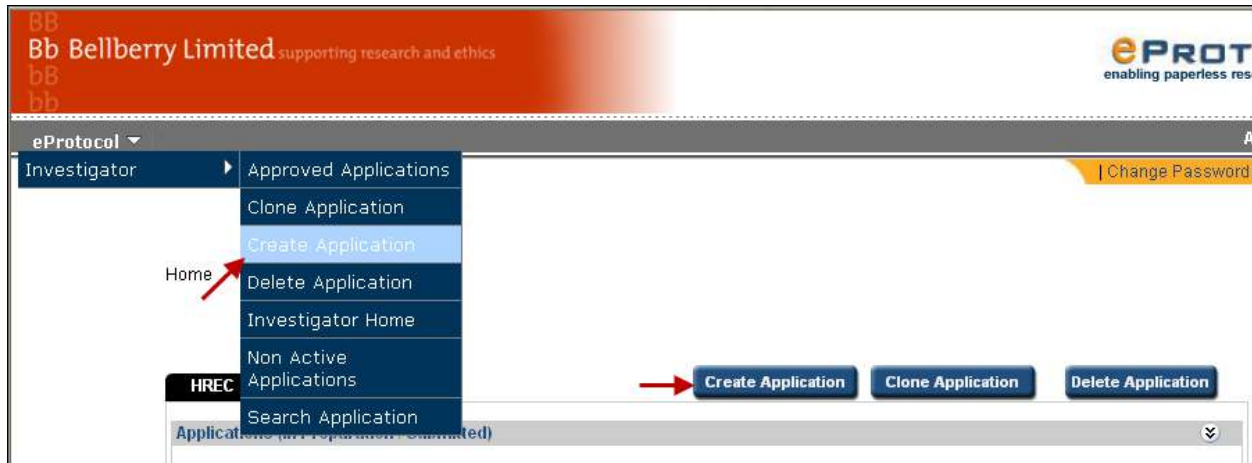


Creating a New Application

On the home page, click on the CREATE APPLICATION button in the upper right-hand corner of the home page or click on CREATE APPLICATION option in the menu.



The study title and Principal Investigator's name is required to generate the start of the application.

eProtocol will default to fill the Principal Investigator field with the details of the person who creates the application. To change the name from the person who created the application to the Principal Investigator:

- Click on the binoculars in the Principal Investigator name field,
- Enter the first or last name or User ID of the Principal Investigator. Their name will appear under the table.
- Click on the radio button next to their name, then click SAVE.
- If the person who created the form needs to have ongoing access to the application, it is essential to add the name of that person to the relevant section of the Personnel Information page, e.g. Co-Investigator or Nominated Contact before exiting this page. Follow the instructions above to ensure this occurs. If you do not complete this step, you will not have access to the study.

A Bellberry application number is assigned at this point, and the initial information that was entered is saved.

Once this page is completed, you may continue to work on the application, or exit the system and return later to finish.

Completing the Application Form

All fields in the application form are mandatory.

- Checkboxes mean that you may select more than one item from that group.
- Radio buttons mean that you may choose only one item from that group.
- Tables are used in parts of the application where you may need to add more than one item (for example, additional sites).

Depending on the type of research, some of the questions may not be applicable (for example clinical trials vs social science studies) — mark these as 'No' or 'Not applicable' as appropriate.

The study title, Principal Investigator and nominated contact details entered on the previous 'Create Application' page will automatically fill into the relevant fields for the rest of the application pages. These also appear at the top of each page for reference.

Once you complete each page, select SAVE, and NEXT to progress to the next page. If you choose NEXT, the details will automatically save before moving to the next page. Navigate through the application form using the arrow icons in the upper right corner of the page or click on the page number.

