Guide to parallel submissions of ethics and governance applications

Research Ethics	Research Governance
Step 1(a) Researcher submits application via Ethics Review Manager Required documents: • HREA (within ERM) • Protocol • Curriculum vitae (Principal Investigator only) • Letter of support from the Head of Department • Evidence of Peer Review • PICFs [if applicable] • Other supporting documentation	Step 1(b) Researcher generates SSA in ERM and uploads the following documents: • Site specific documents (PICFs, advertising material) • Research budget Step 1(c) REGO completes provisional assessment to determine whether a legal contract is required, e.g. • Collaboration Agreement • Facility Access • CTRA
Step 2 HREC reviews submission and provides feedback to researcher	
Step 3(a) Researcher responds to HREC feedback and receives HREC approval	Step 3 (b) Researcher submits PHA application - if advised by the Research Office.
	Step 4 Researcher submits HREC approval letter with all documents from 1(b) and if required, 1(c) and 3(b).
	Step 5 Researcher receives Letter of Authorisation from the delegate and can commence study.
Ethics contact E: GCHEthics@health.qld.gov.au P: 5687 3879	Governance contact E: GCHResearch@health.qld.gov.au P: 5687 3880

Abbreviations: *CTRA* Clinical Trial Research Agreement, *ERM* Ethical Review Manager, *HREA* Human Research Ethics Application, *HREC* Human Research Ethics Committee, *PHA* Public Health Act, *PICF* Participant Information Sheet and Consent Form, *REGO* Research Ethics Governance Officer, *SSA* site specific authorization.