Guide to parallel submissions for ethics and governance applications

Ethics Administration	Research Governance
Step 1 (a) Researcher submits project to HREC Coordinator **Documents required:** • HREA or LNR form • Study Protocol (mandatory) • PICF (Participant Information Consent Form) (where required) • Letter of Support • Questionnaire (if to be used) • Other supporting documentation e.g., surveys, questionnaires, posters (where required) • Researcher CV's	**Step 1 (b)** **Researcher generates SSA** (including finance details and authorisations) **Step 1 (c)** **Legal Assessment** Researcher consults with Research Governance Leader (RGL) to determine whether a legal contract is required, including: • CTRA (Clinical Trial Research Agreement) • Collaboration Agreement • Student Deeds • Facility Access
Step 2 **HREC reviews submission and provides feedback to researcher** (including waiver of consent, if warranted)	
Step 3 (a) Researcher responds to HREC feedback and receives HREC final approval	**Step 3 (b)** If Waiver of Consent is granted, researcher makes Public Health Act (PHA) application, then submits the approval letter to the RGL
	Step 4 Researcher receives Letter of Authorisation from Chief Operations Officer.
Step 5 Researcher commences research and submits Commencement form to HREC Coordinator and RGL	
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