

Help Sheet South East Queensland

Collecting signatures on the Mater Site Specific Assessment Form (SSA)



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.
- **Managers (e.g., Heads of Units/Department Heads)**, 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
- **Service Director**, to affirm that they are aware of the research that will be happening in their service and that it has the support of the Heads of Units/Departments and is appropriately costed to the satisfaction of the Management Accountant. Service Directors want to be assured that all departments or units that will be involved or affected by the research have been approached and are supportive of the research.

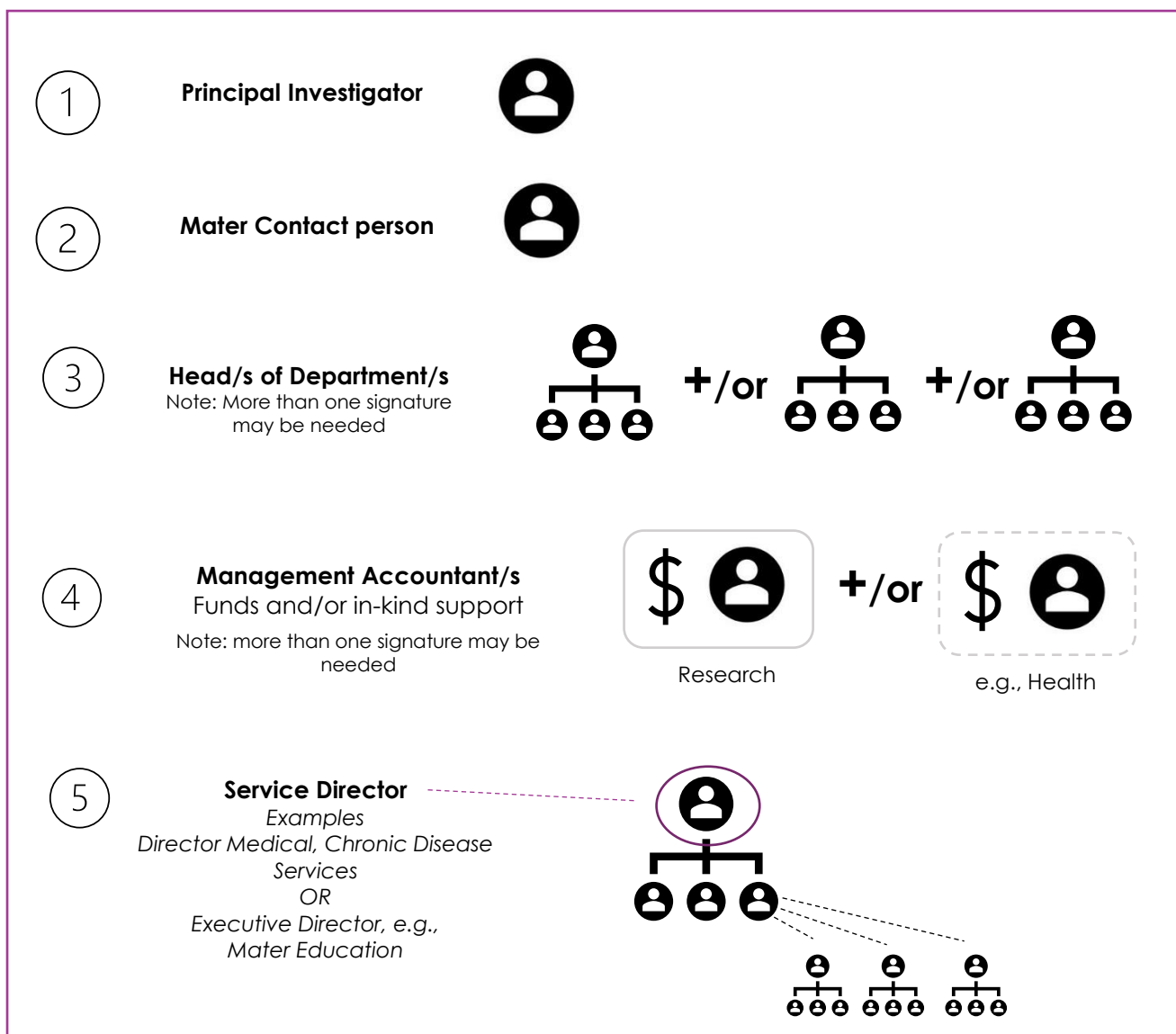
Is there a special way to collect signatures?

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. Head of Unit/Head of Department
4. Finance Management Accountant/s
5. Service Director

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

Mater South East Queensland Signature Collection Infographic



Should I ask Prof. Maher Gandhi or Dr. Peter Steer to sign my SSA?

NO! The Research Governance Officers communicate directly with Prof Gandhi and Dr Steer as needed. There are very, very rare occasions when Prof Gandhi or Dr Steer may be required to sign an SSA in order for it to be submitted. Always contact the Research Governance Office for advice BEFORE requesting a signature from Prof Gandhi or Dr Steer.

I am the Principal Investigator and the Manager of my Department. Can I sign as both the PI and Manager?

Yes. You will sign as PI, and Head of Department. You will then be prompted to nominate an 'Alternate Head of Department' to sign your form. The Alternate Head of Department is the person you report to (i.e., your Manager).

I am a clinician working in Mater Health and I am collaborating with colleagues at Mater Research. Which management accountant signs my SSA?

Both. As your research has cost implications for both Health and Research ministries, both the Health Management Accountant and the Research Management Accountant need to sign off on your project.

My research is based in my department, but it is possible that participants may be admitted to ICU during the study. Do I need to ask the Head of ICU to sign my SSA?

Yes, you need to be in touch with all teams and departments who will be or might be affected by your research to ensure you have their support before you submit your SSA. You demonstrate that you have their support with their signature.

I work in Mater Education. Who signs my SSA?

Your signature requests are as follows: Principal Investigator; Mater Contact Person; Your Manager and the manager of any other team that your research will or might affect; Management Accountant for Mater Education; Executive Director, Mater Education.

Does the Mater Contact person have to be in the same department I work in?

No. We recommend that the Mater Contract Person and the PI are different people to ensure that messages from Research Governance are being sent to more than one person on the project for good communication with the team. The Mater Contact person does not need to be from the same department, however, they should know about the research project.

Where do I find the Mater organisational charts?

Mater's organisational structure and portfolio structures are on the Mater Intranet Organisational Structure page. On this page there are specific links to a range of portfolio structures.

<http://home.mater.org.au/About-Mater/Organisational-Structure>

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.

Please contact the Research Governance Office for further assistance as needed

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