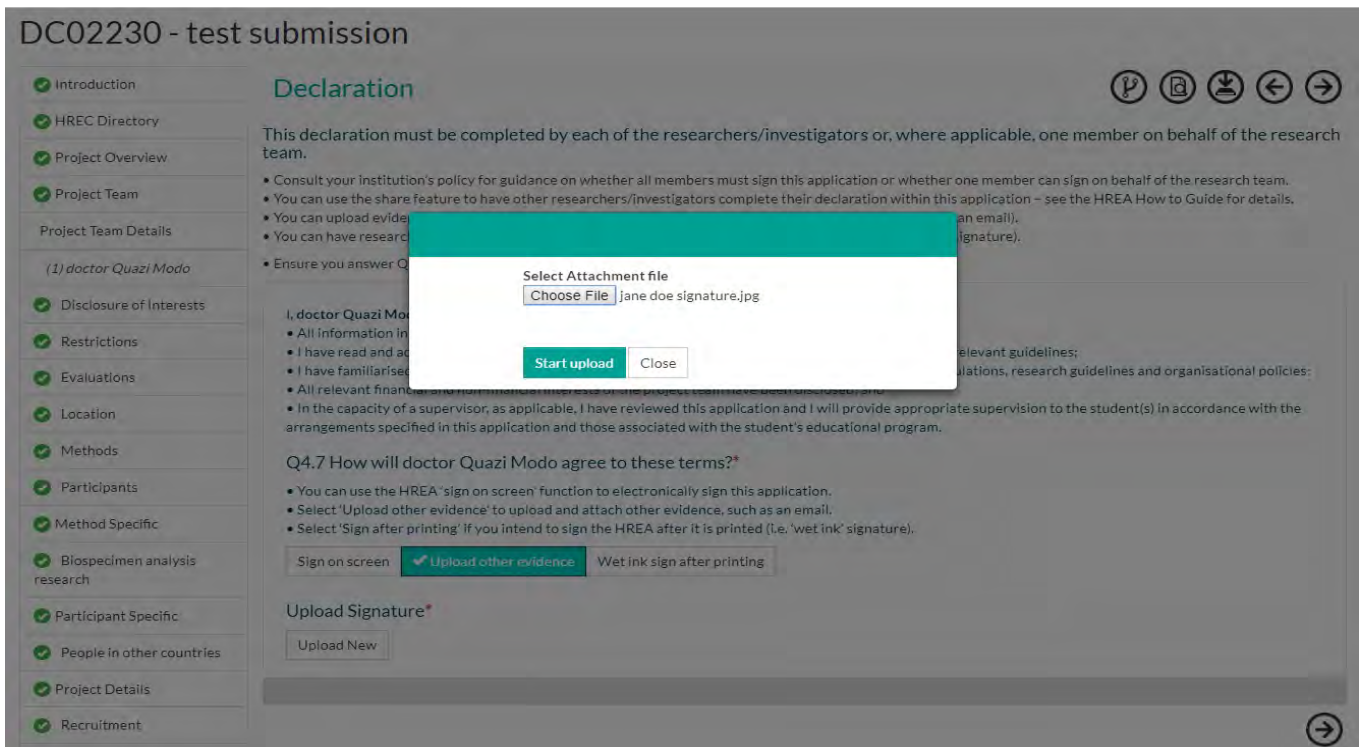
Upload Signature

Drop files to attach, or [browse](#)

2. The HREA will open the file explorer on your computer. Select the file for attachment and select 'Open'.



3. Ensure the correct filename is listed and select 'Start upload'.



4. Confirm the correct file has been uploaded. Selecting 'Open' will download and open the attached document. The attached document is a copy of the original document. The original document will remain on your computer.

NHMRC Portal

Applications Information Dashboards Profile Help Sign out

Phoenix Crowther

Track Changes Preview Save

Previous Next

Introduction ✓

HREC Directory ✓

Project Overview ✓

Project Team ✓

Project Team Details ✓

Disclosure of Interests ✓

Restrictions ✓

Evaluations ✓

Location ✓

Methods ✓

Participants ✓

Method Specific ✓

Action research ✓

Participant Specific ✓

Project Details ✓

Recruitment ✓

Consent ✓

Risk ✓

Benefit ✓

Data and Privacy ✓

Generate HREA document ✓

Upload ✗

Declaration

This declaration must be completed by each of the researchers/investigators or, where applicable, one member on behalf of the research team.

- Consult your institution's policy for guidance on whether all members must sign this application or whether one member can sign on behalf of the research team.
- You can use the share feature to have other researchers/investigators complete their declaration within this application - see the [HREA How to Guide](#) for details.
- You can upload evidence of the other researchers/investigators' agreement to this declaration (e.g. a PDF of an email).
- You can have researchers/investigators sign this application after it is completed and printed (i.e. a 'wet ink' signature).

Ensure you answer Q1.9.11 for each team member before completing this section.

I, **Phoenix Crowther**, certify that:

- All information in this application and supporting documentation is correct and as complete as possible;
- I have read and addressed in this application the requirements of the National Statement and any other relevant guidelines;
- I have familiarised myself with, considered and addressed in this application any relevant legislation, regulations, research guidelines and organisational policies;
- All relevant financial and non-financial interests of the project team have been disclosed; and
- In the capacity of a supervisor, as applicable, I have reviewed this application and I will provide appropriate supervision to the student(s) in accordance with the arrangements specified in this application and those associated with the student's educational program.

Q4.7 How will Phoenix Crowther agree to these terms?*

- You can use the HREA 'sign on screen' function to electronically sign this application.
- Select 'Upload other evidence' to upload and attach other evidence, such as an email.
- Select 'Sign after printing' if you intend to sign the HREA after it is printed (i.e. 'wet ink' signature).

Sign on screen

Upload other evidence

Wet ink sign after printing

Upload Signature*

File Name	Size
✗ New User Request Form.docx	174.05 kB

Previous Next

5. To remove the attached file, select the X on the left side of the file name.

2.6 How to sign on screen

1. Navigate to the 'Declarations' page and select 'Sign on screen'.

The screenshot shows the NHMRC Portal interface. On the left is a navigation menu with various sections like Project Overview, Project Team, etc. The main content area displays instructions for completing the declaration. A red box highlights the 'Sign on screen' radio button under the heading 'Q4.7 How will Phoenix Crowther agree to these terms?'. Below this is a 'Signature' field with a 'Clear' button (two arrows in a circle) and a 'Sign above' label. 'Previous' and 'Next' buttons are at the bottom.

2. Sign in the box using the mouse or finger/stylus if using a touchscreen or tablet. Use the 'Clear' button (two arrows in the shape of a circle) to clear the signature box and start again.

This screenshot shows the same NHMRC Portal interface as the previous one, but now the 'Signature' field contains a handwritten signature that reads 'Jarr doe'. A red box highlights the signature area and the 'Clear' button. The 'Sign on screen' radio button remains selected. The 'Previous' and 'Next' buttons are visible at the bottom.

2.7 How to wet ink sign

1. Navigate to the 'Declarations' page and select 'Wet ink sign after printing'.

NHMRC Portal

Declaration

Introduction ✓ ← Previous Preview Save Next →

HREC Directory ✓

Project Overview ✗ This declaration must be completed by each of the researchers/investigators or, where applicable, one member on behalf of the research team.

Project Team ✓

Project Team Details ✗

Disclosure of Interests ✗

Restrictions ✗

Evaluations ✗

Location ✗

Methods ✗

Participants ✗

Method Specific ✓

Participant Specific ✓

Project Details ✓

Recruitment ✓

Consent ✓

Risk ✗

Benefit ✗ ← Previous Next →

I, Dr x x, certify that:

- All information in this application and supporting documentation is correct and as complete as possible;
- I have read and addressed in this application the requirements of the National Statement and any other relevant guidelines;
- I have familiarised myself with, considered and addressed in this application any relevant legislation, regulations, research guidelines and organisational policies;
- All relevant financial and non-financial interests of the project team have been disclosed; and
- In the capacity of a supervisor, as applicable, I have reviewed this application and I will provide appropriate supervision to the student(s) in accordance with the arrangements specified in this application and those associated with the student's educational program.

Q4.7 How will Dr x x agree to these terms?*

- You can use the HREA 'sign on screen' function to electronically sign this application.
- Select 'Upload other evidence' to upload and attach other evidence, such as an email.
- Select 'Sign after printing' if you intend to sign the HREA after it is printed (i.e. 'wet ink' signature).

Sign on screen

Upload other evidence

Wet ink sign after printing

2. Complete the rest of the HREA, generate the HREA document and print the form.

3. Sign the HREA form on the 'Investigator Team Declarations' section on the printed form.

Investigator Team Declarations

The research team has certified that:

- All information in this application and supporting documentation is correct and as complete as possible;
- I have read and addressed in this application the requirements of the National Statement and any other relevant guidelines;
- I have familiarised myself with, considered and addressed in this application any relevant legislation, regulations, research guidelines and organisational policies;
- All relevant financial and non-financial interests of the project team have been disclosed; and
- In the capacity of a supervisor, as applicable, I have reviewed this application and I will provide appropriate supervision to the student(s) in accordance with the arrangements specified in this application and those associated with the student's educational program.

