

Milestones in GEMS

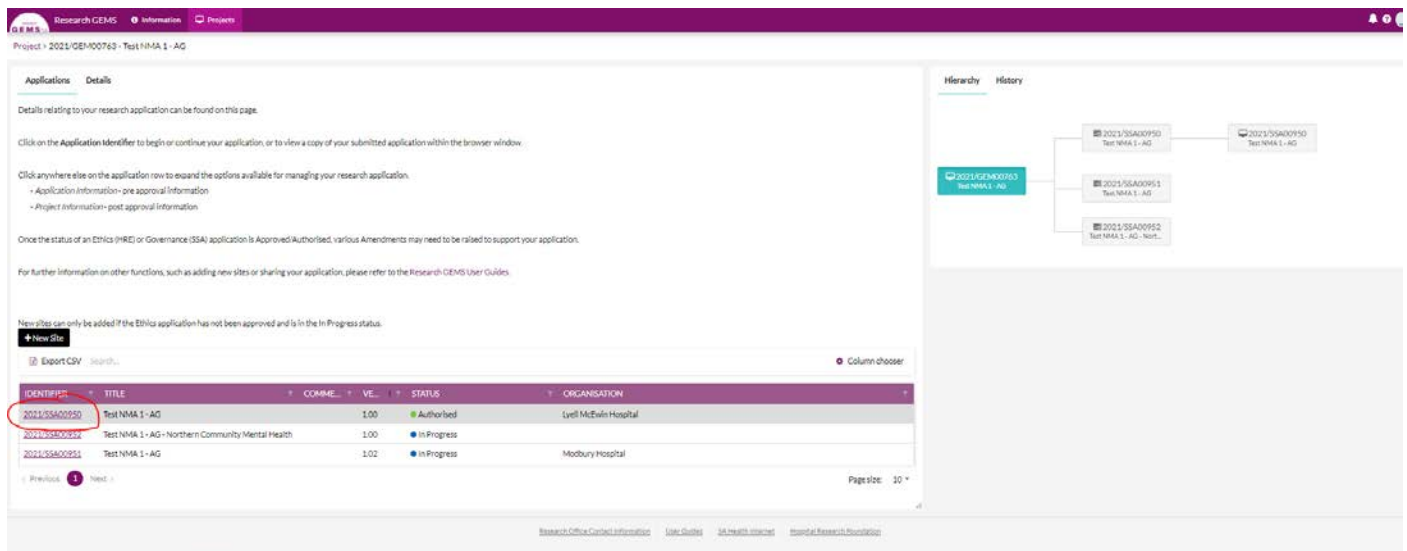
Annual Reports and Insurance certificates are submitted in GEMS using milestones.

1. Submitting Annual Reports in GEMS (no Ethics project exists in GEMS) – Page 2
2. Submitting Annual Reports in GEMS (Ethics is in GEMS) – Page 4
3. Submitting Certificate of Currency (Insurance) in GEMS – Page 6

Submitting annual report in GEMS (no HRE)

Annual reports are submitted using 'Milestones' in GEMS. If you do not have a HRE project in the system, then the Annual Report should be submitted in a milestone within the SSA.

