

## Processing Progress Reports

The below diagram is an overview of the progress report (milestone) process in GEMS.



### Accessing the Progress Report

*Note: this user guide assumes you have already set up your homepage tiles. See [Research GEMS user guide Setting up a Homepage](#)*

#### Step 1

Select the progress report for processing from the homepage tile.

#### Step 2

You will be taken to the Milestone section of the Ethics Project (post-approval).

The Milestone section offers more information on each listed tab:

**Information:** Milestone Details and Milestone Dates give an overview of the progress report.

*Note: Forecast & invoice are currently not required for GEMS*

**Detail:** Includes name of the milestone (progress report). Click 'Edit' to manually add more detail.

**Justification:** Will be blank. Click 'Edit' to manually add more detail.

**Addition fields:** Will list additional fields assigned to milestone.

**Documents:** Includes the progress report form and any other supporting documents submitted.



Click 'Edit' and '+Add document' to add any external documents required.

**Actions:** Currently not required for GEMS.

**Tasks:** Currently not required for GEMS

**Ratings:** Currently not required for GEMS.

**History:** See a detailed history of the milestone.

### Assigning a progress report to an existing meeting

For full committee review or executive committee review:

*For instructions on how to create a meeting please see: [Research GEMS Offices - Creating and Preparing HREC Meetings](#)*

#### Step 1



Navigate to the 'Meetings' tile and select the 'Meetings' icon to search, schedule or check meetings.

#### Step 2 Search for the existing meeting

Filter the search by adding a Title, Meeting status or add further filters using the drop down list to add or remove any of 6 meeting statuses



Select the meeting by clicking the edit icon.

#### Step 3

Click on the 'Milestones' heading at the bottom of the Meeting page.

Milestones in meetings relates to progress reports and final reports.

#### Step 4

Select the '+ Add milestone' and a pop out panel will appear.

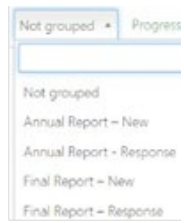
#### Step 5

Use the Search function to find the forms. Filter by Program, Milestone status or text search. Select the progress report and click the tick icon to add the milestone.

### Step 6

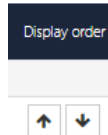
The system will automatically include all documents submitted with the milestone to be viewed by the meeting attendees in the external portal.

Group documents together by selecting the drop-down menu under 'Group' and using the filter options available.



You can

also change the display order of documents by using the 'up' and 'down' arrows.



## Adding notes and recording the decision

### Step 1

Add any notes or comments from the meeting in 'Meeting details', located at the top of the screen and click save once finished.

Notes can be edited after the meeting; this information can feed through to the draft minutes created in GEMS.

### Step 2 Record a decision

The 'gavel' icon records the decision:

#### Decision Type:

- ❖ Progress Report with status change (Completed, terminated/Abandoned)
- ❖ Annual Progress Report
- ❖ First Patient in Report

#### Decision:

- ❖ Decision pending – More Information required
- ❖ Noted
- ❖ Rejected

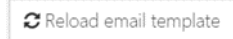
### Step 3

Click 'Save' in the wizard and then click page save to save all decisions and outcomes and then click edit.

### Step 4

Click on the email icon and edit template as required.

You can reload the email template by clicking the 'Reload email template' button. This will revert the email back to the original template, removing any information manually added.



Send the email. This will mark the annual report/milestone as achieved.

*Note: Remember to share the milestone report/system generated email from the project related documents. See below section How to Share.*

### Step 5

For all 'Decision Pending' or 'Rejected' progress reports you will need to process the milestone from the project.

## Processing the progress report from the HRE Project using Milestone Wizard

Select the milestone to be processed, following steps 1 and 2 above. See *Accessing the Progress Report (above) for the menu details.*

*Note that this process doesn't allow for review and approval from the HREC Chair.*

### Step 1

Select 'Information', 'Edit' and 'Process milestone'



Complete the progress report in the 'Process milestone wizard'.

### Step 2. Process Milestone

**Date received** - the date the milestone was initially submitted. This should not be changed.

**Milestone status** - select appropriate status from the dropdown menu:

**Achieved** – milestone report noted and accepted by the HREC.

**Revision** – further information is required. Complete the additional information required.

These statuses require a date to be selected for when the milestone should be returned. Click the toggle to update the milestone due date.

