

National Mutual Acceptance (NMA) Ethics and Governance Matrix

Arrangements for ethics and research governance/Site Specific Assessment (SSA) applications across the NMA jurisdictions are described in the following **NMA Ethics and Governance Matrix** table.

NMA jurisdictions

Australian Capital Territory (ACT)

New South Wales (NSW)

Northern Territory (NT)

Queensland (Qld)

South Australia (SA)

Tasmania (Tas)

Victoria (Vic)

Western Australia (WA)

Location of reviewing Human Research Ethics Committee (HREC)	Location of Site	Arrangements for Governance / Site Specific Assessment (SSA)
Qld or Vic	Qld or Vic	<ul style="list-style-type: none"> • The CPI / delegate uses ERM to complete the HREA for the ethics submission • From the HREA in ERM, the CPI / delegate creates a SSA for each site in Vic &/or Qld • From the SSA, the CPI/delegate uses Roles + function to enable the site PI access to the form • The site PI uses ERM to complete the SSA, upload site documents, electronically authorise the form (e-signature) and submit to the site Research Governance Officer (RGO)
Qld or Vic	NSW or ACT	<ul style="list-style-type: none"> • The CPI / delegate uses ERM to complete the HREA for the ethics submission • For governance applications, the lead site / CPI uses REGIS to create a '+ New Project' then completes the 'Project Registration' section • The CPI must be listed in the Project Registration and will need a REGIS account. Project Registration is completed once only per study • NSW Health sites are entered under Part C – Research site(s) • Copies of HREA & ethics documents are uploaded in Part F. The lead site/CPI submits 'Project Registration' • SSAs or site application forms for sites are automatically generated in REGIS after project registration • The NSW PI completes the SSA in REGIS and submits to their site RGO • More information on ACT SSA arrangements at ACT Health • More information on REGIS: REGIS How-To Guides
Qld or Vic	SA	<ul style="list-style-type: none"> • The CPI / delegate uses ERM to complete the HREA for the ethics submission • The CPI / delegate uses Research GEMS to complete Site Specific Assessment (SSA) / governance applications for SA

Location of reviewing Human Research Ethics Committee (HREC)	Location of Site	Arrangements for Governance / Site Specific Assessment (SSA)
Qld or Vic	WA	<ul style="list-style-type: none"> The CPI / delegate uses ERM to complete the HREA for the ethics submission Consult the WA Research Governance Service (RGS) website for information on how to create a research governance application
Qld or Vic	NT and Tas	<ul style="list-style-type: none"> The CPI / delegate uses ERM to complete the HREA for the ethics submission Consult the NT Health website for governance applications in NT Consult the Tasmanian Research Governance Unit website for governance applications in Tas
NSW or ACT	NSW or ACT	<ul style="list-style-type: none"> The lead site / CPI uses REGIS to create a '+ New Project' then completes 'Project Registration' The CPI/Pis must be listed in the Project Registration & will need a REGIS account. Project Registration is completed once only per study In REGIS, the CPI completes & submits the HREA for ethics submission SSAs or site application forms for NSW sites are automatically generated in REGIS after the ethics application has been submitted The NSW PI/delegate completes the SSA in REGIS and the PI submits to their site RGO More information on ACT SSA arrangements at ACT Health More information on REGIS: REGIS How-To Guides

Location of reviewing Human Research Ethics Committee (HREC)	Location of Site	Arrangements for Governance / Site Specific Assessment (SSA)
NSW or ACT	Qld or Vic	<ul style="list-style-type: none"> • The lead site/CPI uses REGIS to complete Project Registration and HREA for ethics submission. See REGIS How-To Guides • To generate a SSA for Vic or Qld, the CPI / delegate uses ERM to create a Minimal Data Form (MDF), upload the HREA & supporting documents • From the ERM MDF, the CPI / delegate creates SSAs for sites in Vic or Qld • From the SSA, the CPI/delegate uses Roles + function to enable the site PI access to the form • The site PI uses ERM to complete the SSA, upload site documents, electronically authorise the form (e-signature) & submit to the site RGO
NSW or ACT	SA	<ul style="list-style-type: none"> • The lead site/CPI uses REGIS to complete Project Registration and HREA for ethics submission. See REGIS How-To Guides • The CPI / delegate uses Research GEMS to complete Site Specific Assessment (SSA) / governance applications for SA
NSW or ACT	WA	<ul style="list-style-type: none"> • The lead site/CPI uses REGIS to complete Project Registration and HREA for ethics submission. See REGIS How-To Guides • Consult the WA Research Governance Service (RGS) website for information on how to create a research governance application

Location of reviewing Human Research Ethics Committee (HREC)	Location of Site	Arrangements for Governance / Site Specific Assessment (SSA)
NSW or ACT	NT and Tas	<ul style="list-style-type: none"> • The lead site/CPI uses REGIS to complete Project Registration and HREA for ethics submission. See REGIS How-To Guides • Consult the NT Health website for governance applications in NT • Consult the Tasmanian Research Governance Unit website for governance applications in Tas
SA	Qld or Vic	<ul style="list-style-type: none"> • The CPI uses Research GEMS to complete the HREA for ethics submission • To generate a SSA for Vic or Qld, the CPI / delegate uses ERM to create a Minimal Data Form (MDF), upload the HREA & supporting documents • From the ERM MDF, the CPI / delegate creates SSAs for sites in Vic or Qld. • From the SSA, the CPI/delegate uses Roles + function to enable the site PI access to the form • The site PI uses ERM to complete the SSA, upload site documents, electronically authorise the form (e-signature) & submit it to the site RGO

