Research Governance Checklist

Purpose
The purpose of this checklist is to provide Researchers with the Site-Specific Approval (SSA) requirements of all Research Governance Submissions for the Mackay Hospital and Health Service (MHHS).

Scope / Site Specifics
The checklist may be submitted in lieu of a cover letter and can be used to ensure all approval requirements have been considered and captured prior to submission with Research Governance.

Guideline
(Detailed definitions for Site Specific approval requirements are available on the *Research Governance Checklist Guideline)*.

- As not all documents are relevant to each study, researchers are encouraged to contact the Research Governance Officer MKY-RGO@health.qld.gov.au prior to submission to discuss their study requirements.

- All documents should be provided electronically via the Ethical Review Manager (ERM).

- All supporting documents (including the application form, and HREC letters) must be uploaded to ERM and should be appropriately named so that they can be easily identified.

- Once all Research Governance requirements have been met, the RGO will submit application to the Health Service Chief Executive with a recommendation to authorise the conduct of the study within the MHHS.

Research Study Project Identifiers

Principal Investigator (PI) Name:	
PI or Site Coordinator Contact Number:	
PI or Site Coordinator Email Address:	
ERM Project ID Number:	
Study Title:	
Short Name (If applicable):	
Is the principal investigator undertaking this study as a student?	**Yes / No**
Description of the Project in Plain Language: *(NOTE: Copy from the HREA Application Form)*	

Research Study Checklist – Site Specific Approval Document Requirements

	Document	Researcher Notes	Document uploaded in ERM		
			Yes	No	N/A
1	Checklist or RGO Cover Letter		☐		
2	SSA Form (with all the required signatures)		☐		
3	Budget on the MHHS Template (with all the required signatures)		☐		
4	Protocol		☐		
5	Site Specific PICF		☐	☐	☐
6	Research Agreements		☐	☐	☐
7	Indemnity Forms		☐	☐	☐
8	HREA Application Form		☐		
9	All HREC Documents, Approval Letter and HREC Communications		☐		
10	Approval Correspondence		☐	☐	☐
11	Master PICF		☐	☐	☐
12	Data Collection		☐	☐	☐
13	Funding Information		☐	☐	☐
14	Investigator CVs		☐		
15	Insurance Certificates		☐	☐	☐
16	Investigator Brochure		☐	☐	☐
17	PHA Application and Approval		☐	☐	☐
18	QCAT Application and Approval		☐	☐	☐
19	Pathology Queensland Approval and Quote		☐	☐	☐
20	Forensic and Scientific Services Approval		☐	☐	☐
21	Agreement, Collaboration or Other Engagement with a Foreign Entity		☐	☐	☐
22	Other Supporting Documents		☐	☐	☐
23	CTN		☐	☐	☐

Document approval

Approved by	Nursing Director, Research Support Unit	Approval date	24/02/2025
	A/Executive Director Medical Services		25/02/2025
Author	Research Governance Officer	Next review due	25/02/2028