

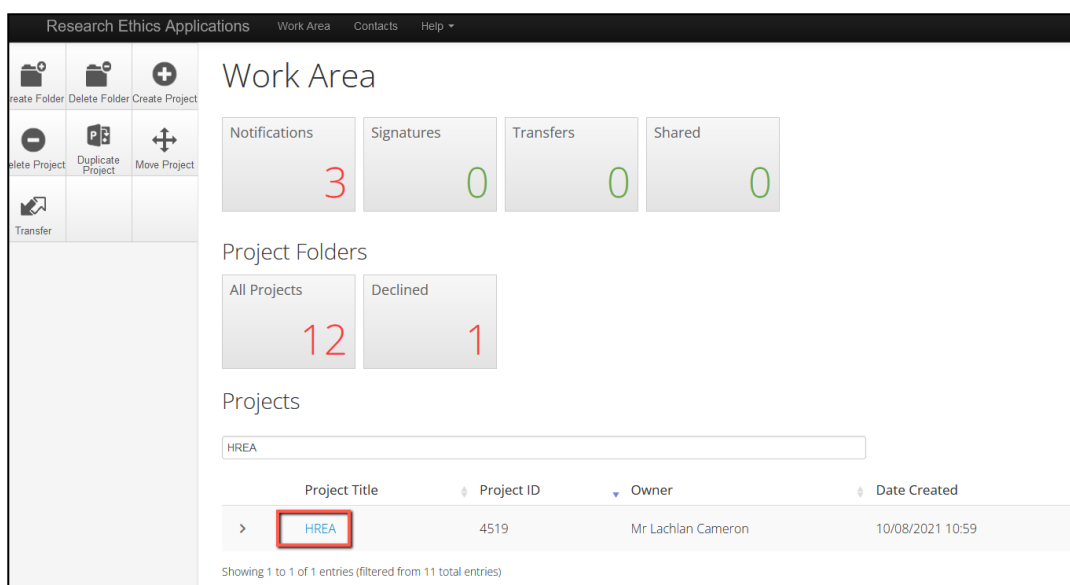
Amend the title on a HREA form

For your records, here are the steps to change the title when you do have the HREA next unlocked for Variation:

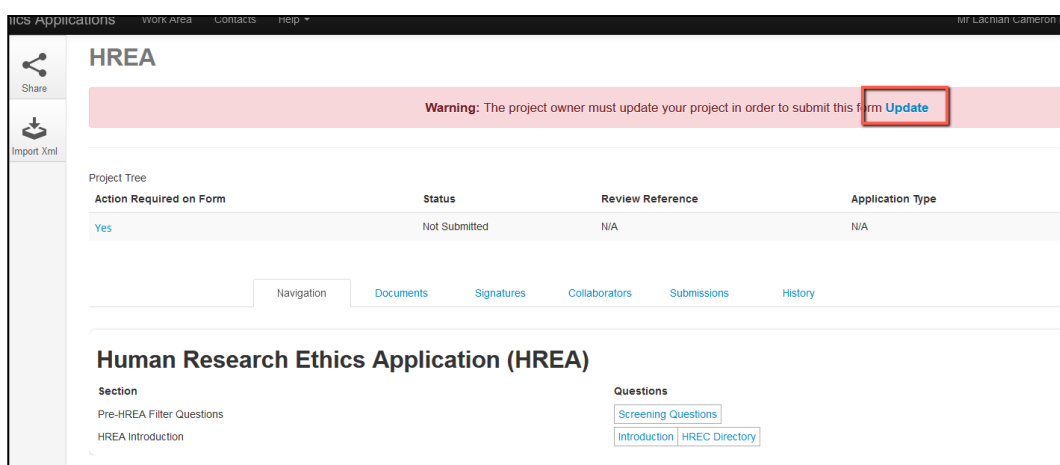
1. Update the Project

The following are example screenshots from our test system with no real live data shown

- Select the Project from your QUT ERM login Work Area



- Select the "Update" option from the banner at the top of the page and follow the prompts



Update Project

Note: This will update all the forms within this project.
Any electronic signatures on unsubmitted forms will be invalidated – NOTE updating does not invalidate signatures on submitted forms

Update Description

UpdateClose

- Navigate to the Project Title in the form – by selecting the “Project Overview” Section

