

Research Governance Office

Newsletter Update

November 2022

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- Pre-Submission Meetings
- Research Related Agreements
- Christmas Closure
- Tips and Hints



Pre-Submission Meetings

- For ALL NEW site applications in 2023
 - Feedback on the implementation of Pre-Submission meetings for GTLR applications has been very positive and we will be continuing these for GTLR and will now include LNR projects.
 - LNR site applications submitted after 1st March without a pre-submission meeting being conducted will be rejected.
 - Please email the RGO Inbox (SCHN-Governance@health.nsw.gov.au) to book an appointment for a pre-submission meeting – PRIOR to submitting your site application in REGIS. Details are on our website.
 - The pre-submission meeting is a high-level overview of your project to assist in highlighting early any areas that have the potential to delay the review of your application.
 - It is not a pre-review of the documents in your application.
 - We see this as an opportunity to reduce the number of queries following submission and work with you to streamline the review process.
- We look forward to meeting with you!

Research Related Contracts

- All research related contracts and agreements are reviewed by Research Governance prior to progressing for Institutional Signature.
 - This includes CDA's, DTA's and MTA's
 - Please note Director of Research or Associate Director Research Operations are the only delegated authority for Institutional Signature on research related agreements.
- Grant Applications and MIA's (Multi-Institutional Agreement)
 - If SCHN (includes CHW or SCH) is listed as a participating institution on a Grant Application and successful please ensure we are listed as a party in the MIA.
 - If any funding is coming directly to SCHN (includes CHW or SCH) as per the Grant Award SCHN should also be included on the MIA
 - If you receive a MIA please forward to SCHN-Governance@health.nsw.gov.au and we will assist with the review and obtaining sign-off of the MIA.
- DocuSign
 - SCHN Research Governance now accepts DocuSign for the signing of agreements.
 - A specific process has been developed and must be followed to ensure there are no delays in obtaining signature.
 - Please email the RGO Inbox (SCHN-Governance@health.nsw.gov.au) for assistance.

Christmas Closure 2022

Thank you for your support throughout the year.

The Research Governance Office will be closed as of COB Friday 16th December and will re-open on Monday 9th January. No review of applications or agreements will occur during this time.

Pre-submission meeting bookings will be closed from 9th December until the office re-opens on 9th January.

We wish you all the best for a wonderful Christmas break and we look forward to working with you again in 2023.

Tips and Hints

- Head of Department (HOD) sign-off
 - It is important to speak with any HOD PRIOR to submitting your application in REGIS.
 - The Site Application in REGIS goes to the HOD before it is “received” by the RGO.
 - Please check the status of your application in REGIS if there are any delays with a HOD providing sign-off please follow up with the HOD if necessary.
- Student Projects
 - We encourage all students (including those doing ILP) to organise a pre-submission meeting as soon as possible for any project that needs to begin in February / March 2023
- Submission Checklist
 - Don't forget to include the mandatory submission checklist in your REGIS application!
 - Please refer to our website <https://www.schn.health.nsw.gov.au/research/ethics-governance/research-governance/site-specific-application-submission-and-guidelines>.
 - Upload this document in Part F of your STE application in REGIS
 - The checklist is aligned with the relevant requirements the RGO considers assessing your application.
 - Bring it along to your pre-submission meeting!