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SA	NSW or ACT	<ul style="list-style-type: none"> • The CPI uses Research GEMS to complete the HREA for ethics submission • For governance applications, the lead site / CPI uses REGIS to create a '+ New Project' then completes the 'Project Registration' section • The CPI must be listed in the Project Registration and will need a REGIS account. Project Registration is completed once only per study • NSW Health sites are entered under Part C – Research site(s) • Copies of HREA & ethics documents are uploaded in Part F. The lead site/CPI submits 'Project Registration' • SSAs or site application forms for sites are automatically generated in REGIS after project registration • The NSW PI completes the SSA in REGIS and submits to their site RGO • More information on ACT SSA arrangements at ACT Health • More information on REGIS: REGIS How-To Guides
SA	WA	<ul style="list-style-type: none"> • The CPI uses Research GEMS to complete the HREA for ethics submission • Consult the WA Research Governance Service (RGS) website for information on how to create a research governance application
SA	NT and Tas	<ul style="list-style-type: none"> • The CPI uses Research GEMS to complete the HREA for ethics submission • Consult the NT Health website for governance applications in NT • Consult the Tasmanian Research Governance Unit website for governance applications in Tas

Location of reviewing Human Research Ethics Committee (HREC)	Location of Site	Arrangements for Governance / Site Specific Assessment (SSA)
WA	Qld or Vic	<ul style="list-style-type: none"> • The CPI completes the HREA via the NHMRC Portal and uses Research Governance Service (RGS) to upload HREA for ethics submission • To generate a SSA for Vic or Qld, the CPI / delegate uses ERM to create a Minimal Data Form (MDF), upload HREA & supporting documents • From the ERM MDF, the CPI / delegate creates SSAs for sites in Vic or Qld • From the SSA, the CPI/delegate uses Roles + function to enable the site PI access to the form • The site PI uses ERM to complete the SSA, upload site documents, electronically authorise the form (e-signature) & submit it to the site RGO.
WA	NSW or ACT	<ul style="list-style-type: none"> • The CPI completes the HREA via the NHMRC Portal and uses Research Governance Service (RGS) to upload HREA for ethics submission • For governance applications, the lead site / CPI uses REGIS to create a '+ New Project' then completes the 'Project Registration' section • The CPI must be listed in the Project Registration and will need a REGIS account. Project Registration is completed once only per study • NSW Health sites are entered under Part C – Research site(s) • Copies of HREA & ethics documents are uploaded in Part F. The lead site/CPI submits 'Project Registration' • SSAs or site application forms for sites are automatically generated in REGIS after project registration • The NSW PI completes the SSA in REGIS and submits to their site RGO • More information on ACT SSA arrangements at ACT Health • More information on REGIS: REGIS How-To Guides

Location of reviewing Human Research Ethics Committee (HREC)	Location of Site	Arrangements for Governance / Site Specific Assessment (SSA)
WA	SA	<ul style="list-style-type: none"> The CPI completes the HREA via the NHMRC Portal and uses Research Governance Service (RGS) to upload HREA for ethics submission The CPI / delegate uses Research GEMS to complete Site Specific Assessment (SSA) / governance applications for SA
WA	NT and Tas	<ul style="list-style-type: none"> The CPI completes the HREA via the NHMRC Portal and uses Research Governance Service (RGS) to upload HREA for ethics submission Consult the NT Health website for governance applications in NT Consult the Tasmanian Research Governance Unit website for governance applications in Tas
NT	Qld or Vic	<ul style="list-style-type: none"> Consult the NT Health website for information on how to create an ethics application To generate a SSA for Vic or Qld, the CPI / delegate uses ERM to create a Minimal Data Form (MDF), upload the HREA & supporting documents From the ERM MDF, the CPI / delegate creates SSAs for sites in Vic or Qld From the SSA, the CPI/delegate uses Roles + function to enable the site PI access to the form The site PI uses ERM to complete the SSA, upload site documents, electronically authorise the form (e-signature) & submit to the site RGO

Location of reviewing Human Research Ethics Committee (HREC)	Location of Site	Arrangements for Governance / Site Specific Assessment (SSA)
NT	NSW or ACT	<ul style="list-style-type: none"> • Consult the NT Health website for information on how to create an ethics application • For governance applications, the lead site / CPI uses REGIS to create a '+ New Project' then completes the 'Project Registration' section • The CPI must be listed in the Project Registration and will need a REGIS account. Project Registration is completed once only per study • NSW Health sites are entered under Part C – Research site(s) • Copies of HREA & ethics documents are uploaded in Part F. The lead site/CPI submits 'Project Registration' • SSAs or site application forms for sites are automatically generated in REGIS after project registration • The NSW PI completes the SSA in REGIS and submits to their site RGO • More information on ACT SSA arrangements at ACT Health • More information on REGIS: REGIS How-To Guides
NT	SA	<ul style="list-style-type: none"> • Consult the NT Health website for information on how to create an ethics application • The CPI / delegate uses Research GEMS to complete Site Specific Assessment (SSA) / governance applications for SA
NT	Tas and WA	<ul style="list-style-type: none"> • Consult the NT Health website for information on how to create an ethics application • Consult the Tasmanian Research Governance Unit website for governance applications in Tas • Consult the WA Research Governance Service (RGS) website for information on how to create a research governance application



Authorised by the Coordinating Office for Clinical Trial Research

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