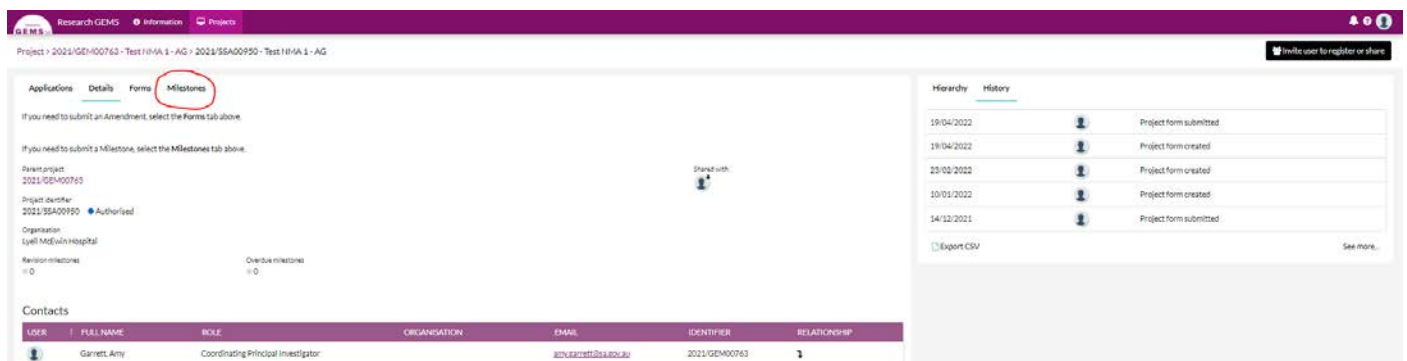
1. In the GEM Project, click on the relevant SSA project



The screenshot shows the GEMS interface for a project. The main content area displays a table of applications. The first row is highlighted with a red circle.

IDENTIFIER	TITLE	COMME...	VE...	STATUS	ORGANISATION
2021/SSA00950	Test NMA 1 - AG		1.00	Authorised	Lylell McEwin Hospital
2021/SSA00951	Test NMA 1 - AG - Northern Community Mental Health		1.00	In Progress	
2021/SSA00952	Test NMA 1 - AG		1.02	In Progress	Mobury Hospital

2. Click on 'Milestones'



The screenshot shows the GEMS interface with the 'Milestones' tab selected. The 'Milestones' tab is circled in red.

Project: 2021/GEM00763 - Test NMA 1 - AG > 2021/SSA00950 - Test NMA 1 - AG

Applications Details Forms **Milestones**

If you need to submit an Amendment, select the Forms tab above.

If you need to submit a Milestone, select the Milestones tab above.

Project identifier: 2021/SSA00950 Authorised

Organisation: Lylell McEwin Hospital

Revision milestones: 0

Overdue milestones: 0

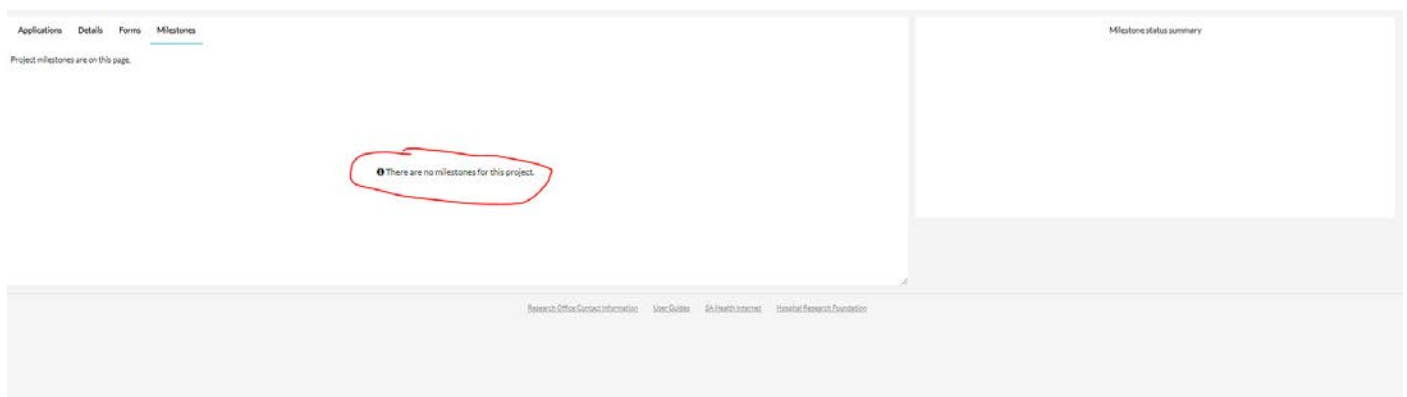
Contacts

USER	FULL NAME	ROLE	ORGANISATION	EMAIL	IDENTIFIER	RELATIONSHIP
	Garrett, Amy	Coordinating Principal Investigator		amy.garrett@deakin.gov.au	2021/GEM00763	1

