Instruction on How to Submit an Adverse Event Report (APPENDIX E.iii)

Step 1 Log into IRMA

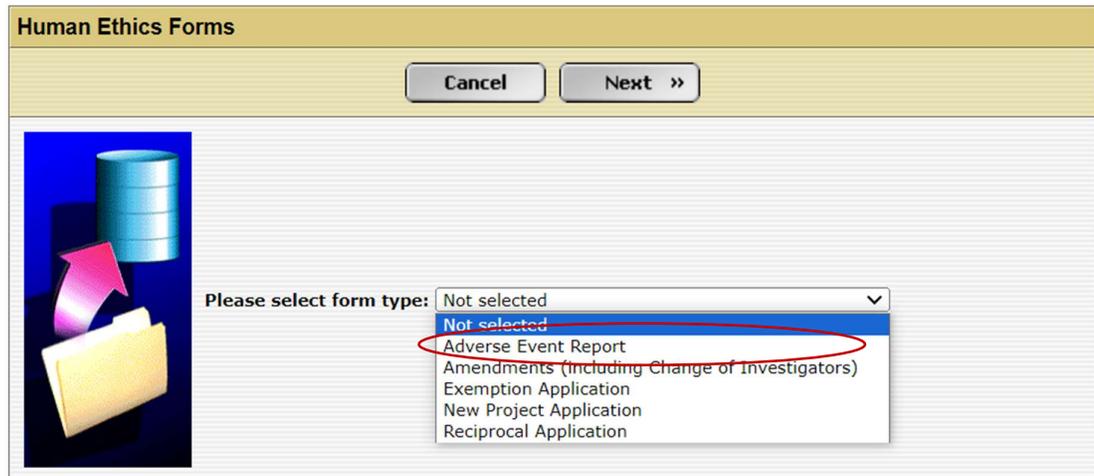**Step 2** Select your 'Researcher Profile'.

Step 3 Select the 'Human Ethics' Tab

Step 4 Ensure that 'view forms' is displayed in the dropdown, then select '+ Create'.

Step 5 Select 'Adverse Event Report' and click 'Next'.

Step 6 Click 'Search' and 'Link' which project is being amended.

Step 7 Fill in information on the 'Coversheet' tab.

Step 8 Answer the Questions under the 'Questionnaire' tab. The questionnaire works with drops down features. Make sure you answer truthfully as the questions change depending on previous answers.

Step 9 Upload relevant Documents into the 'Documents' tab.

Step 10 You are ready to submit. Return to the 'Coversheet' tab, save one last time and select 'Submit'. Keep in mind once you select submit you will not be able to edit the application until it has received it approval. If you need to edit the application contact Human Ethics to return the application to draft.