

Help Sheet

Collecting signatures on the Mater Biomedical Site Specific Assessment Form (BMSSA)



Why do we need to collect signatures?

The Site Specific Assessment Form considers evidence of ethical approval; ensuring compliance with legislation, regulations, policies and code of conduct relating to privacy, confidentiality, consent, biosafety, radiation safety, professional standards; financial management of the study; legal and insurance matters and ensuring that researchers possess the necessary expertise and experience (and/or relevant training) to conduct their research study.

Who do researchers need to collect signatures from?

We require researchers to collect signatures from the:

- **Principal Investigator (PI)**, to affirm that the information in the form is correct
- **Mater Contact Person**, to affirm that they are aware they have been nominated as a contact person for the project. It is recommended that the PI and Contact person are different so that requests for more information and notifications go to two individuals.
- **Manager (e.g., Laboratory Leader)**, to affirm that they know about the research study and are supportive of it
- **Management Accountant**, to affirm there is sufficient funding or in-kind support for the research to be conducted
- **Director of Biomedical Research**, to affirm their awareness of the research that will be happening in their facility and that it has the support of the Lab Manager and is appropriately costed to the satisfaction of the Management Accountant.

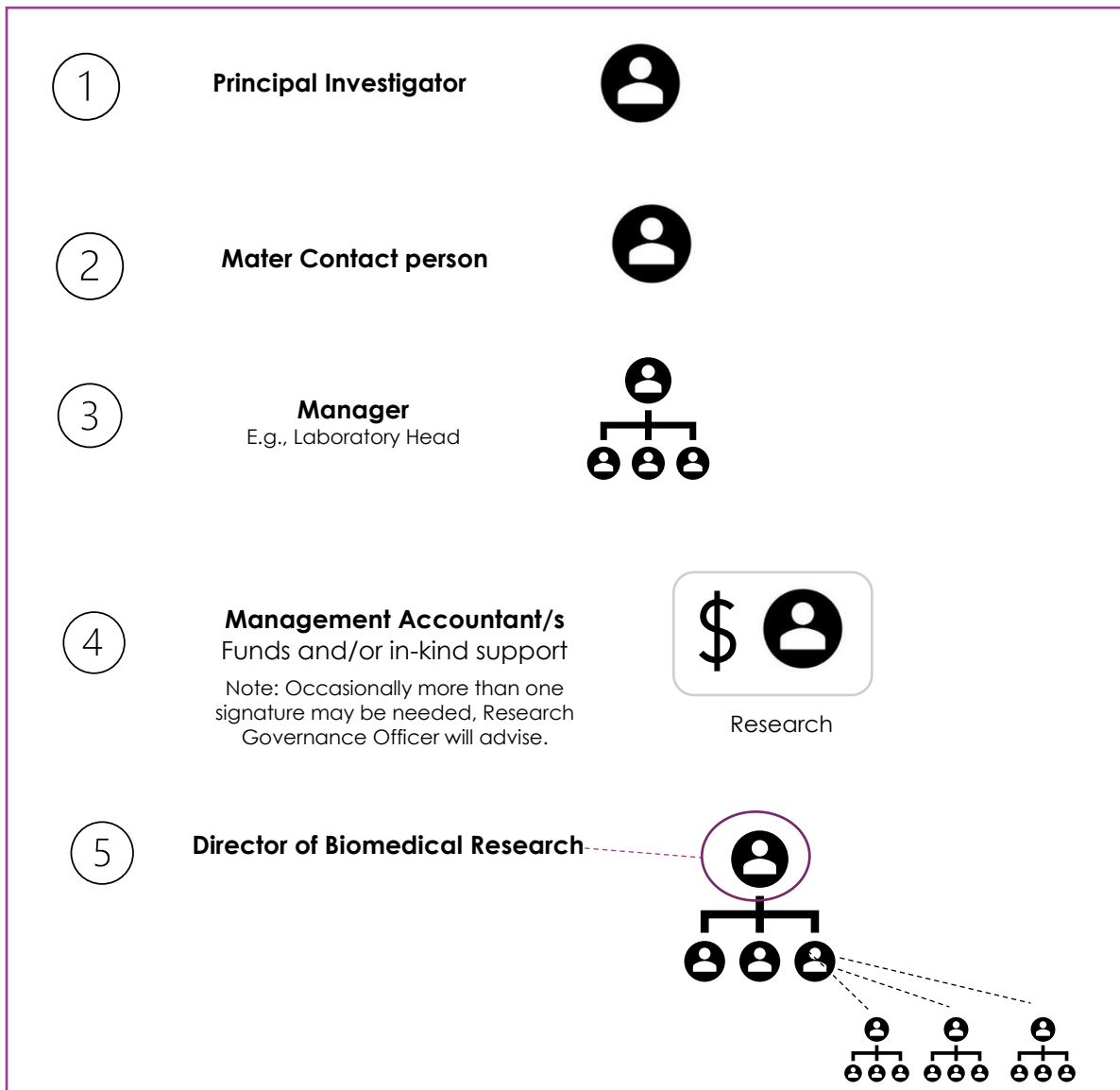
Is there a special way to collect signatures?

YES, we recommend you collect signatures in the following order, waiting until each one is received before requesting the next one:

1. Principal Investigator
2. Mater Contact person
3. Manager (e.g., Laboratory Head)
4. Finance Management Accountant/s
5. Director of Biomedical Research

➤ Once all signatures have been collected, don't forget to hit the 'SUBMIT' action button

The following infographic helps to illustrate who to ask for signature requests, and the order in which to request them.



Should I ask Prof. Maher Gandhi to sign my BMSSA?

NO! The Research Governance Officers communicate directly with Prof Gandhi and as needed for final authorisation. Always contact the Research Governance Office BEFORE requesting a signature from Prof Gandhi.

Please contact the Research Governance Office for further assistance as needed

Email: research.governance@mater.uq.edu.au | **Telephone:** 3163 3769

Abbreviations and definitions

ERM	Ethics Review Manager – Software system https://au.forms.ethicalreviewmanager.com/Account/Login
Submission	Electronic delivery of the completed form to the Research Governance Office for review.
Authorisation	Notification from the Research Governance Office that the research meets all required standards and may commence activity.