History

Date	Action
19/04/2022	Project form submitted
19/04/2022	Project form created
25/02/2022	Project form created
10/01/2022	Project form created
14/12/2021	Project form submitted

(If you see no Annual Report milestones, then contact the relevant Governance Office)



The screenshot shows the GEMS interface with the 'Milestones' tab selected. A message is displayed: "There are no milestones for this project."

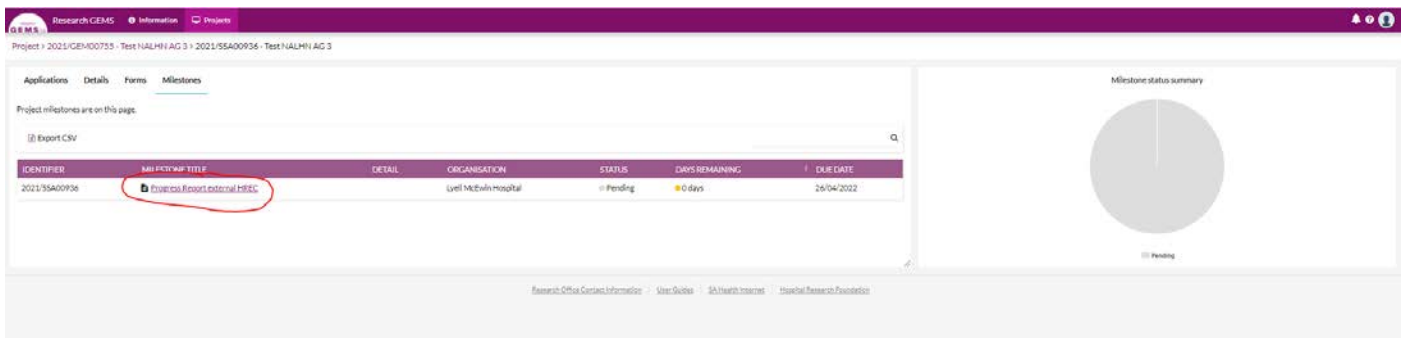
Applications Details Forms **Milestones**

Project milestones are on this page.

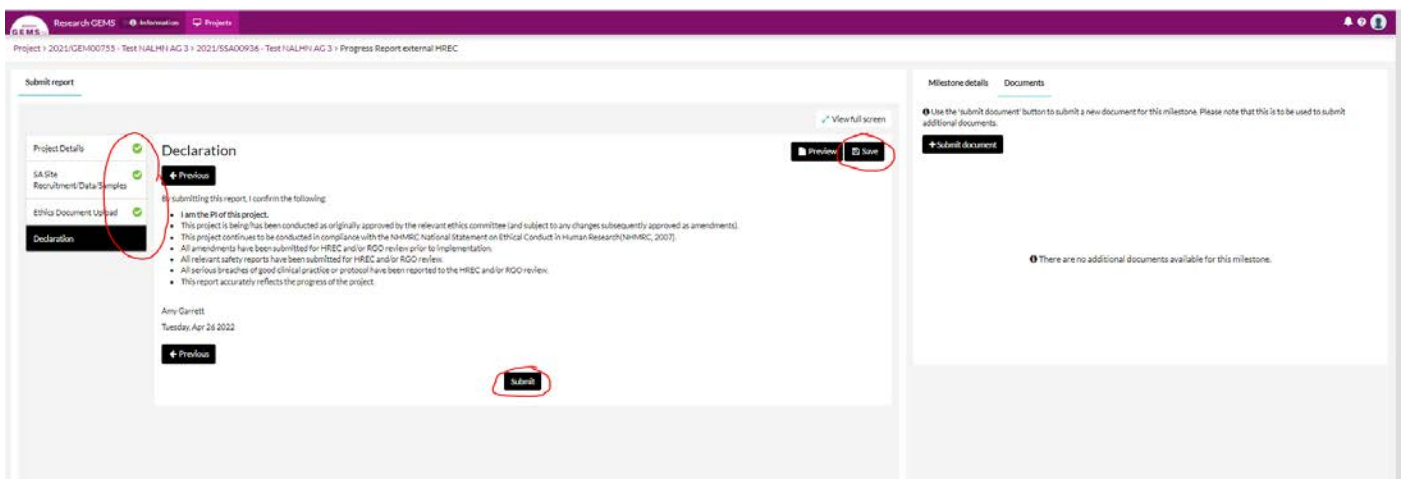
There are no milestones for this project.