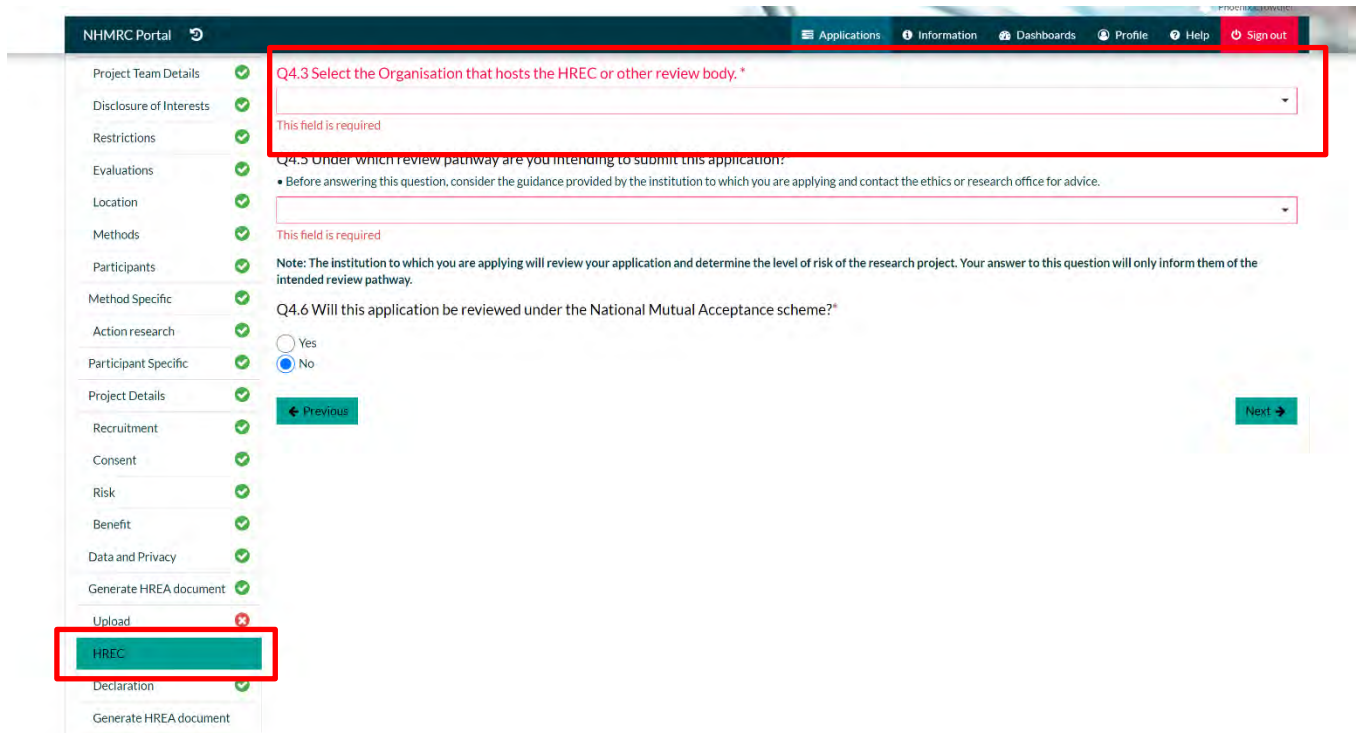
Ms Jane Doe

Sign here:.....

3 Submitting and revising your ethics application

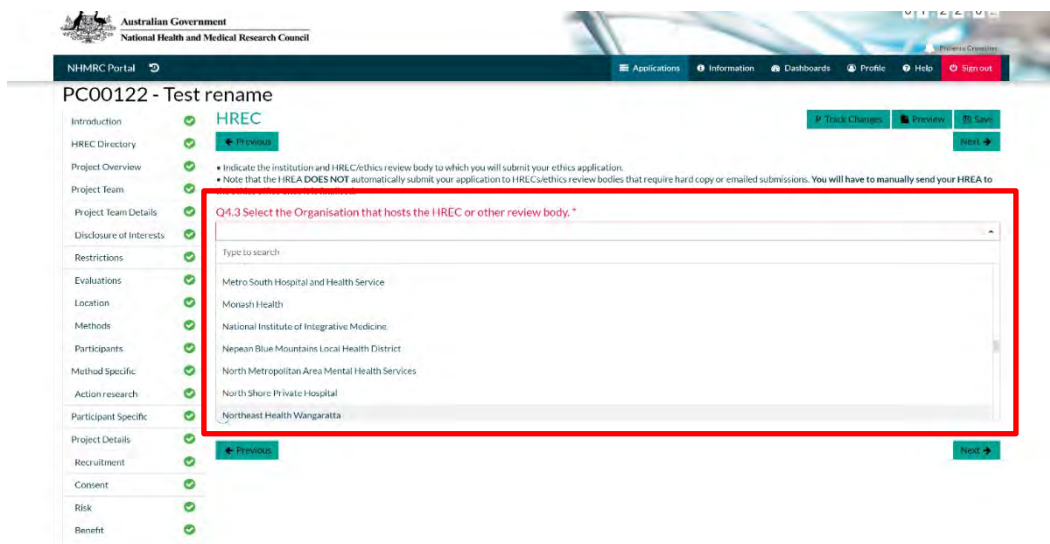
3.1 How to finalise and submit your application

1. Once you have completed all other application questions, navigate to Q4.3 on the 'HREC' page.



The screenshot shows the NHMRC Portal interface. On the left, a navigation menu lists various sections: Project Team Details, Disclosure of Interests, Restrictions, Evaluations, Location, Methods, Participants, Method Specific, Action research, Participant Specific, Project Details, Recruitment, Consent, Risk, Benefit, Data and Privacy, Generate HREA document, Upload, HREC, Declaration, and Generate HREA document. The 'HREC' section is highlighted with a red box. The main content area displays Q4.3: "Select the Organisation that hosts the HREC or other review body.*" with a dropdown menu and a "This field is required" message. Below this is Q4.5: "Under which review pathway are you intending to submit this application?" with a dropdown menu and a "This field is required" message. Q4.6: "Will this application be reviewed under the National Mutual Acceptance scheme?" is also visible. Navigation buttons for "Previous" and "Next" are present.

2. Use the drop-down menu to select the Organisation that hosts the HREC (or other ethics review body) to which you wish to submit your application. If you are unsure which Organisation to choose, contact your institution's ethics/research office for advice.



The screenshot shows the NHMRC Portal interface for the 'HREC' page. The page title is "PC00122 - Test rename". The navigation menu on the left is the same as in the previous screenshot. The main content area displays Q4.3: "Select the Organisation that hosts the HREC or other review body.*" with a dropdown menu and a "This field is required" message. Below this is a list of organisations: Metro South Hospital and Health Service, Monash Health, National Institute of Integrative Medicine, Nepean Blue Mountains Local Health District, North Metropolitan Area Mental Health Services, North Shore Private Hospital, and Northeast Health Warragatta. Navigation buttons for "Previous" and "Next" are present.

3. Selecting an Organisation will generate a list of HRECs (and/or other ethics review bodies) hosted by that Organisation. At Q4.4, select the HREC (or other ethics review body) to which you wish to submit your application. If you are unsure which HREC or Organisation to choose, contact your institution's ethics/research office for advice.

PC00122 - Test rename

HREC

Introduction ✓ **HREC** Track Changes Preview Save
 HREC Directory ✓ Previous Next
 Project Overview ✓
 Project Team ✓
 Project Team Details ✓
 Disclosure of Interests ✓ Aboriginal Health & Medical Council of NSW
 Restrictions ✓
 Evaluations ✓
 Location ✓
 Methods ✓
 Participants ✓
 Method Specific ✓
 Action research ✓
 Participant Specific ✓
 Project Details ✓
 Recruitment ✓
 Consent ✓
 Risk ✓
 Benefit ✓
 Data and Privacy ✓

Q4.3 Select the Organisation that hosts the HREC or other review body.*
 Aboriginal Health & Medical Council of NSW

Q4.4 Select the HREC or other body to which you are applying from the list below.*
 • The HRECs and other review bodies available in the list below are filtered by the Organisation you have selected above.

Type to search
 Aboriginal Health & Medical Research Council Ethics Committee

This field is required

Note: The institution to which you are applying will review your application and determine the level of risk of the research project. Your answer to this question will only inform them of the intended review pathway.

Q4.6 Will this application be reviewed under the National Mutual Acceptance scheme?*

Yes
 No

Previous Next

4. Contact information for Organisations and HRECs (or other ethics review body) can be found in the HREC Directory.

CC01205 - Introduction screen

HREC Directory Preview Save
 Previous Next

HRECs that are willing accept the HREA are listed below. If your HREC is not listed it may not yet be accepting the HREA and you will be unable to complete this application.

You may wish to seek advice from a HREC while completing your application. Each HREC's contact information is provided below.

