

## Guidance for Western Australia Health HREC review including a Victorian site

When a Western Australia investigator is submitting an application to a Western Australia (WA) HREC for review which includes a Victorian participating site, the Coordinating Principal Investigator (**CPI**) must be registered with WA Health's Research Governance Service (**RGS**) IT System to create and access projects.

See the following link for new users to **RGS** [Quick Start Guide for New User](#) for guidance.

### Submission Process for **WA Health HREC** review with a Victorian participating site:

#### RGS

- A WA investigator will access the **RGS** system.
- In **RGS** the following sections are to be completed:
  - Sites Tab for all Australian sites
  - Members Tab
  - Declarations Tab (as relevant)
  - Project Details Tab
  - Forms and Documents Tab to add any additional ethics documents e.g. the Victoria Specific Module (**VSM**) and Western Australia Specific Module (**WASM**).

#### HREA

- The **CPI** completes the HREA via the **NHMRC website** and is to be uploaded to the **RGS** website as a pdf supporting document.
- The HREA is submitted to a WA Health lead HREC (including the **VSM** and **WASM**) via **RGS**

#### ERM

Once ethical approval is received:

- The WA CPI uses **ERM** to create a Minimal Dataset Form (**MDF**) once only for the research project. The **MDF** is used to create Site Specific Assessment (SSA) forms for Victorian sites only.

Completing a **MDF**:

- In the MDF, upload a copy of the HREA and all supporting documents.
- Submit the **MDF** to the jurisdiction the first SSA needs to be submitted to.
- **In the MDF**, select the button **Create Sub-form** and choose **Site Specific Assessment (SSA) VIC**.
- The **MDF** process allows a SSA to be completed and submitted to a Victorian site.

## Information and Support

Infonetica helpdesk (technical support)		02 9037 8404	<a href="mailto:helpdesk@infonetica.net">helpdesk@infonetica.net</a>
ACT	Research Ethics and Governance Office	02 6174 5659	<a href="mailto:ethics@act.gov.au">ethics@act.gov.au</a>
NSW	Office for Health and Medical Research	02 9391 9220	<a href="mailto:researchethics@doh.nsw.gov.au">researchethics@doh.nsw.gov.au</a>
QLD	Health Innovation, Investment & Research Office	07 3708 5071	<a href="mailto:hiiro_reg@health.qld.gov.au">hiiro_reg@health.qld.gov.au</a>
SA	Office for Research	08 8226 7461	<a href="mailto:researchgovernance@health.sa.gov.au">researchgovernance@health.sa.gov.au</a>
VIC	Coordinating Office for Clinical Trial Research	03 9096 7394	<a href="mailto:multisite.ethics@dhhs.vic.gov.au">multisite.ethics@dhhs.vic.gov.au</a>
WA	Clinical Services and Research	08 9222 4332	<a href="mailto:cmoresearchdevelopment@health.wa.gov.au">cmoresearchdevelopment@health.wa.gov.au</a>