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

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2. Click on 'Milestones'

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



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

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All services breaches or good clinical practice or protocol have been reported to the HREC and for RCO review. This report accurately reflects the progress of the project.	
Amy Gurrett	
Tuesday, Apr 26 2022	
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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

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

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

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Submitting CoC Insurance in GEMS

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

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

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