Organisation	HREC	Contact Phone	Contact Email
Aboriginal Health & Medical Council of NSW	Aboriginal Health & Medical Research Council Ethics Committee	(02) 9212 4777	ethics@ahmrc.org.au
Aboriginal Health Council of WA	Western Australian Aboriginal Health Ethics Committee	(08) 9227 1631	ethics@ahcwa.org
ACT Health Directorate	ACT Health Human Research Ethics Committee	(02) 6174 7968	Ethics@act.gov.au
Adventist Health Care Limited	Adventist Health Care Human Research Ethics Committee	(02) 9480 9609	research@sah.org.au
Albury Wodonga Health	Albury Wodonga Health Human Research Ethics Committee	(02) 6064 1572	ethics@awh.org.au

Introduction ✓
 HREC Directory ✓
 Project Overview ✗
 Project Team ✓
 Project Team Details ✗
 Disclosure of Interests ✗
 Restrictions ✗
 Evaluations ✗
 Location ✗
 Methods ✗
 Participants ✗
 Method Specific ✓
 Participant Specific ✓
 Project Details ✓
 Recruitment ✓
 Consent ✓

- Select the review pathway under which you intend your application to be considered. Note that not all Organisations have separate review pathways, and that the institution to which you applying will review your application and determine the level of risk of the research project. Your answer to Q4.5 will only inform them of the intended review pathway.

Australian Government
National Health and Medical Research Council

NHMRC Portal

Applications Information Dashboards Profile Help Sign out

PC00122 - Test rename

Introduction HREC Track Changes Preview Save

HREC Directory Previous Next

Project Overview

- Indicate the institution and HREC/ethics review body to which you will submit your ethics application.
- Note that the HREA DOES NOT automatically submit your application to HRECs/ethics review bodies that require hard copy or emailed submissions. You will have to manually send your HREA to the ethics office once it is finalised.

Project Team

Project Team Details Q4.3 Select the Organisation that hosts the HREC or other review body.*

Disclosure of Interests Aboriginal Health & Medical Council of NSW

Restrictions Q4.4 Select the HREC or other body to which you are applying from the list below.*

Evaluations

- The HRECs and other review bodies available in the list below are filtered by the Organisation you have selected above.

Location Aboriginal Health & Medical Research Council Ethics Committee

Methods Q4.5 Under which review pathway are you intending to submit this application?*

Participants

- Before answering this question, consider the guidance provided by the institution to which you are applying and contact the ethics or research office for advice.

Method Specific

Action research

Participant Specific

Project Details

Recruitment Yes No

Consent

Risk Previous Next

Benefit

- Navigate to the 'Generate HREA document' page.

NHMRC Portal

Applications Information Dashboards Profile Help Sign out

Project Team Details No

Disclosure of Interests **Note: Once you finalise this application (by clicking the below 'Generate HREA document' button) it will be removed from the HREA system after 90 days. Ensure that you retain a copy of the provided .zip and .omni files on your computer.**

Restrictions **Verify that you are ready to generate your HREA document.**

Evaluations **When the below 'Generate HREA document' button is clicked your application will be finalised and will no longer be editable. You will still be able to copy this application on the Applications Tab to, for example, make some post-review revisions.**

Location I understand and would like to proceed.

Methods Previous

Participants

Method Specific Generate HREA document

Action research

Participant Specific

Project Details

Recruitment

Consent

Risk

Benefit

Data and Privacy

Generate HREA document

Upload

HREC

Declaration Generate HREA document

7. Verify that the application is complete and the Project Description/Protocol and any other documents have been attached. Completed sections are marked with a tick symbol.

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Applications Information Dashboards Profile Help Sign out

PC00122 - Test rename

Introduction ✓

HREC Directory ✓

Project Overview ✓

Project Team ✓

Project Team Details ✓

Disclosure of Interests ✓

Restrictions ✓

Evaluations ✓

Location ✓

Methods ✓

Participants ✓

Method Specific ✓

Action research ✓

Participant Specific ✓

Project Details ✓

Recruitment ✓

Consent ✓

Risk ✓

Benefit ✓

Generate HREA document

← Previous

Track Changes Preview Save

Is your application complete and have you attached the Project Description/Protocol and any relevant supporting documents? *

Yes
 No

Note: Once you finalise this application (by clicking the below 'Generate HREA document' button) it will be removed from the HREA system after 90 days. Ensure that you retain a copy of the provided .zip and .omni files on your computer.

Verify that you are ready to generate your HREA document.
When the below 'Generate HREA document' button is clicked your application will be finalised and will no longer be editable. You will still be able to copy this application on the Applications Tab to, for example, make some post-review revisions.

I understand and would like to proceed.

← Previous

Generate HREA document

8. If the form is incomplete, you will not be able to submit it until all the mandatory questions have been completed. Incomplete questions will show a validation error at the top of screen and incomplete sections are marked with a cross symbol.

Australian Government
National Health and Medical Research Council

NHMRC Portal

Applications Information Dashboards Profile Help Sign out

PC00122 - Test rename

Introduction ✓

HREC Directory ✓

Project Overview ✗

Project Team ✓

Project Team Details ✓

Disclosure of Interests ✓

Restrictions ✓

Evaluations ✓

Location ✓

Methods ✓

Participants ✓

Method Specific ✓

Action research ✓

Participant Specific: ✓

Project Details ✓

Recruitment ✓

Consent ✓

Risk ✓

Benefit ✓

Generate HREA document

← Previous

Track Changes Preview Save

Please fix the following errors before submitting.

Is your application complete and have you attached the Project Description/Protocol and any relevant supporting documents? *

Yes
 No

Note: Once you finalise this application (by clicking the below 'Generate HREA document' button) it will be removed from the HREA system after 90 days. Ensure that you retain a copy of the provided .zip and .omni files on your computer.

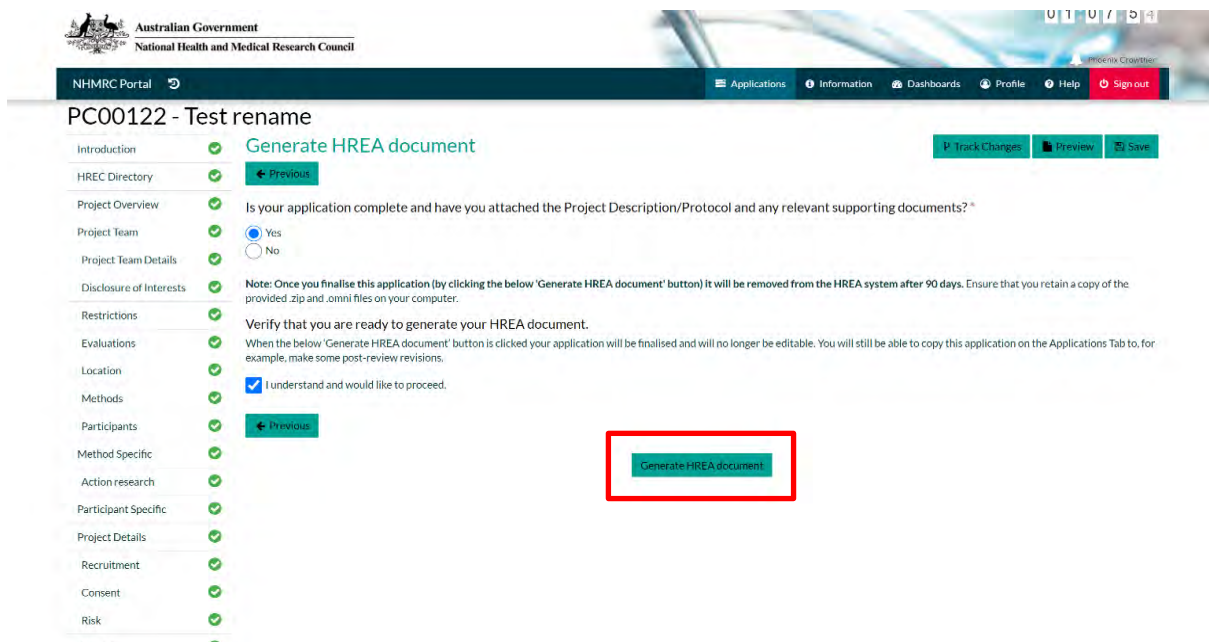
Verify that you are ready to generate your HREA document.
When the below 'Generate HREA document' button is clicked your application will be finalised and will no longer be editable. You will still be able to copy this application on the Applications Tab to, for example, make some post-review revisions.

I understand and would like to proceed.