Milestone status summary

3. Click on the relevant milestone title (eg. 'Progress Report – external HREC')



4. Fill in all sections of the Annual Report and ensure all green ticks are appearing, then press 'Submit' button. (Alternatively, you can 'Save' and come back this later)



Submitting annual report in GEMS (with HRE)

Annual reports are submitted using 'Milestones' in GEMS. If you have an Ethics (ie. HRE) project in the system, then you will need to submit your progress report against the HRE project (not the SSA). The annual report will then flow to all authorised SSAs once approved by the HREC.

1. In the GEM Project, click on the HRE project

Applications Details

Details relating to your research application can be found on this page.

Click on the **Application Identifier** to begin or continue your application, or to view a copy of your submitted application within the browser window.

Click anywhere else on the application row to expand the options available for managing your research application.

- Application information - pre approval information
- Project information - post approval information

Once the status of an Ethics (HRE) or Governance (BSA) application is Approved/Authorised, various Amendments may need to be raised to support your application.

For further information on other functions, such as adding new sites or sharing your application, please refer to the Research GEMS User Guide.

Export CSV Search Column chooser

IDENTIFIER	TITLE	COMMENTS	VERSION	STATUS	ORGANISATION
2021/SSA00735	Amy G #65 - The Queen Elizabeth Hospital		1.00	In Progress	
2021/SSA00906	Amy G #65		1.00	Authorised	SAIT Test Site
2021/HRE00421	Amy G #65		1.01	Approved	Central Adelaide...
2021/SSA00735	Amy G #65		1.01	Authorised	Modbury Hospital

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Research Office Contact Information User Details SA Health Intranet Hospital Research Foundation

2. Click the 'Milestones' tab

Applications Details Forms Milestones

If you need to submit an Amendment, select the Forms tab above.

If you need to submit a Milestone, select the Milestones tab above.

Parent project: 2021/GEM00670

Project identifier: 2021/HRE00421 Approved

Organisation: Central Adelaide Local Health Network HREC

Revision milestones: 0 Override milestones: 0

Shared with:

Contacts

USER	FULL NAME	ROLE	ORGANISATION	EMAIL	IDENTIFIER	RELATIONSHIP
	Garrett, Amy	Coordinating Principal Investigator		amy.garrett@sa.gov.au	2021/GEM00670	1
	Garrett, Amy	Coordinating Principal Investigator	NALHN - Research Office	amy.garrett@sa.gov.au	2021/HRE00421	

Hierarchy History

- 26/04/2022 Project form submitted
- 26/04/2022 Project form created
- 15/02/2022 Project share added for amy.garrett@sa.gov.au at Owner level
- 15/02/2022 Project status changed to Approved

Export CSV

3. Click relevant milestone (eg. 'Progress Report')

Applications Details Forms Milestones

Project milestones are on this page.

