

# SSA submission advice and requirements

Research Governance is a separate process to the Ethics approval process.

## Site Specific Assessment (SSA)

- If you intend to conduct research at a Queensland Health (QH) Site, you will need to complete an SSA application in Ethics Review Manager (ERM).
  - The link to ERM is: <https://au.forms.ethicalreviewmanager.com/>
  - For technical advice regarding the ERM system, please contact the ERM Helpdesk on 07 3082 0629 or email [ERMhelpdesksupport@health.qld.gov.au](mailto:ERMhelpdesksupport@health.qld.gov.au).
  - The [Queensland ERM Applicant User Guide](#) can be found on the Templates page under the Help menu.
  - There is also an [interactive training presentation for researchers on ERM](#).

## SSA Submission process

1. Obtain budget verification from the Research Senior Business Coordinator.
2. Obtain the Business Head of Department (HoD) signature.
3. Obtain the Finance Endorsement Memo.
4. Obtain the Principal Investigator's (PI) signature.
5. Submit the SSA application in ERM for review by the Research Governance Officer.

 **N.B.** The above steps must be completed in the order outlined above.

Please ensure you obtain all the required signatures along with the required documentation, before you submit the SSA application to the Research Governance Officer (RGO).

**The entire SSA submission including all study documents must be provided to the RGO in hard copy.**

## Budget review & verification

All budgets for must be reviewed and verified by the Research Senior Business Coordinator (SBC) as per step 1 of the submission process.

Please email the following documents to [CHHHS\\_Research\\_Business@health.qld.gov.au](mailto:CHHHS_Research_Business@health.qld.gov.au) for review:

- Draft SSA
- HREC approval letter
- Completed Budget Endorsement Request Form
- Research contract / agreement (if applicable)
- Funding approval / confirmation letter (if applicable)

## Signatures - Mandatory

- 2) Business Head of Department (HoD) must sign the Head of Department Declaration page. The relevant Business HoD is outlined in attachment C. The Clinical HoD is **not** the same as the Business HoD.
- 3) Financial Controller will provide you with a Finance Endorsement Memo that must be uploaded at Q9.6 in the SSA form.



COMPASSION



ACCOUNTABILITY



RESPECT



INTEGRITY



Queensland  
Government

Obtaining the above signatures is the researcher's responsibility. If you are external to the CHHHS, the *local site contact person* should be able to assist in obtaining the necessary signatures.

### Conducting research at multiple sites in the Cairns & Hinterland Hospital & Health Service (CHHHS)

If the project will be conducted across multiple sites/facilities within the CHHHS, additional signatories will be required. Please contact the RGO for advice before you proceed

- Only one SSA for the CHHHS is required regardless of the number of sites/facilities within the CHHHS.

### Research Contracts / Agreements

A research contract / agreement is required in the following situations:

- If you are a CHHHS employee but are doing the research as part of a post graduate degree for via a university.
- Some or all the investigators are external to the CHHHS.
- If the project is being conducted collaboratively with an external entity.
- If you are doing the research as a non CHHHS employee; or are CHHHS Employee but also affiliated with the collaborating external entity.

Please contact our office regarding contract requirements and approved templates. Please provide and upload the partially executed contract / agreement (i.e. signed by the external party and Principal Investigator (if applicable)) as part of the SSA application. The RGO will arrange for the contract / agreement to be signed by the CHHHS delegate.

A contract is not required if all investigators are CHHHS employees and there is no involvement with any external parties (eg. Universities etc).

### Documentation

Documents uploaded in the HREA do not transfer over to the SSA form and must be uploaded again. Use the Checklist SSA (*attachment B*) to ensure you have uploaded the required documentation.

**The entire SSA submission including all study documents must be provided to the RGO in hard copy.**

Once the SSA application has been submitted in ERM, please post hard copies of the entire submission to the below address:

Research Governance Officer  
Research Ethics and Governance Unit  
Level 7, William McCormack Place 2, 5B Sheridan Street  
Cairns QLD 4870

🚩 SSA applications will only be reviewed once hard copies are received.