**Not Achieved** – when a milestone is not submitting even after multiple requests. Complete the additional information required.

**Effective Date** – date decision made

Click on the red next arrow to proceed through sections 2-4.



### Step 3. Attach minutes

Functionality currently not used.

### Step 4. Rate milestone

Functionality currently not used.

### Step 5. Send milestone email

If you do not wish to send an email, click the 'send email' toggle to 'No'.



To send an email, edit as required and ensure the toggle is selected to 'Yes'.



You can reload the email template by clicking the 'Reload email template' button. This will revert the email back to the original template, removing any information manually added.



Click the green tick to send the email.

*Remember to share the milestone report and system generated email from the project*

related documents. See below section *How to Share*

## Processing the progress report from the ethics project using Decisions

*Note that this process allows for review and approval from the HREC Chair.*

### Step 1

Select the progress report for processing from the homepage tile.

### Step 2

Click on the 'documents' tab in the milestone wizard.

Download the progress report and any supporting documents.

### Step 3

Review the documents as per the research office requirements. If all information is provided, continue by clicking 'management' and 'decisions'.

### Step 4

Add a new decision, by clicking 'Add decisions'.

*Click the 'edit' button for this option to appear.*




### Step 5

Add the 'type' (Annual progress report) and user (the Chair/ EO) details.

Click save.

### Step 6


Alter the documents attached to the annual report by clicking the 'select documents' button on the right hand side of the decisions line. 

### Step 7

Let the person authorised to approve the report know that a decision is available for them in Research GEMS

### Step 8

Once they have made the decision, return to the 'decisions' tab.

Click on the 'send email' button on the decision line. 

### Step 9

Amend the letter with the appropriate response and send.

*Note: Final reports processed via decision will not automatically close the project. This will need to happen manually after the letter is sent, see below.*

## Change the Status of the Project.

When a milestone has a status of Completed, Closed (post analysis), Terminated or Abandoned it is noted that the Research Office should change the status of the Ethics Project.

### Step 1

In the Ethics Project (post-approval), select 'Management' and 'Status'. Select Edit and '+ Add status'. Once completed, select 'Ok' and 'Save'.

**Completed** - When the last participant has met the last study analysis endpoint. When reached at a single site study, this is likely the time point when data analysis can begin. When reached at the last site in a multi-site study, this is likely the time point when data analysis can begin. Participants may still be undergoing follow-up visits.




**Closed (post analysis)** - The study has finished normally, participants are no longer being treated or examined, but the documents are not yet archived.



**Abandoned** - The application has been approved/authorised, but it has been determined that the project will never commence.

**Terminated** - After study start but before study close, discontinuation of a research project by the investigator or sponsor, where activity will not resume. Possible reasons include: Ethical, safety, financial or other grounds. Will never progress to "Complete" or "Closed (post analysis)"

## How to share with governance

Following the approval and distribution of the approval letter, the Ethics Officer needs to make the documents and letter visible to the Research Governance Officers.

To do this, in the Ethics Project (post-approval), select 'Management' and 'Related documents'. Select Edit  and alter  the button to . This allows the document to be visible within the GEMS system.

By alternating between the crossed out eye  and the eye  will determine whether the researcher can see the document in the external portal.

Once completed, select 'Cancel' as the changes are automatically saved.

## Manually creating Milestone Progress Reports

Where an extension for HREC approval date has been approved and additional milestones will be required the Research Office can create a new milestone report.


**NOTE: Studies created in GEMS have 3 milestones automatically generated. For migrated studies, milestones need to be added to the project.**

**Step 1.**

Select the HRE Project and click 'Milestones'



**Step 2.**

Select edit  and then select '+ Add milestone'.

**Step 3.**

Fill in the milestone details as per below;

**Title:** Progress Report

**Type:** Progress Report

**Organisation:** Auto populates

**Current due date:** Add due date

**Step 4.**

Click Ok and then Save.

The new milestone progress report will now appear in the progress report list.

A screenshot of a web form for adding a milestone. It has four rows: 'Title \*' with an empty text box; 'Type \*' with a dropdown menu showing 'Please select...'; 'Organisation \*' with a dropdown menu showing 'Sydney Children's Hospitals Network'; and 'Current due date \*' with a date input field showing 'dd/mm/yyyy'. At the bottom are 'Ok' and 'Cancel' buttons.