

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

When submitting an application to a Victorian HREC for review which includes a Western Australia (WA) participating site.

The Coordinating Principal Investigator (**CPI**) must complete the WA Specific Module (**WASM**) in the WA Health's IT system, Research Governance Service (**RGS**).

The **CPI** must register with **RGS** to obtain access.

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

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

#### RGS

- CPI needs to register with WA Health's Research Governance Service(**RGS**) IT System.
- To activate a **RGS** account, details of a WA Health Referee must be provided (email, phone). This would usually be the Principal Investigator (PI) in WA. Once registration is activated (1-2 days), the CPI can log in to **RGS** and create a new project.
- In **RGS** the following sections as to be completed:
  - Sites Tab for all sites
  - Members Tab for Investigators accessing identifiable data from WA Health sites
  - Declarations Tab (as relevant)
  - Project Details Tab
  - Forms and Documents Tab to add and complete the **WASM**. The **WASM** can be printed as a pdf document and saved to be uploaded to the HREA on the **ERM** website. The **WASM** is **not to be submitted** at this point.

#### ERM

- HREA completed on **ERM** website and the **WASM** is uploaded as a supporting document.
- Using **ERM** submit to the Victorian HREC for review.

#### RGS

Once ethical approval is received the CPI or PI:

- Uploads the approved ethics documents (Forms & Documents Tab), including the HREA and HREC approval letter.
- Submits the ethics documents (and **WASM**) to the relevant WA Health Research Governance (RG) office affiliated with the WA participating site.