Export CSV

IDENTIFIER	MILESTONE TITLE	DETAIL	ORGANISATION	STATUS	DAYS REMAINING	DUPLICATE	DUPLICATE DATE
2021/HRE00421	Clinical Trial Data Collection	Clinical Trial Data Collection	Central Adelaide Local Health Network HREC	Pending	95 days		31/07/2022
2021/HRE00421	Progress Report	Progress Report	Central Adelaide Local Health Network HREC	Pending	294 days		15/02/2023
2021/HRE00421	Clinical Trial Data Collection	Clinical Trial Data Collection	Central Adelaide Local Health Network HREC	Pending	460 days		21/07/2023
2021/HRE00421	Progress Report	Progress Report	Central Adelaide Local Health Network HREC	Pending	659 days		15/02/2024
2021/HRE00421	Clinical Trial Data Collection	Clinical Trial Data Collection	Central Adelaide Local Health Network HREC	Pending	824 days		21/07/2024
2021/HRE00421	Progress Report	Progress Report	Central Adelaide Local Health Network HREC	Pending	1028 days		15/02/2025
2021/HRE00421	Clinical Trial Data Collection	Clinical Trial Data Collection	Central Adelaide Local Health Network HREC	Pending	1191 days		21/07/2025
2021/HRE00421	Clinical Trial Data Collection	Clinical Trial Data Collection	Central Adelaide Local Health Network HREC	Pending	1354 days		31/07/2026
2021/HRE00421	Clinical Trial Data Collection	Clinical Trial Data Collection	Central Adelaide Local Health Network HREC	Pending	1921 days		31/07/2027

Milestone status summary

0 Pending

Research Office Contact Information User Details SA Health Intranet Hospital Research Foundation

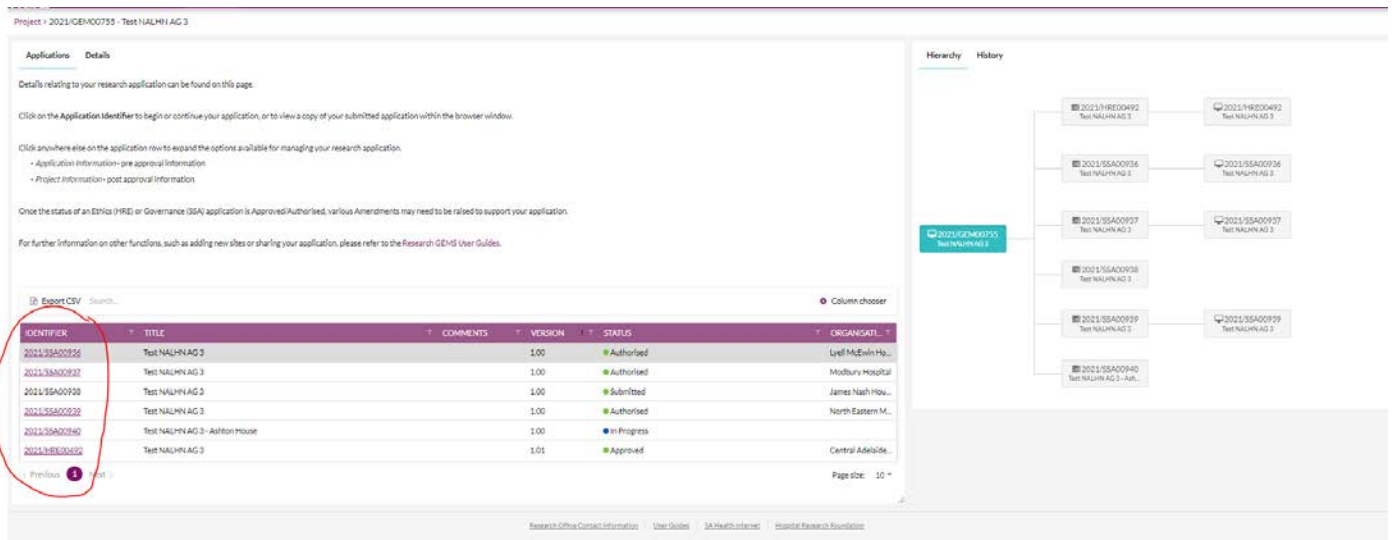
4. Fill in the report, and check there are green ticks for all sections. Press 'Submit'.

