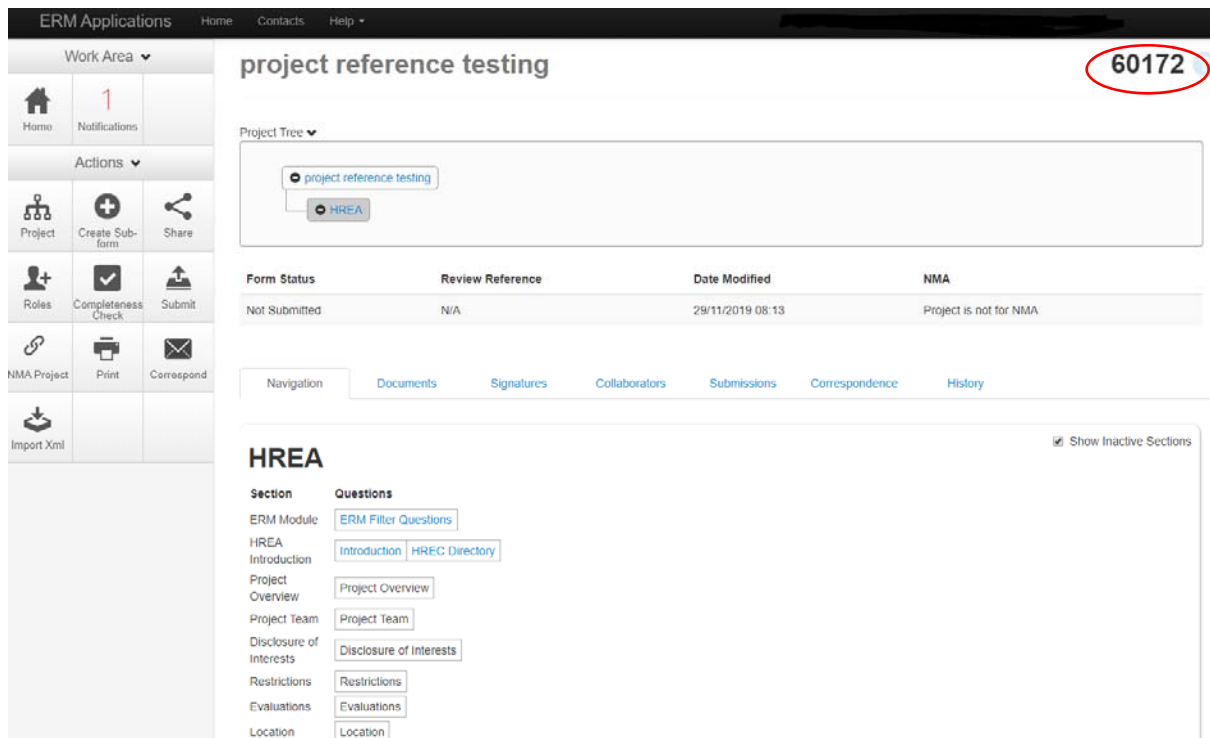


## How to get your Project Reference Number

The project reference number is the “Project ID” number allocated in the Ethics Review Manager (ERM) system.



The screenshot displays the ERM Applications web interface. At the top, the page title is "project reference testing" and the project ID "60172" is circled in red in the top right corner. The interface includes a sidebar with navigation options like Home, Notifications, Project, Create Sub-form, Share, Roles, Completeness Check, Submit, NMA Project, Print, Correspond, and Import Xml. The main content area shows a "Project Tree" with "project reference testing" and "HREA" sub-items. Below this is a table with columns for Form Status, Review Reference, Date Modified, and NMA. The table contains one row: "Not Submitted", "N/A", "29/11/2019 08:13", and "Project is not for NMA". A navigation bar below the table includes links for Documents, Signatures, Collaborators, Submissions, Correspondence, and History. The "HREA" section is expanded, showing a list of sections and their corresponding questions: ERM Module (ERM Filter Questions), HREA (Introduction, HREC Directory), Project Overview (Project Overview), Project Team (Project Team), Disclosure of Interests (Disclosure of Interests), Restrictions (Restrictions), Evaluations (Evaluations), and Location (Location).

### New Governance Only Projects

**If your study was submitted for HREC review at a site in Victoria or Queensland:**

- Your study will already exist in ERM. Contact the site that submitted the study to get your Project Reference Number.

**If your study was submitted for HREC review in another state that does not use ERM:**

- You may need to create a new project. Use the Minimal Dataset Form (MDF) as the main form of your project.
- If your study was submitted to the HREC prior to August 2018 it will likely exist in ERM. Contact the site completing the initial submission and/or the Coordinating Office for Clinical Trials Research to locate the study.

### New Ethics Projects

- You will need to create a new project. Use the HREA as the main form of your project.
- If you are working with a commercial sponsor, they may have already created the project and begun the application. Check with them before creating the project.