Project

Create Sub Form

Share

Feedback

Submit

View as PDF

XML

HREA

Project Tree

Action Required on Form

Status

Review Reference

Yes

Not Submitted

N/A

Navigation

Documents

Signatures

Collaborators

Submissions

History

Human Research Ethics Application (HREA)

Section

Questions

Pre-HREA Filter Questions

Screening Questions

HREA Introduction

Introduction

HREC Directory

Project Overview

Project Overview

Project Team

Project Team

Disclosure of Interests

Disclosure of Interests

Restrictions

Restrictions

Evaluations

Evaluations

- Make the change to the text in the text box titled “HREA Full Project Title”

Next

Navigate

Documents

Signatures

Share

Collaborators

Submit

Human Research Ethics Application (HREA)

Project Title: HREA

Project Overview

Q1.1 What is the Project Title (as presented in the [Project Description/Protocol](#))? *

Minimise the use of acronyms where possible.

Please keep the total number of characters below 2000.

HREA Full Project Title

HREA changing title

Q1.2 Provide a summary of the research project in non-technical language. *

This summary should provide the reviewers with an overview of the research aims, participants, methods and expected outcomes.

The [Project Description/Protocol](#), to be attached later in HREA, will provide further details about the project.

4. Select save



Human Research Ethics Application (HREA)
Project Title: HREA

Project Overview

Q1.1 What is the Project Title (as presented in the [Project Description/Protocol](#))? *

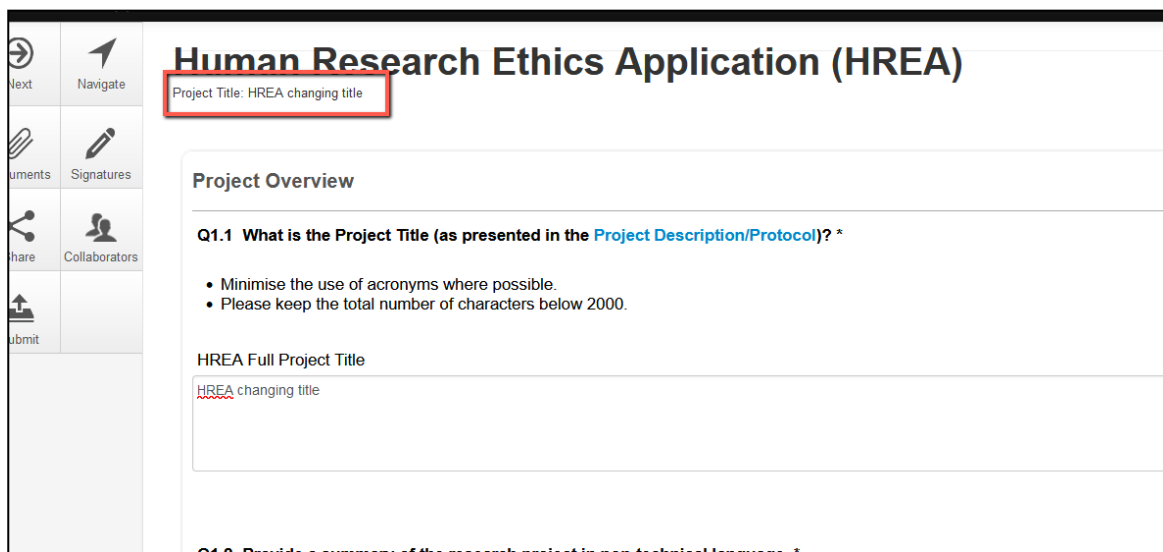
- Minimise the use of acronyms where possible.
- Please keep the total number of characters below 2000.

HREA Full Project Title

HREA changing title

Q1.2 Provide a summary of the research project in non-technical language. *

5. The change will now be visible in the Project title for you immediately.



Human Research Ethics Application (HREA)
Project Title: HREA changing title

Project Overview

Q1.1 What is the Project Title (as presented in the [Project Description/Protocol](#))? *

- Minimise the use of acronyms where possible.
- Please keep the total number of characters below 2000.

HREA Full Project Title

HREA changing title

Q1.2 Provide a summary of the research project in non-technical language. *

Please be aware that the title change will not be visible immediately to the Reviewer until you then submit the HREA back for Review and Approval.