← Previous

Generate HREA document

9. Once the form is complete, select 'Generate HREA document'.

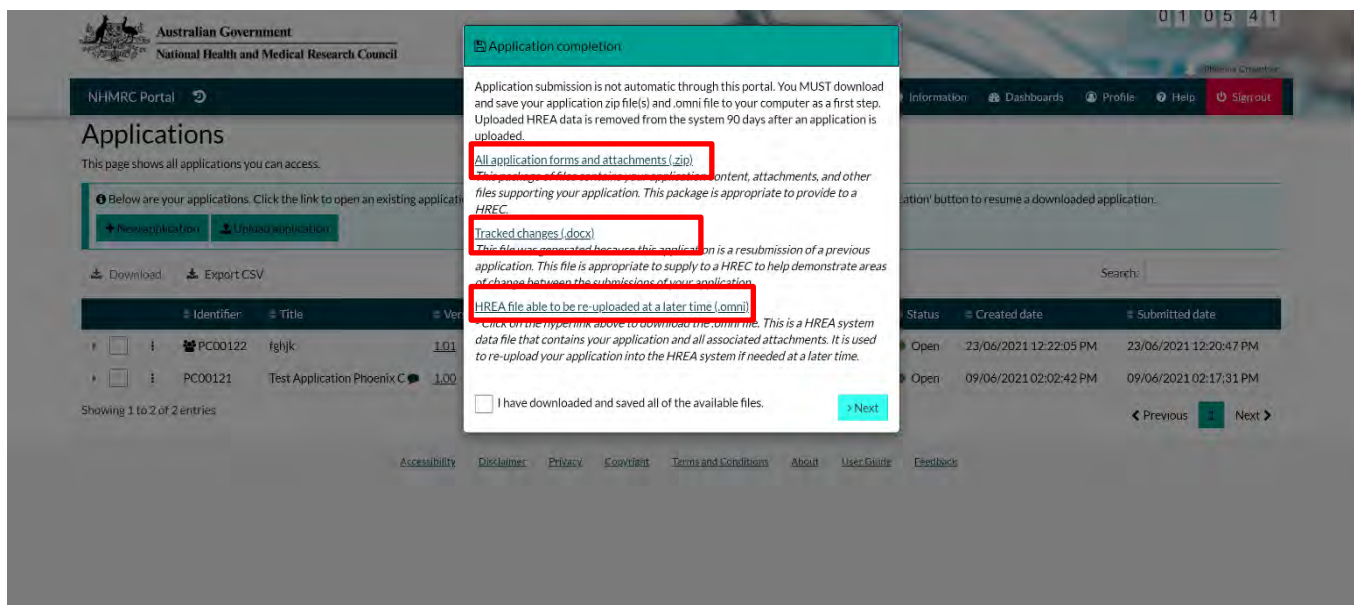


10. The 'Application submission' dialogue box will open, where you can download your HREA files. Download **all** the files by clicking on each link.

The .zip file contains .pdf and .rtf versions of your application, along with any documents you have attached. Note that the .pdf and .rtf files **cannot** be uploaded into the HREA if they need to be amended.

The .omni file is a file type unique to the HREA. It allows the completed application to be re-uploaded to make any amendments required by the HREC or to use the completed application as the basis of a new application in the future.

Note: the 'tracked changes' .docx file will only appear if you have created a 'tracked changes' version. See **3.4 How to view a revised application with changes highlighted.**

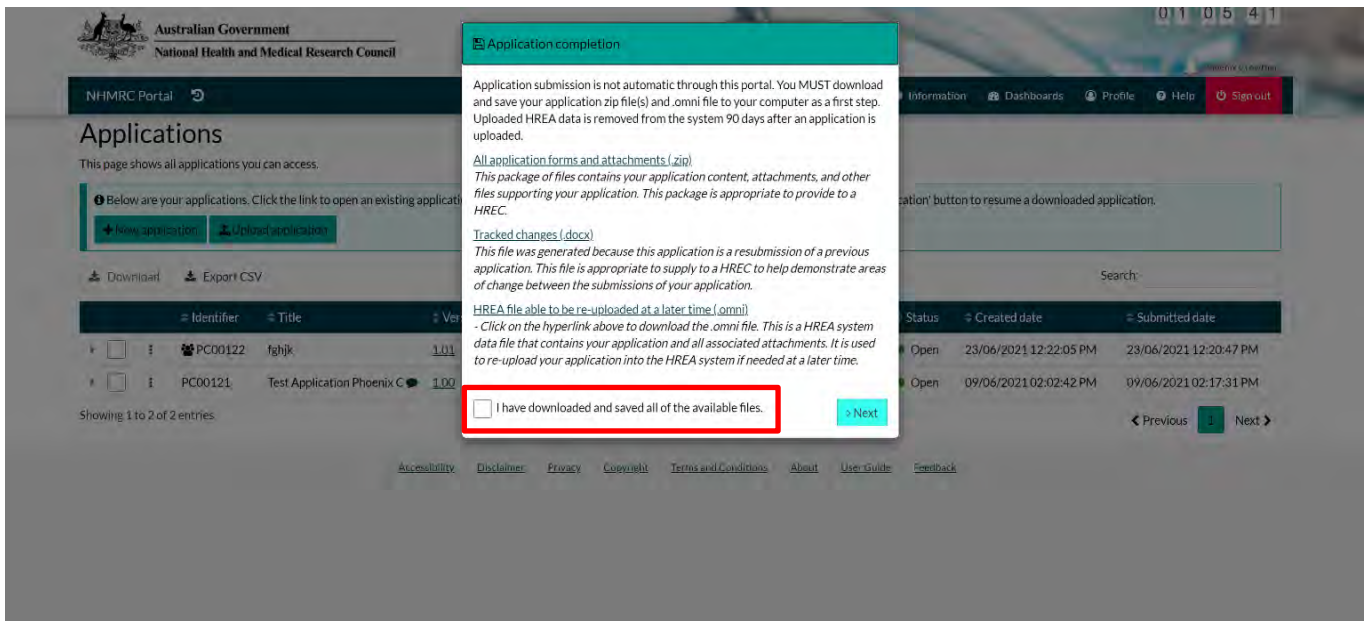


You must download **both** the .omni file and the .zip file/s and save them in a safe place.

You must ensure you have saved all the files you need before closing this dialogue box.

Completed applications and data is removed from the HREA system after 90 days.

11. Once you have downloaded all the files you require and have confirmed they have been saved, tick the confirmation box and select 'Next'.



12. A dialogue box will be displayed that shows how your chosen HREC wishes to receive the application. Follow the instructions provided to submit your application. You will also receive an email at your preferred contact email address with these instructions.

The HREC/institution to which you are applying determines their preferred method of submission.

Note: If you have any questions about the HREC/other ethics review body submission process, you should contact the HREC using the contact details provided or the institution’s ethics/research office.

✓
Application completion

Congratulations. Your application is now ready to be sent to the HREC.

To submit your application:

- 1) save the application zip file(s) and **‘.omni’ file(s)** to your computer with your other application documents, and then
- 2) consult and follow your institution’s policies to submit your HREA.

Contact your institution’s ethics/research office if you have any questions about how to submit your application after downloading your files.

Note: Research activities must not commence until ethics approval has been provided.

← Back

✕ Close

13. If you need to re-download the .zip and/or .omni files, select 'Back' and download the files. To finish your session, select 'Close'.

Note: It is strongly recommended that you confirm all the files you require have been downloaded and saved before closing the session.

✓ Application completion

Congratulations. Your application is now ready to be sent to the HREC.

To submit your application:

- 1) save the application zip file(s) and '**omni**' file(s) to your computer with your other application documents, and then
- 2) consult and follow your institution's policies to submit your HREA.

Contact your institution's ethics/research office if you have any questions about how to submit your application after downloading your files.

Note: Research activities must not commence until ethics approval has been provided.

◀ Back

✖ Close

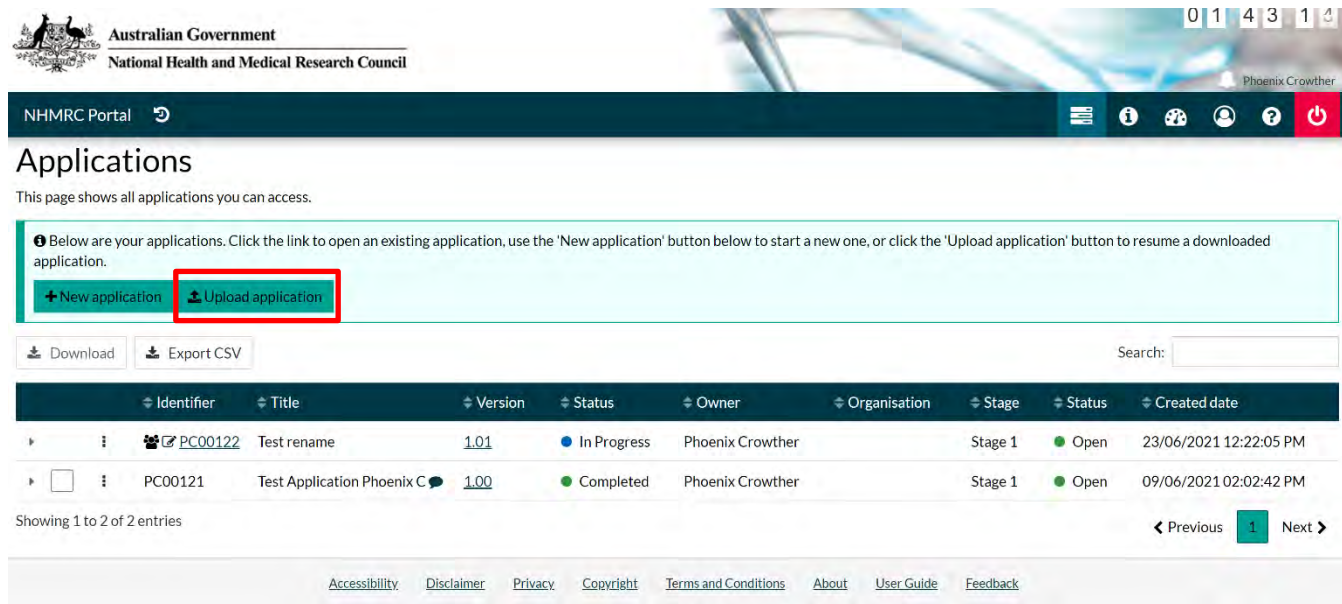
3.2 How to revise and resubmit a previously submitted application

HRECs or other ethics review bodies will often require an application to be revised and resubmitted following an initial review. A previously submitted application can be opened and amended within the HREA for resubmission.

