

HOW TO GENERATE A PDF OF A FORM WITH A LOCK CODE

If you generated a Lock Code before 12 March 2010 you will notice that the Submission Code looks different. The submission code displayed in its place is a combination of the 'old' Lock Code and the 'new' Submission Code, i.e. 'LOCK/[LockCode]/AU/[SubmissionCode]' .

If you are in the process of submitting your application, you must notify the HREC Coordinator or RGO of the new Submission Code. The 'old' Lock Code will no longer work. Below are step-by-step instructions on how to generate the pdf of the Form (i.e. NEAF or SSA) with a lock code –

1. Click the Submission tab to generate a pdf

The screenshot shows the 'Australia Online Forms for Research' interface. The user is logged in as 'Ms Reda Red'. The page title is 'Submission Code with 'old' Lock Code & 'new' Submission Code'. A red arrow points to the 'Submission' tab in the navigation menu. Another red arrow points to the 'Submission Code' field, which contains 'LOCK/AB/15334/1/AU/15334/11346/1/492'. The page also shows a table of sections and question numbers.

SECTION	QUESTION NUMBER
1. TITLE and SUMMARY of Project	1-2
2. RESEARCHERS / INVESTIGATORS	1 2 3 4 5-9 6-7a
3. RESOURCES	1-4 5-9
4. PRIOR REVIEWS	1-3 4-5 6-7 8-9 10 11

2. Click the Generate PDF Link

The screenshot shows the 'Generate submission code' and 'Save completed form as XML' buttons. A red arrow points to the 'Generate PDF' link in the table below.

Submission Code	Submission Code Date	PDF	XML
LOCK/AB/15334/1/AU/15334/11346/1/492	14/03/2010 06:30	Generate PDF	Save as XML

3. Forms that have a lock code combination must only select **pdf WITHOUT text changes**.
NOTE: Only forms with a submission code generated after 12 March 2010 can choose to generate a pdf with or without text changes.

4. Click the Generate button

5. You can now save a copy of the PDF and provide the HREC/RGO with a copy of the PDF which will have the correct code in the bottom right hand corner.

The screenshot shows the 'Form for Print' dialog box. The 'Text Changes' section is visible, and the 'PDF without text changes' option is selected. The 'Generate' button is highlighted.

Text Changes
Please choose from the following:
 PDF with last 3 text changes
 PDF without text changes
Generate Cancel