Site Specific Assessment (SSA) Flowchart

**Finance**
- **Unfunded Project**
  - Ensure the head of department of the unit you are conducting the research is aware of labour costs, in-kind costs, etc.
  - Submit to Research Governance Leader (RGO)

- **Funded/Sponsored Project**
  1. Ensure proof of funds for research project is attached to SSA
  2. Ensure outgoings/incomings match up to reduce discrepancies
  3. Ensure a budget for the project is clearly outlined
  4. Governance fees apply to commercially sponsored research projects
  - Reviewed by Business Manager (Research) and SSA authorised by CFO
  - Recommendation and signature by RGO on SSA

**Signatures**
- Ensure that all investigators and Head of Department have signed the SSA form

**Legal**
- GCHHS employees only (internal)?
  - YES
    - No research agreement required
    - Authorisation and signature by CEO/delegate
    - SSA Authorised
    - Authorisation Letter issued
    - Agreement executed (where applicable)
  - NO
    - Submit to Research Governance Leader (RGO)
    - Standard agreement to be used?
      - YES
        - RGO develops agreement with research team
        - Agreement finalised
      - NO
        - Legal review Required

Gold Coast Hospital and Health Service
Office for Research Governance and Development