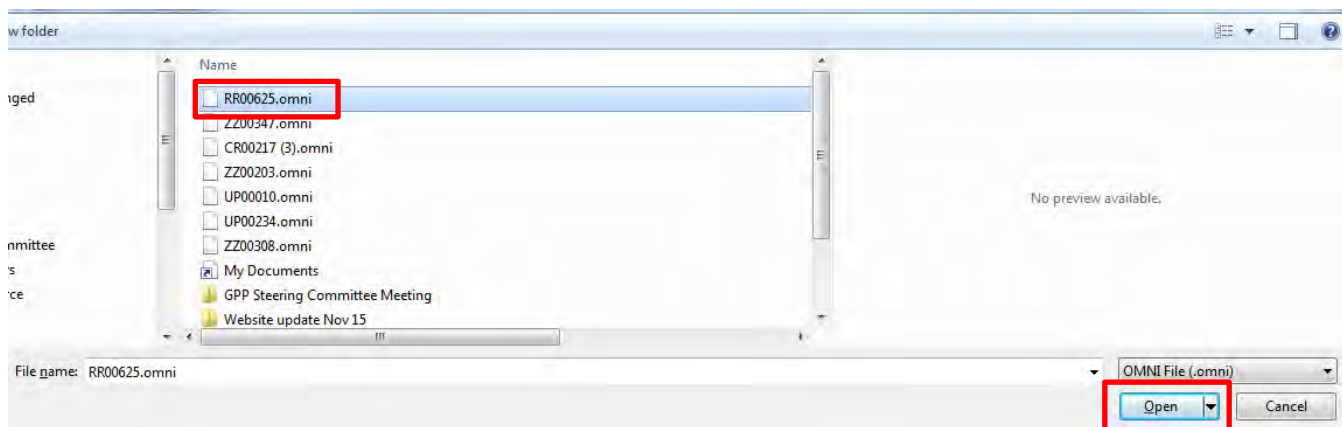
For HREA users, completed applications are stored in the HREA for 90 days. If more than 90 days have passed, the completed application .omni file will have to be uploaded to the HREA.

If you need to upload a previously downloaded .omni file:

1. Navigate to the 'Applications' page and select 'Upload application'.



2. Navigate to the .omni file you saved on your computer for the application you wish to upload and select 'Open'.
Once the file opens, it should then appear in your Applications list.



If the completed form is still listed in the HREA Applications list:

1. Navigate to the 'Applications' page and expand the menu by selecting the 'Options' button (three dots on the left side of the Identifier) next to the completed application you want to revise.

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NHMRC Portal

Applications

This page shows all applications you can access.

Below are your applications. Click the link to open an existing application, use the 'New application' button below to start a new one, or click the 'Upload application' button to resume a downloaded application.

+ New application + Upload application

Download Export CSV Search:

Identifier	Title	Version	Status	Owner	Organisation	Stage	Status	Created date
PC00122	Test rename	1.01	In Progress	Phoenix Crowther		Stage 1	Open	23/06/2021 12:22:05 PM
PC00121	Test Application Phoenix C	1.00	Completed	Phoenix Crowther		Stage 1	Open	09/06/2021 02:02:42 PM

Showing 1 to 2 of 2 entries

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2. In the 'Options' menu, select the 'New version' button.

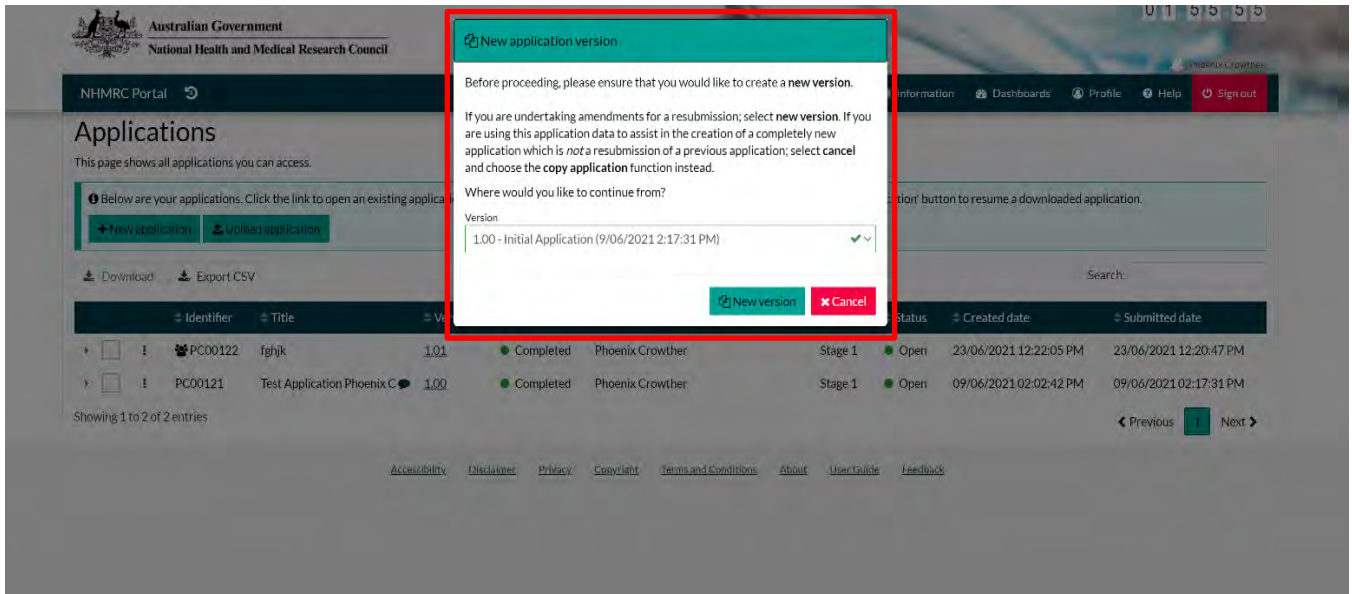
Showing 1 to 2 of

- Application information
- Copy application
- New version
- Download data file
- Invite user to register or share application
- Download application attachments
- View completed application