The screenshot displays a web interface for submitting a report. On the left, a sidebar lists several sections: Project Details, Study Status, Recruitment/Data/Samples, Progress Summary, Safety Reporting, Compliance, Confidentiality & Storage, Document Upload, and Declaration. Each section has a green checkmark icon next to it, indicating completion. The 'Declaration' section is currently active and highlighted with a red circle. The main content area shows the 'Declaration' form, which includes a 'Previous' button, a list of statements to confirm, the name 'Amy Garnett' and the date 'Tuesday, Apr 26 2022', a yellow-bordered text box with a note about HREC review, and a 'Submit' button at the bottom, also circled in red. On the right, there are tabs for 'Milestone details' and 'Documents'. The 'Documents' tab is active, showing a 'Submit document' button and a message: 'There are no additional documents available for this milestone.'

Submitting CoC Insurance in GEMS

Insurance certificates are submitted in SSAs using 'Milestones' in GEMS.

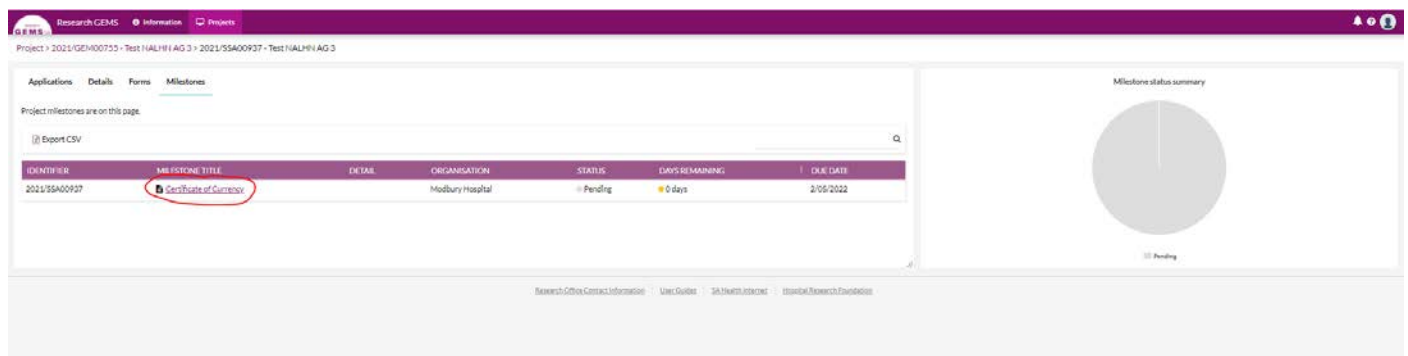
1. In the GEM Project, select the relevant SSA



2. Go to the 'Milestones' tab



3. Click on the relevant milestone (eg. Certificate of Currency) (If no milestone appears, contact the relevant Research Office)



4. Fill in Milestone report, uploading all necessary documents (add more rows if required)

Submit report

Clinical Trial Milestone - Certificate of Currency

Project Title
Test NALHN AG 3

List of all approved sites

Site ID	Site	PI Name
2021/SSA00937	Modbury Hospital	Amy Garrett
2021/SSA00936	Lisell McEwin Hospital	Amy Garrett
2021/SSA00939	North Eastern Mental Health	Amy Garrett

Start of Insurance * 01/01/2022 End of Insurance * 31/12/2022

Document Upload

Type * Certificate of Currency of Insurance

Description * Insurance certificate

Version * 0 Date * 22/05/2022

File Name * Insurance.docx Size 12.20 KB

Maximum file size is 20.00 MB

Submit

5. Once you have filled in all sections, press 'Submit'

Submit report

Clinical Trial Milestone - Certificate of Currency

Declaration

By submitting this report, I confirm the following:

- I am the PI of this project.
- This report accurately reflects the progress of the project.

Amy Garrett
Monday, May 2 2022
Modbury Hospital

Submit