Personnel Information page

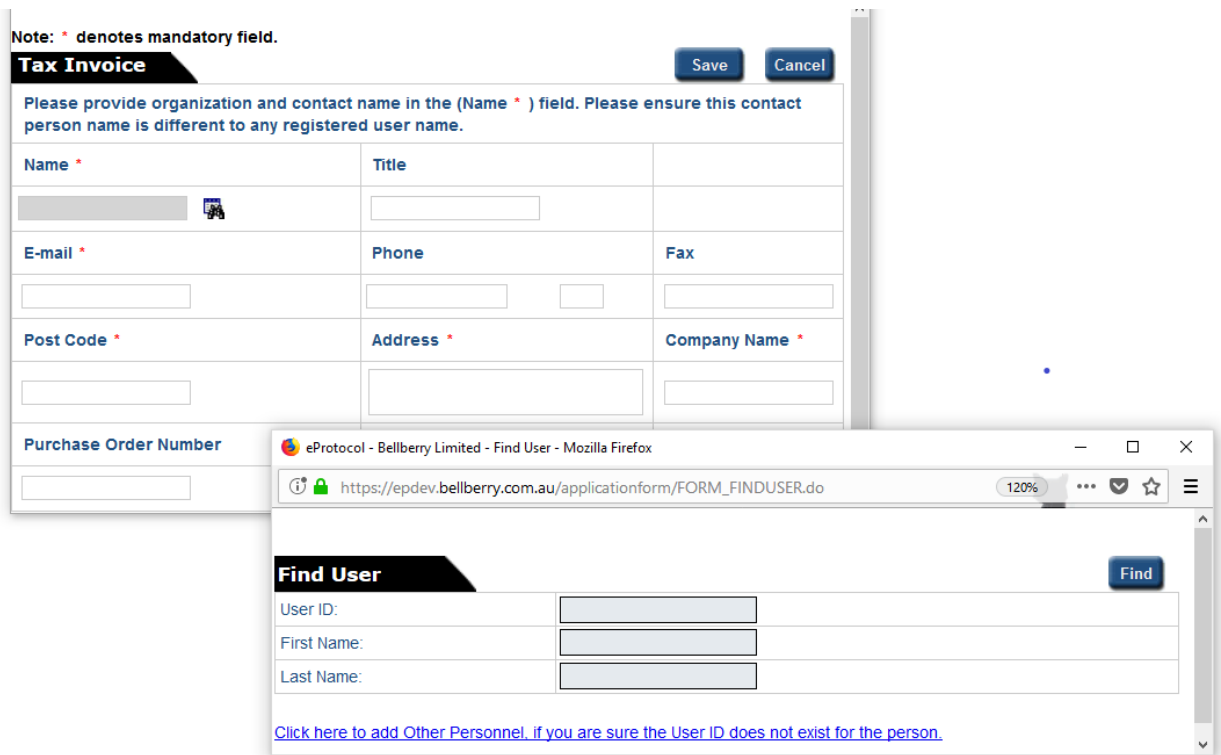
CVs - under Principal Investigator, please note that the 'View CV' section is for Bellberry's use only. Please attach updated CVs on page 7 'Attachments' under the heading 'Curriculum Vitae'.

If the Principal Investigator (PI) is also the nominated contact, then only the PI section needs to be completed.

Input of tax invoice contact details

The Tax Invoice section is a mandatory field and must be completed before the application can be submitted to the HREC.

- To enter the Tax Invoice details, click on the binoculars. A second screen will then show, click on the text in blue. This will allow free text entry. Type in the company and contact name, full postal address and any other relevant details.
- If the tax invoice contact is the same as an investigator or nominated contact, please read: eProtocol does not allow the corresponding PI/Nominated Contact entry in the Tax Invoice field. Please ensure that the name is in a different format to the eProtocol registered name e.g. Tom Smith, and T Smith.



Note: * denotes mandatory field.

Tax Invoice Save Cancel

Please provide organization and contact name in the (Name *) field. Please ensure this contact person name is different to any registered user name.

Name *	Title	
<input type="text"/>	<input type="text"/>	
E-mail *	Phone	Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>
Post Code *	Address *	Company Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Purchase Order Number	<input type="text"/>	

Find User Find

User ID:

First Name:

Last Name:

[Click here to add Other Personnel, if you are sure the User ID does not exist for the person.](#)

Study Sites page

This page has two sections, Multi-Centre Studies and Multi-Site Studies. In some instances, studies may be either Multi-Centre or Multi-Site or they may be both.

Multi-Centre Studies

Add the Principal Investigator's name, the name of the site, and the physical address of the site into the table under section 1.

Multi-Site Studies

Under section 2, please detail what activities the Principal Investigator is undertaking at each site/location and how supervision by the Principal Investigator will be managed. For example, Principal Investigator X will be consenting participants at Research Centre X. Principal Investigator X will be storing participant files at Research Centre Y. The Principal Investigator will be supervising the research activities at each location by XXXX.

Uploading documents

Application, Page 7 – Attachments

When attaching documents, follow the below steps:

- Select the appropriate document type from the drop-down list
- Click BROWSE to search your directories to add the document
- Repeat this step to add each of the documents to be included in the review

Note: * denotes mandatory field.

Attachments

Document Type: Select One

Attachment *

Document Name *

Save Cancel

Previous Next

Save Close

7

Attachments

Please click on Add to add Attachments

Add

Sponsor

Application Information

Return Notes

Check For Completeness

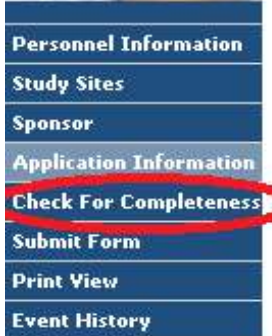
Submit Form

Print View

Event History

Submitting the Application to Bellberry

When the application is complete, a check for completeness is required. This can be accessed via the left-hand blue menu, as shown below:



- Once you click on the check for completeness, a new box will open with a message that will indicate which sections may be missing information.
- You can click directly on the link to take you to the page where the additional information is required.
- The check for completeness feature cannot check that all necessary supporting documents have been attached. Be sure to double-check that this has been done before you submit your application.

Following the check for completeness, the application can be submitted. Once an application is submitted you will not have edit access to make edits or additions until the application is returned to you.

To submit the application, follow the below steps:

- Ensure the application is open in EDIT mode
- Click on the SUBMIT FORM button in the left-hand menu of the Application Form (as shown below)
- Select YES and the application will automatically be submitted to Bellberry



Please be patient after clicking submit. The system will automatically check to make sure that all parts of the application form are complete.

If the application is complete, a small window will open thanking you for submitting your application. If the application is not complete, then a window will open indicating the portions of the application that remain to be completed. Navigate to those areas and answer the questions before attempting to submit again.