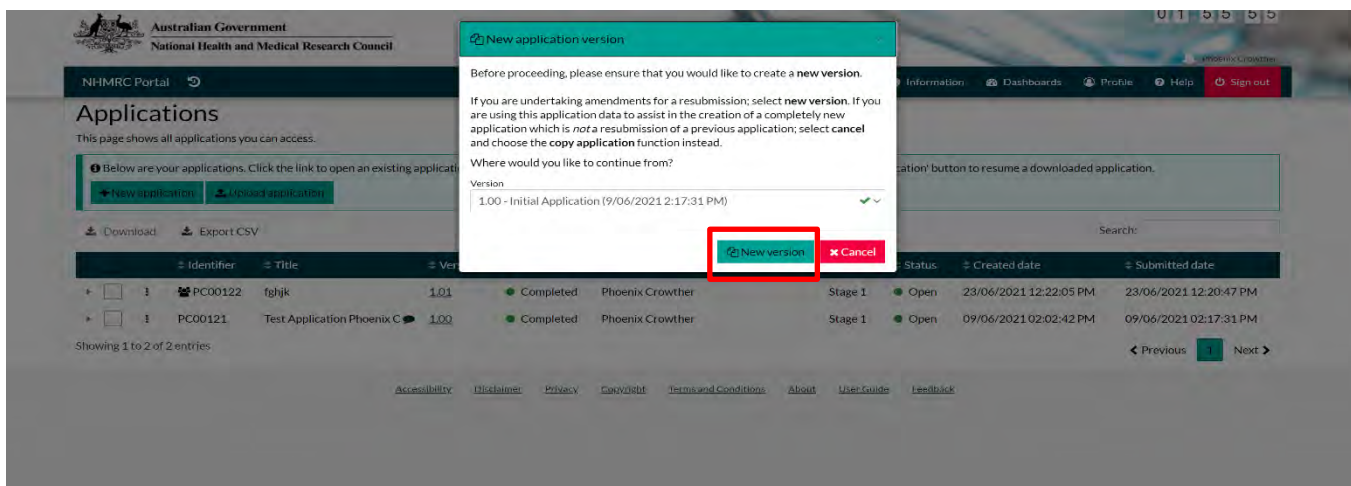
1.00

Accessibility

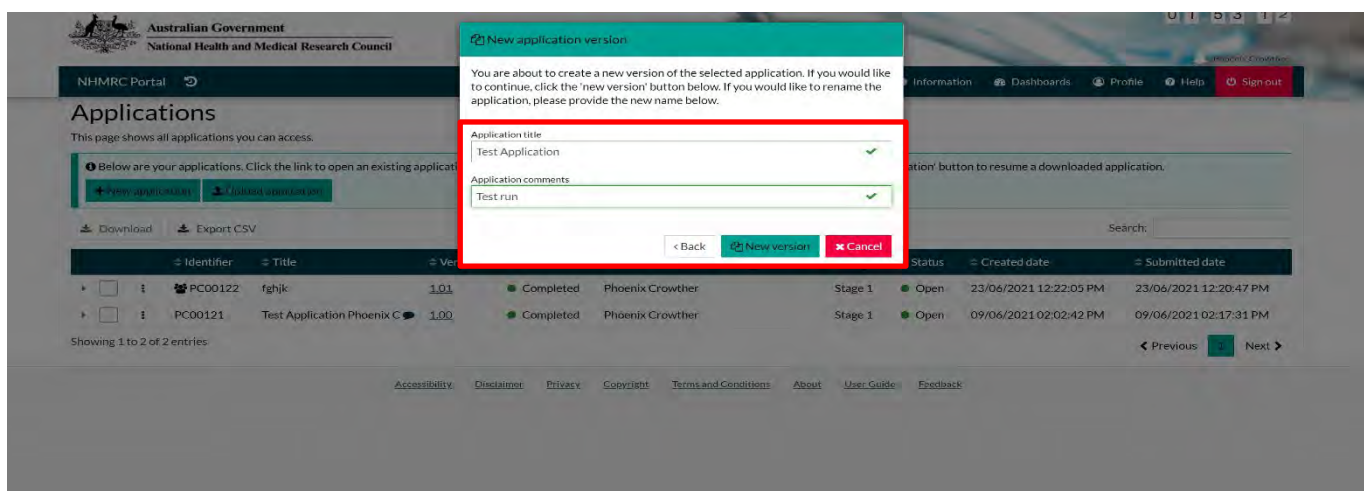
3. Once you have selected 'New version', a dialogue box will ask you if you want to create a new version of an existing application or to copy an application instead.



3. Select 'New Version' to create a new version of your application. If you want to copy your application, see **3.3 How to use an existing application as a template for a new application.**



4. Enter the title of the new version of the application, enter any application comments and then select 'New Version'.



5. The new version will be added to your Applications list.

6. The new version can now be opened, reviewed and edited. Note that when a new version of an existing application is created (whether that existing application has been submitted or not) a copy with changes highlighted can be downloaded. Selecting the 'Track Changes' button will generate a version of your application with changes between the previous version and the new version highlighted in coloured font.

See **3.4 How to view a revised application with changes highlighted** for further information on generating and viewing tracked changes versions of applications.

PC00121 - Test Application

- Introduction
- HREC Directory
- Project Overview
- Project Team
- Project Team Details
- Disclosure of Interests
- Restrictions
- Evaluations
- Location
- Methods
- Participants
- Method Specific
- Participant Specific
- Aboriginal and Torres Strait Islander Peoples
- Project Details
- Recruitment
- Consent
- Risk
- Benefit

Introduction

Track Changes Preview Save Next

Before completing this application, acknowledge that:

- 1) The HREA has been designed for ethics review of human research, as defined in the [National Statement](#).***
 - The [National Statement](#) states that research is:
"...widely understood to include at least investigation undertaken to gain knowledge and understanding or to train researchers... Human research is research conducted with or about people, or their data or tissue".
 - The [Australian Code for the Responsible Conduct of Research \(the Code\)](#) states that research includes:
"...the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies inventions and understandings."
 - Research excludes activities that are carried out exclusively for quality improvement, quality assurance or evaluation.
 - Audit-type activities may be considered research if investigating a potential research question.
 - Non-research projects that will be published and some student internships may need ethics review, but not necessarily by an HREC.
 - Contact your institution's ethics or research office for guidance on whether your project requires ethics review.
- 2) Adequate resources must be available to conduct this research project. ***
 - [National Statement 1.1 \(f\)](#) states that research that has merit is:
"...conducted using facilities and resources appropriate for the research".
 - It is expected that adequate resources will be available for this research project. Resources may include: financial resources, human resources, equipment, facilities and in-kind support.
 - Consult with your institution's ethics or research office for further advice.
- 3) All relevant institutional policies pertaining to the conduct of this research project should be considered and adhered to. ***
 - Institutions may have policies in place that relate to the conduct of research. These policies should be consulted prior to completing this application and adhered to throughout the conduct of the research.
 - Consult with your institution's ethics or research office for further advice.
 - Ensure all investigators are familiar with their institutional policies and note that if you are conducting research at multiple sites that institutional policies may differ.
- 4) Research activities must not commence until ethics approval (and site authorisation, if appropriate) has been provided. ***
 - You must not start your research project until you have received written ethics approval and site authorisation (if appropriate).
 - This includes screening of participants and/or data collection activities.
- 5) The HREA requires the attachment of a [Project Description/Protocol](#).**

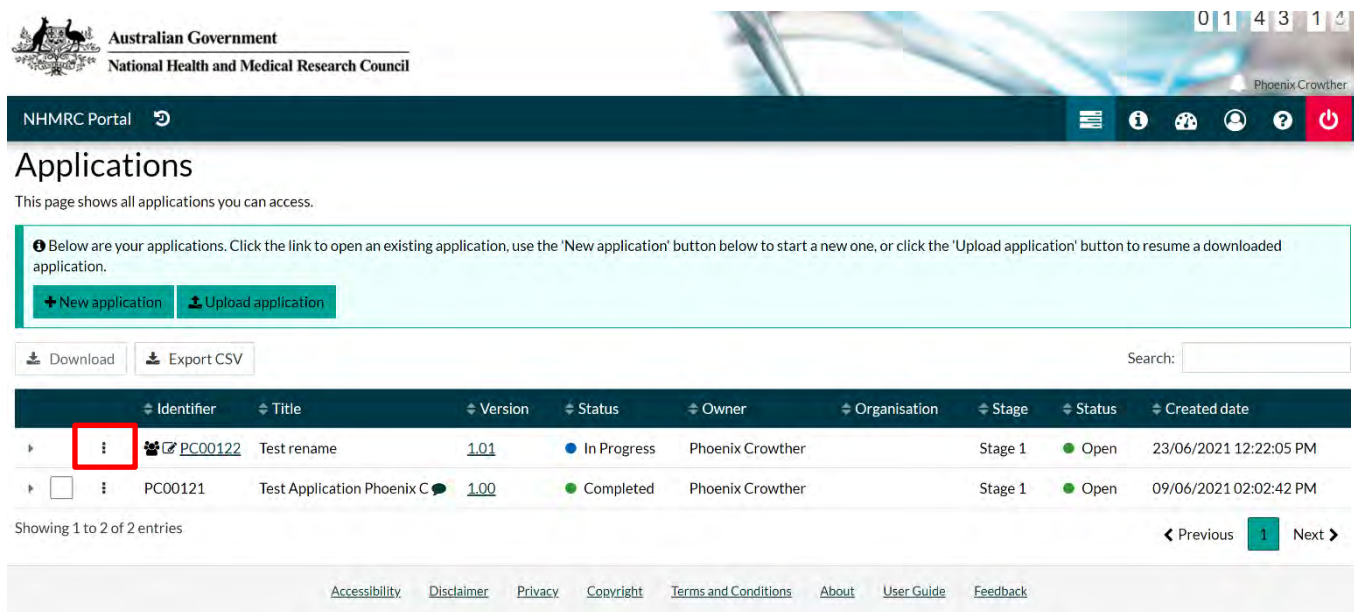
Note: The new version/amend/submit process can occur as many times as necessary.

3.3 How to use an existing application as a template for a new application

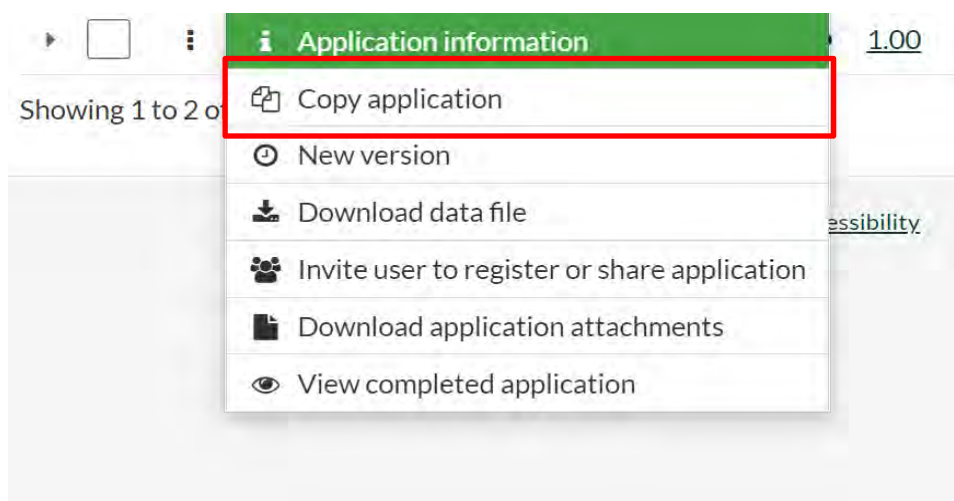
The 'Copy application' function can also be used to generate a template for a new application from a completed application or another in-progress application. For example, if you regularly make applications with the same investigator team you could create a template that contains all their information, avoiding the need to enter it every time you create an application. There are two options available:

- a) If required, upload the .omni file of a completed application from your computer.
- b) Create a copy within the HREA if it is less than 90 days since your application was completed. To copy within HREA, perform the following steps.

