

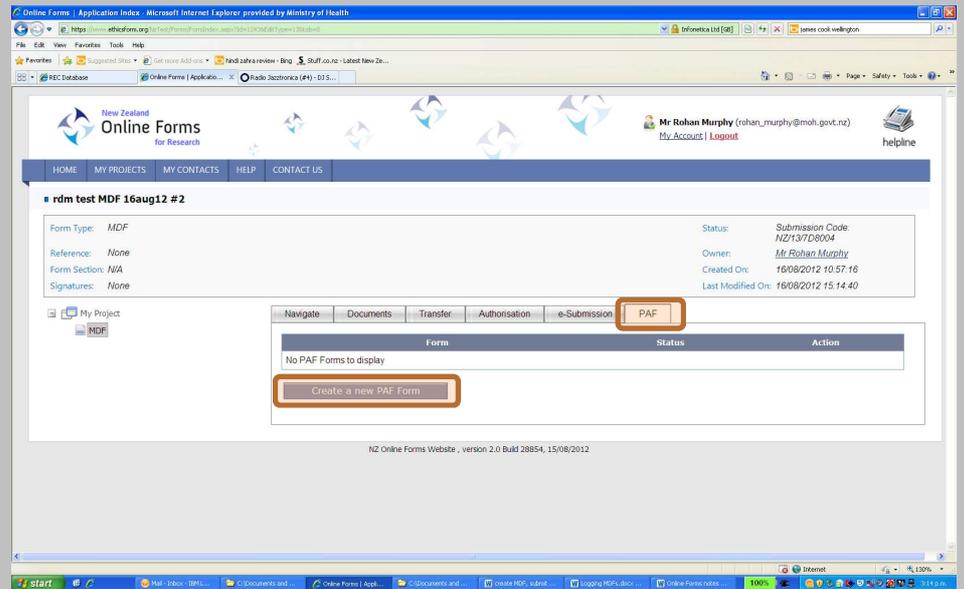
# How to create and submit a Post Approval Form

## Steps

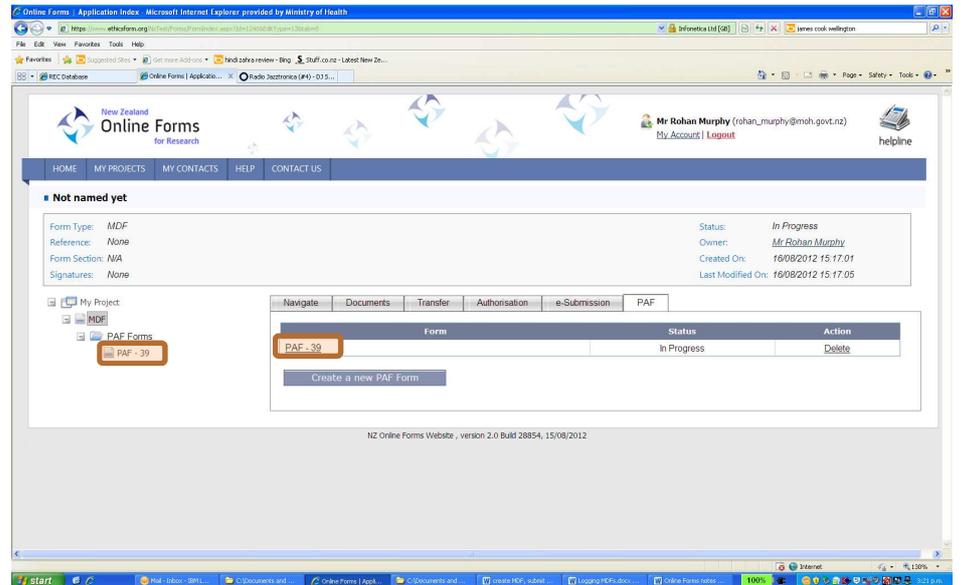
- As soon as the MDF is submitted, you can submit post-approval items, such as annual progress reports and amendments.

To do this, go to the "Post Approval" tab and click "Create a new Post Approval Form".

