## 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

			Thi	rd Party Ref			
	Events	Research Ou	tputs HDR	Students	FOR Coding	My Competence	ies
My Home My Tasks [0] My Approval		Approvals [0]	Contract	ts & Grants	Animal Ethics	Human Ethics	

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

Reset A Search Create View forms							
Template:	All records	~					
Title:	]						

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

Human Ethics Forms						
Cancel Next »						
Please select form type:	Not selected Not selected Adverse Event Report Amendments (including Change of Investigators) Exemption Application New Project Application Reciprocal Application					

**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.