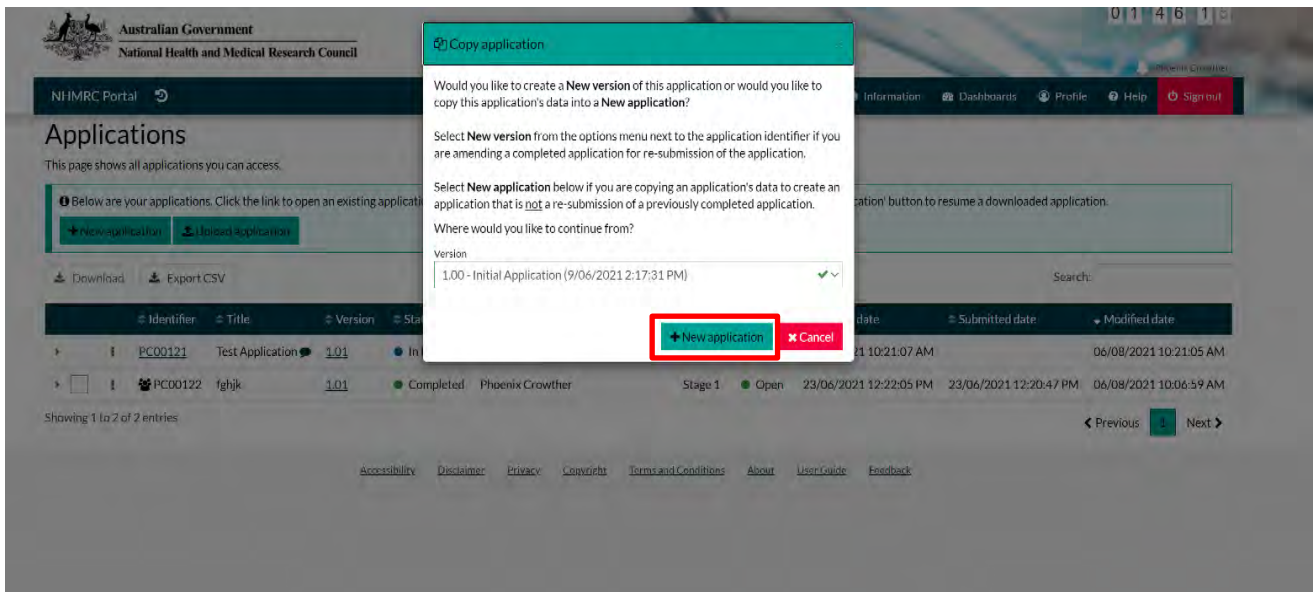
1. Navigate to the 'Applications' page, identify the application you wish to share and select the 'Options' button (three dots on the left side of the Identifier) next to it.



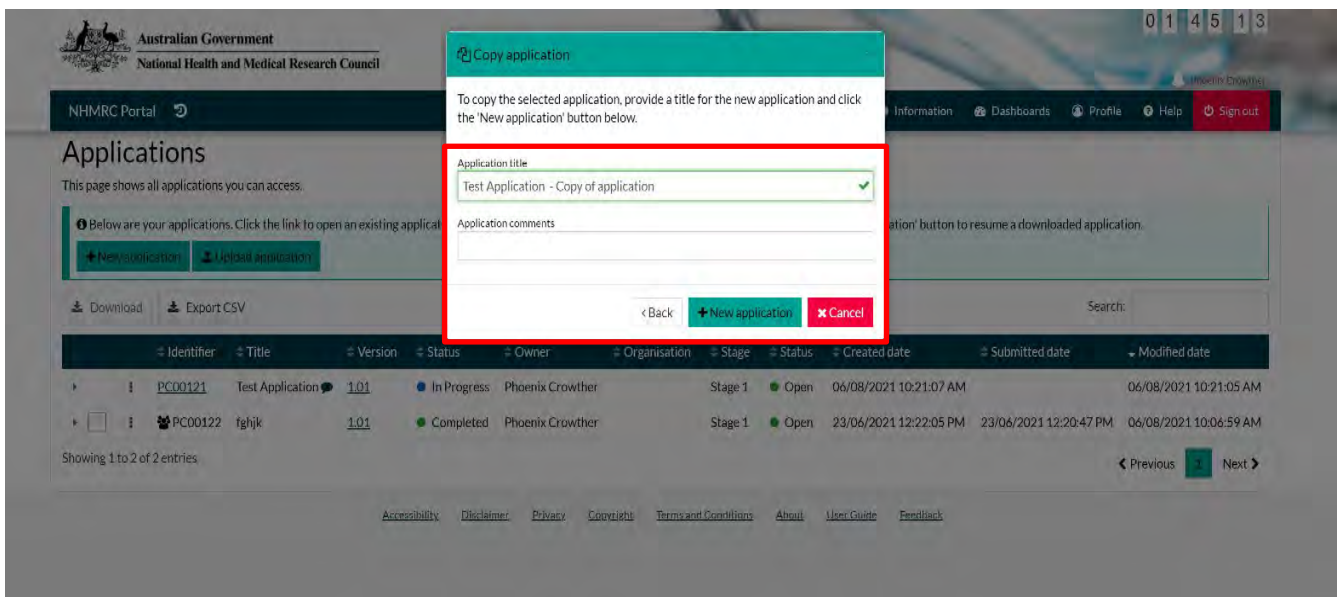
2. Select the 'Copy application' button.



3. Select 'New application'.



4. Enter the title of the new application and select 'New application'.



5. The new application will be added to your Applications list. Open the new application and remove all the 'non-template' information.

Note: It is strongly recommended that any templates you create are saved locally on your computer as .omni files, as inactive incomplete applications will be removed from the HREA after a period of 365 days.

Alternatively, you can start a new application, partially complete it as appropriate and use this as a template for future applications. As above, it is recommended that any templates are saved on your computer as .omni files, as inactive incomplete applications will be removed from the HREA after 365 days.

3.4 How to view a revised application with changes highlighted

The HREA includes a feature to generate a 'tracked changes' version of a revised ethics application. This can be used to review any changes at any time when a revised application is in progress, and may also be requested by the HREC or other ethics review body when submitting a revised application.

1. Create a 'New version' of an application. See 3.2 'How to revise and resubmit a previously submitted application' for details on how to do this. Ensure you name the new version appropriately in order to keep track of multiple versions of an application.
2. Revise the new version as appropriate. You can generate a .docx version of the draft application highlighting any changes at any time by selecting the 'Track Changes' button.

The screenshot shows the NHMRC Portal interface for a 'Test Application' (PC00121). The page title is 'PC00121 - Test Application' and the current section is 'Introduction'. A navigation menu on the left lists various sections: Introduction, HREC Directory, Project Overview, Project Team, Project Team Details, Disclosure of Interests, Restrictions, Evaluations, Location, Methods, Participants, Method Specific, Participant Specific, Aboriginal and Torres Strait Islander Peoples, Project Details, Recruitment, Consent, Risk, and Benefit. The main content area displays instructions for completing the application, including acknowledging that the HREA is designed for ethics review, and listing five key requirements. A red box highlights the 'Track Changes' button in the top right corner of the application form, next to 'Preview' and 'Save' buttons. The 'Track Changes' button is a green button with a white document icon and the text 'Track Changes'.

2. The .docx document shows the changes made to the draft application in coloured text.

HREA 1 / 14

Pre-application conditions

The applicant/s have acknowledged that:

1. The HREA has been designed for ethics review of human research, as defined in the **National Statement**.
2. Adequate resources must be available to conduct this research project.
3. All relevant institutional policies pertaining to the conduct of this research project should be considered and adhered to.
4. Research activities must not commence until ethics approval (and site authorisation, if appropriate) has been provided.

Project Overview

Project title:
Investigation of the consumption of **dark** chocolate on **the happiness of PhD students**

Summary of the research project:
In this project we will ask **50 people** **100 PhD students** to **eat** **consume dark** chocolate. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse at iaculis tellus, eget blandit turpis. Nullam malesuada interdum tincidunt.

Location/s where the research will be conducted:
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse at iaculis tellus, eget blandit turpis. Nullam malesuada interdum tincidunt. Vestibulum vitae sollicitudin lorem. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Integer auctor lobortis orci vel mattis.

Funding for the research project:
dfd

25 57 + -

3.5 How to submit a revised version of an application to an HREC

The process for submitting a revised version of an application is the same as the initial submission. However, you will also have the opportunity to download a 'tracked changes' version of the revised application.

1. Follow the instructions at **2.3.1 How to finalise and submit your application** to submit your HREA to the HREC (or other review body) and download your application for your records up to the point where the 'Application submission' dialogue box opens. The dialogue box will include the option to download a 'tracked changes' version of the application:

Application submission

Application submission is not automatic through this portal. You MUST download and save your application zip file(s) and .omni file to your computer as a first step. Uploaded HREA data is removed from the system 90 days after an application is uploaded.

All application forms and attachments (.zip)
This package of files contains your application content, attachments, and other files supporting your application. This package is appropriate to provide to a HREC.

Tracked changes (.docx)
This file was generated because this application is a resubmission of a previous application. This file is appropriate to supply to a HREC to help demonstrate areas of change between the submissions of your application.

