Ethics Review Manager (ERM)

Electronic Signature Guide for Finance (Management Accountants)

Instructions for applying an electronic signature to an ERM form

As Management Account of a Mater department that is involved in research involving humans, you are required to review and approve the cost allocations and sources described within the Mater Site-Specific Assessment (SSA) form prior to the form being submitted.

The Mater SSA forms are submitted via the ERM platform and all signatures on this form are applied electronically. You will receive signature requests via email from ERM (note that these will come from a "donotreply@infonetica.net" account).

These instructions describe how to create your ERM account, login to ERM, navigate around the form and apply your electronic signature.

1. Create ERM account – if you are unsure if you already have an ERM account, contact the Mater Research Governance Office and ask them to check.
2. In response to a signature request email:
   - Click on the link in the email.
   - Login to ERM (using your Mater email address and ERM password) – this takes you directly to your signature requests page within ERM.
   - Click on the **View Form** button to access the SSA:
     o Use the **Navigate** action to access an overview of the different sections of the form where you can click on individual blue sections to navigate directly to relevant sections for review
     o Use the **Previous** and **Next** arrows or actions to page through the form
   - Use the **Documents** tab to review associated documents
   - If you need to access information and documents submitted with the Main form (e.g. the protocol submitted with the HREA), ensure you have been given **Read** access to the Main form. On the **Project Tree**, click on the Main form to review the form and documents.
   - Review relevant information.
   - If you have any queries, use the **Comments** bubble at the top right of each section to add comments (note that these comments are visible to the team members but will not be visible to reviewers upon submission)
   - Use the **Sign** or **Reject** action:
     o **Sign** action will require you to enter your ERM credentials (login name and password)
     o **Reject** action will require you to enter your ERM credentials and provides a space to record your reason for rejection
     o If the **Sign** or **Reject** actions do not display, return to the **Signatures** tile in the Work Area and use the **View Form** button to access the SSA.
3. If you wish to view the form after signing, you will need to request the form owner to give you an 'SSA Signatory' **role**, granting you **Read** access.

For further assistance:

- ERM user guides are available from the ERM page on the Ethics and Governance pages on the Mater Research website
- Contact the Mater Research Governance Office
- To request an ERM training session, contact Ruth Lee.