Importing XML from https://hrea.gov.au

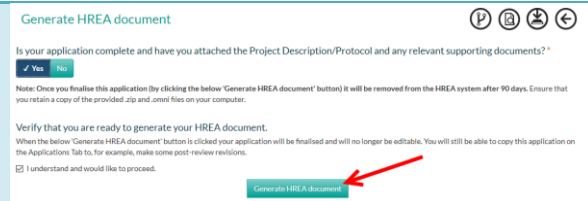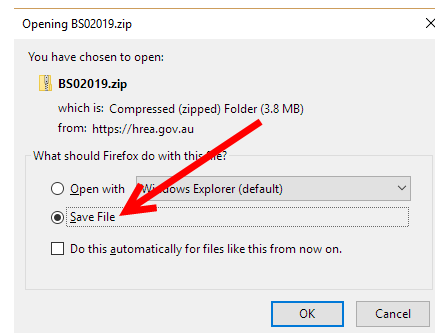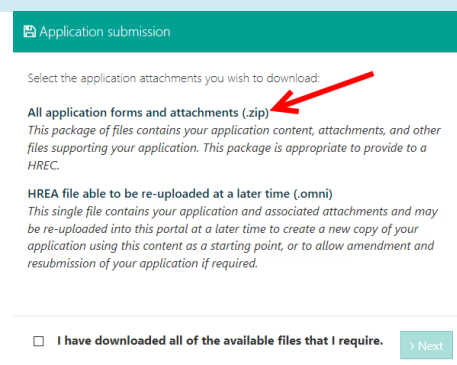**If you are submitting an application to the public health system in NSW, QLD, SA, ACT, VIC or Mater Research Brisbane and have completed the HREA from the https://hrea.gov.au/ website, you can import your ethics proposal in AU Online Forms.**
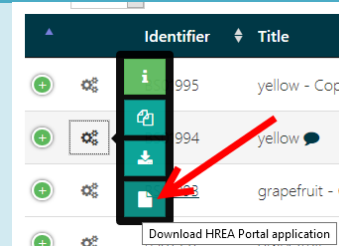
1. **An xml file is only available on the https://hrea.gov.au site at the COMPLETION of the HREA form. An OMNI file can be generated part way through the completion of the HREA form but this OMNI file CANNOT be imported into AU Online Forms.**
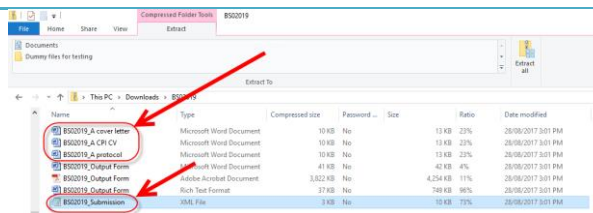

2. **Once you have completed the HREA, you can generate the HREA document in https://hrea.gov.au and download "All application forms and attachments (.zip). Save the zip file.**
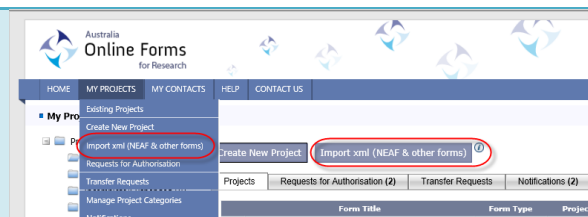

3. **If you do not save upon submission, you have 90 days after submission to go to the Application in https://hrea.gov.au, click the Options icon (cog wheels), and click on the Download HREA Portal application icon. If you do not get to choose where the file is to be saved, this may be saved to the Download folder on your computer.**
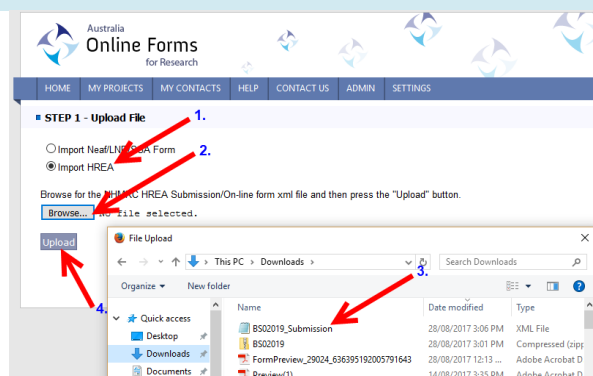
4. **Go to your File Manager and open the zip file and extract the file called "<application ID>_Submission" (this is the XML file) and any supporting documents. [Hint! Holding down the Ctrl key will allow you to select the files to be extracted.]**
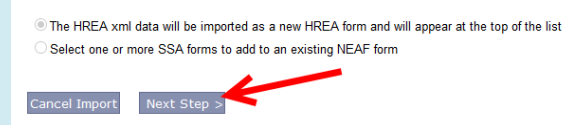

5. **Log into https://au.ethicsform.org , click on Import XML (NEAF and other forms)**

6. **Select Import HREA, click the Choose file/Browse button, to browse and select the file called "<application ID>_submission". Once you have found the Submission file, click on the file and then click the Open button. Then click the Upload button on the Online Forms webpage.**

7. **On the next screen, click the Next Step > button**

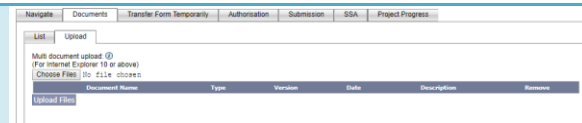8. **Select the jurisdiction to which the HREA form will be submitted to and then click the Import Data button.**

STEP 4 - Import Finished

You have succesfully finished the import procedure.

To view the imported form please click here.
To import another form go to Step 1 of the import procedure.

9. **Click on the here link to view the application. You should check that all fields have been imported in. Note: If any changes are made by the NHMRC to the XML schema in https://hrea.gov.au , the data may not come through to AU Online Forms. The applicant can always enter the response to the HREA form in AU Online Forms.**

10. **Go to the Documents tab and upload your supporting documents. You can upload multiple documents if you are using Internet Explorer 10 and above or Firefox, Safari, Chrome or Opera.**

IMPORTANT!

- **The HREA XML should only be uploaded into AU Online ONCE.**
- **After a HREA XML is uploaded, any changes to the HREA should be made in AU Online Forms.**
- **We strongly advise that you DO NOT create duplicate projects in AU Online Forms. This will cause issues when the research office tries to import an SSA application into their research ethics database system if generated off a different project.**
- **The Import to XML is one way (from https://hrea.gov.au to AU Online Forms). The HREA form CANNOT be imported back into https://hrea.gov.au from AU Online Forms.**