HREA file able to be re-uploaded at a later time (.omni)
- Click on the hyperlink above to download the .omni file. This is a HREA system data file that contains your application and all associated attachments. It is used to re-upload your application into the HREA system if needed at a later time.

I have downloaded and saved all of the available files. Next

2. Once the documents you require have been downloaded, continue to submit your revised application as per the requirements of the HREC. Note: the 'tracked changes' version downloaded here will not be watermarked as 'Draft'.

Note: You must download the .omni file, the .zip file and the tracked changes .docx file and save them in a safe place on your computer.

Ensure you have saved all the files before moving from this page.

3.6 How to access your files after submission

As outlined above, you should download all the files you need and save them in a safe place on your computer. However, if you need to access your files after submission, they are available on the Applications page for 90 days.

You must not rely on the HREA to store your submitted or completed applications – always download and save your applications on your computer as you would for any important document.

1. Navigate to the 'Applications' page.

Australian Government
National Health and Medical Research Council

NHMRC Portal

Applications

This page shows all applications you can access.

Below are your applications. Click the link to open an existing application, use the 'New application' button below to start a new one, or click the 'Upload application' button to resume a downloaded application.

[+ New application](#) [Upload application](#)

[Download](#) [Export CSV](#) Search:

Identifier	Title	Version	Status	Owner	Organisation	Stage	Status	Created date
PC00122	Test rename	1.01	In Progress	Phoenix Crowther		Stage 1	Open	23/06/2021 12:22:05 PM
PC00121	Test Application Phoenix C	1.00	Completed	Phoenix Crowther		Stage 1	Open	09/06/2021 02:02:42 PM

Showing 1 to 2 of 2 entries

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2. Identify the application you want to download. Select the 'Options' button next to that application to expand the menu (three dots on the left side of the Identifier).

Australian Government
National Health and Medical Research Council

NHMRC Portal

Applications

This page shows all applications you can access.

Below are your applications. Click the link to open an existing application, use the 'New application' button below to start a new one, or click the 'Upload application' button to resume a downloaded application.

[+ New application](#) [Upload application](#)

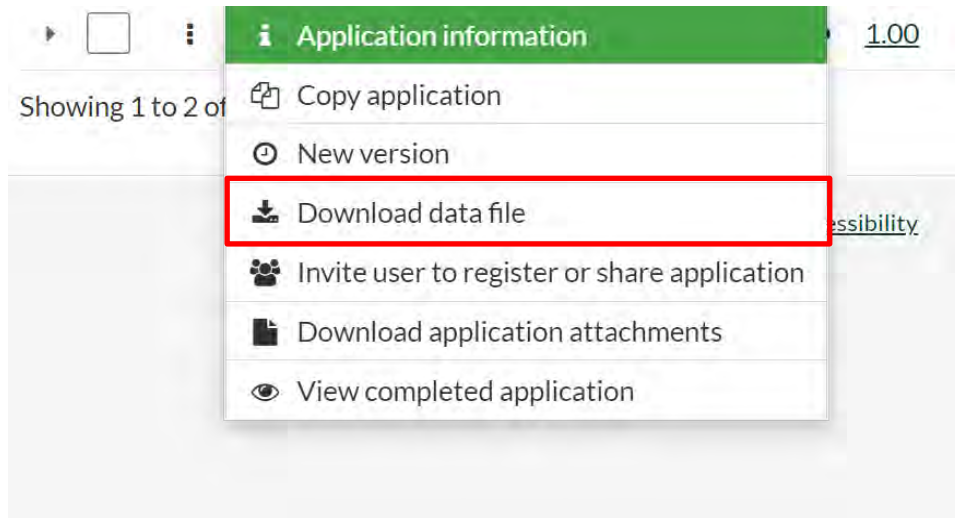
[Download](#) [Export CSV](#) Search:

Identifier	Title	Version	Status	Owner	Organisation	Stage	Status	Created date
PC00122	Test rename	1.01	In Progress	Phoenix Crowther		Stage 1	Open	23/06/2021 12:22:05 PM
PC00121	Test Application Phoenix C	1.00	Completed	Phoenix Crowther		Stage 1	Open	09/06/2021 02:02:42 PM

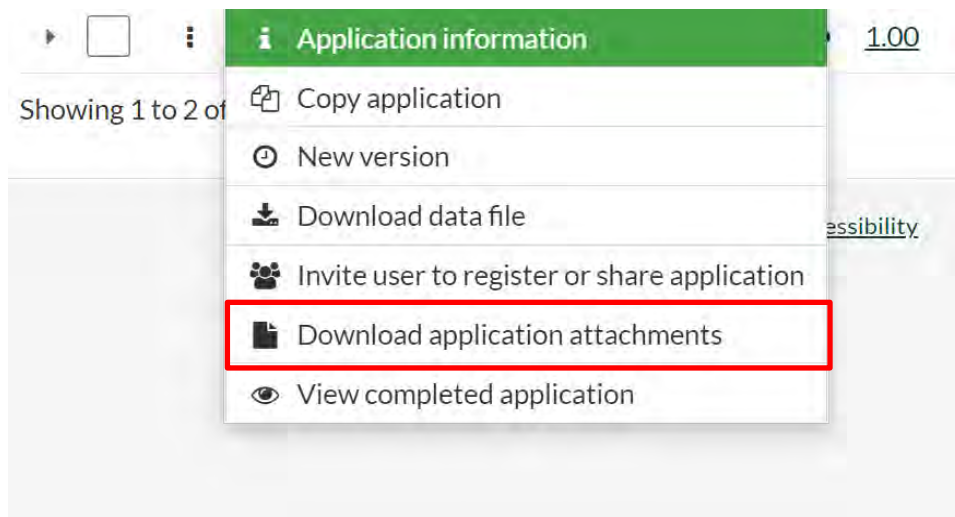
Showing 1 to 2 of 2 entries

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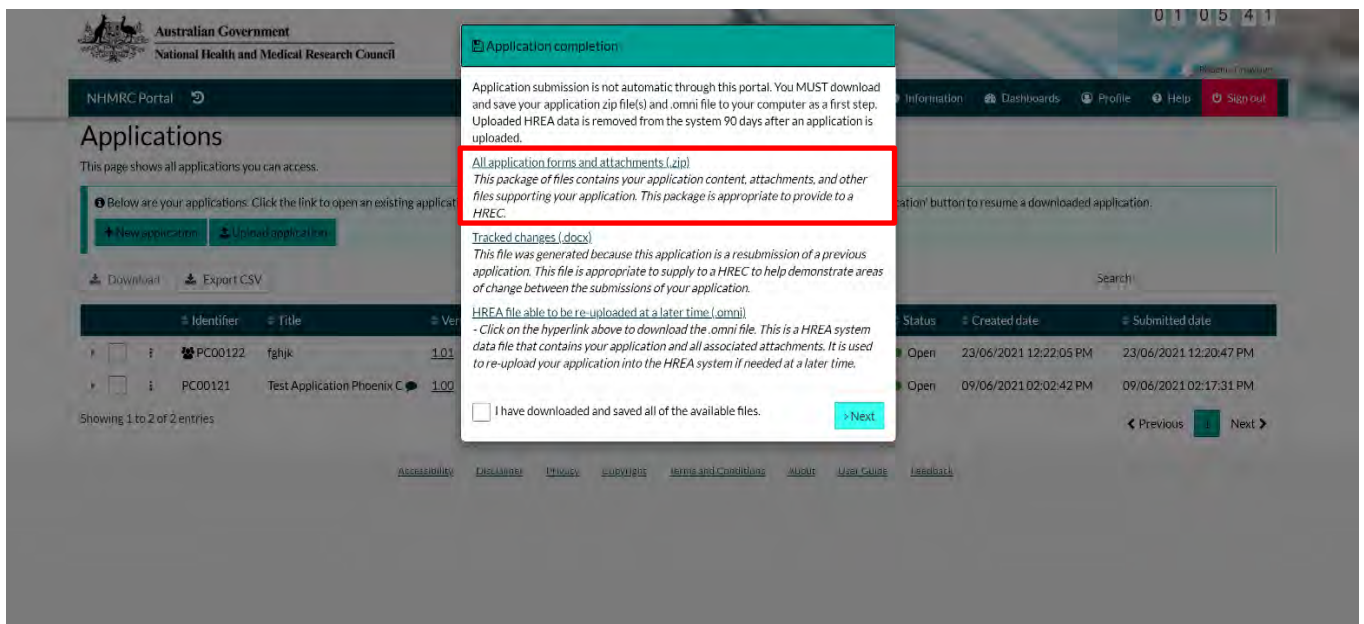
3. To download the .omni file (which can be re-uploaded into the HREA to create a new version or a template for a new application), select 'Download data file'. The .omni file will be downloaded to your computer's default downloads folder.



4. To download the .zip file (which contains the .pdf and .rtf version of your application along with any attachments you included in your HREA) select the 'Download application attachments' button.



5. From the dialogue box that opens, select the .zip file labelled 'All application forms and attachments'. If this is an amended application, you will also see an option to download a 'tracked changes' document.



6. The .zip file will be downloaded to your default downloads folder and appear at the bottom of screen.