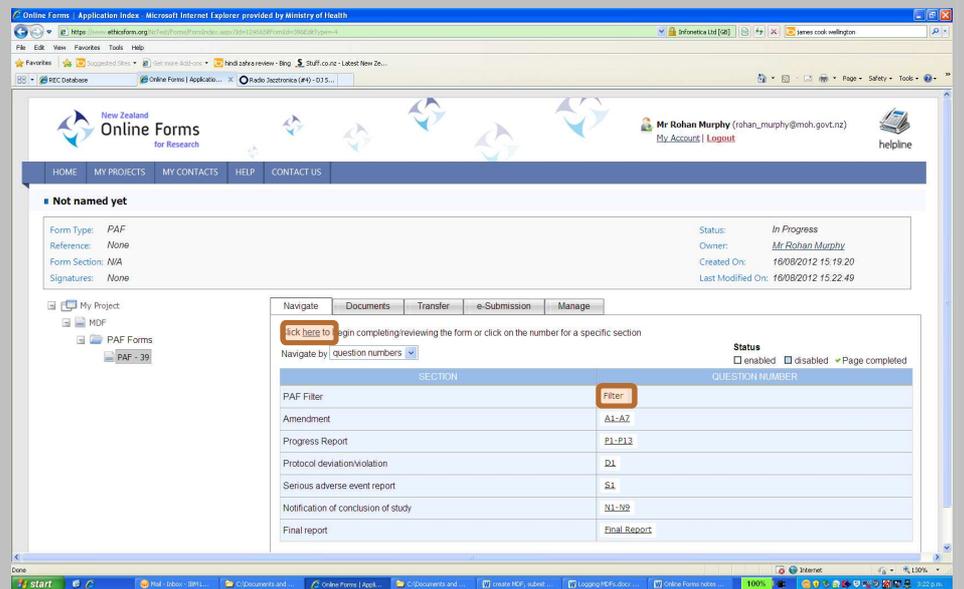
## Screenshots



- Click on the title of the Post Approval Form. (You can do this in either of the two ways indicated on the screenshot.)



- Open the form.



## Steps

## Screenshots

9. Indicate which type of post-approval item you wish to submit (eg, “progress report”), then answer the remaining questions in the form.

Once you have completed all questions, click the “Navigate” icon to continue.

The screenshot shows the 'New Zealand Online Forms for Research' web application. The user is logged in as Mr. Rohan Murphy. The form is titled 'Not named yet' and is currently 'In Progress'. The form details are: Form Type: PAF, Reference: None, Form Section: N/A, Signatures: None. The status is 'In Progress', owned by 'Mr. Rohan Murphy', created on '16/08/2012 15:19:20', and last modified on '16/08/2012 15:25:09'. The page is 1 of 7. A 'Filter' section is highlighted with a red box, containing the question: 'Filter: Which of the following post-approval items would you like to submit?' with radio button options: 'an amendment', 'a progress report', 'a protocol deviation or violation', 'a report of a serious adverse event (to SCOTT only)', 'notification of conclusion of the study', and 'a final report'. A 'Navigate' icon is also highlighted with a red box.

10. Upload any documents associated with your post-approval item in the “Documents” tab.

The screenshot shows the 'New Zealand Online Forms for Research' web application. The user is logged in as Mr. Rohan Murphy. The form is titled 'Not named yet' and is currently 'In Progress'. The form details are: Form Type: PAF, Reference: None, Form Section: N/A, Signatures: None. The status is 'In Progress', owned by 'Mr. Rohan Murphy', created on '16/08/2012 13:08:24', and last modified on '17/08/2012 18:28:40'. The 'Documents' tab is selected and highlighted with a red box. The 'Documents' section shows a table with columns: List, Upload, and Document date. The 'Upload' button is highlighted with a red box. The 'Description' field is empty. The 'Choose file to upload' section has a 'Browse...' button. A note states: '\* Please note that the fields Version and Description will be visible by the assessing organisation'. The 'Upload File' button is at the bottom.

11. Then go to the “e-Submission” tab, check that your Post Approval is complete, and submit it.

A message confirming submission of your PAF should appear.

The screenshot shows the 'New Zealand Online Forms for Research' web application. The user is logged in as Mr. Rohan Murphy. The form is titled 'Not named yet' and is currently 'In Progress'. The form details are: Form Type: PAF, Reference: None, Form Section: N/A, Signatures: None. The status is 'In Progress', owned by 'Mr. Rohan Murphy', created on '16/08/2012 13:08:24', and last modified on '17/08/2012 18:28:43'. The 'e-Submission' tab is selected and highlighted with a red box. The 'Check for Completeness' section is highlighted with a red box, containing the text: 'A check for completeness must be performed each time you submit an application. Once all mandatory questions, documents and authorisations have been completed, you may then proceed to submission.' Below this is a 'Check For Completeness' button. The 'Proceed to Submission/History' section is highlighted with a red box, containing the text: 'This section allows you to submit an electronic submission. Clicking the "Proceed to Submission/History" button will also display the Submission History.' Below this is a 'Proceed to Submission/History' button. The 'Submission History' table is empty, with columns: Submission Code, Submission Date, PDF, and Submission Status. The table shows 'No Submissions to display'.

12. You will receive an automatic email once your PAF has been reviewed, and will be able to view the letter form the HDEC in the PAF's e-submission tab by clicking on the “+” icon in the submission history.