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| NMA ethics applicationProjects with a Western Australia site |
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Additional supporting documents that address state legislation e.g. Western Australian Specific Module (WASM) and Victorian Specific Module (VSM) may be required for some research projects.

# Victoria HREC review including a Western Australian 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, the [Research Governance Service](https://rgs.health.wa.gov.au/Pages/Home.aspx) (**RGS**).

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

Refer to the **RGS** [Quick Start Guide for New User](https://rgs.health.wa.gov.au/rgshelp/Pages/Quick%20Start%20for%20Researchers.aspx) guidance document for further information.

## Submission process

* The 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 are 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](https://au.forms.ethicalreviewmanager.com/) website. The WASM is not to be submitted at this point.
* The HREA is completed by the CPI/delegate in [ERM](https://au.forms.ethicalreviewmanager.com/) and the WASM is uploaded as a supporting documentwith other ethics supporting documents. In ERM, **Submit** the application
* In **RGS**, the CPI or PIuploads the approved ethics documents (Forms & Documents Tab), including the HREA and HREC approval letter, when ethical approval has been received
* Submit the ethics documents (and WASM) to the relevant WA Health Research Governance office affiliated with the WA participating site.

# Western Australia HREC review including Victorian site

## Submission process

* 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 Victorian Specific Module (VSM) and Western Australia Specific Module (WASM)
* The CPI completes the HREA via the [NHMRC Portal](https://hrea.gov.au/) and is uploaded to the RGS website as a pdf supporting document
* Use the WORD version of the VSM found on the [Clinical Trials and Research NMA](https://www.clinicaltrialsandresearch.vic.gov.au/national-mutual-acceptance) webpage and upload as a supporting document
* The HREA and supporting documents are submitted to a WA Health lead HREC via RGS

## Victorian Site Specific Assessment (SSA) forms

* Once ethical approval is received, the WA CPI uses [ERM](https://au.forms.ethicalreviewmanager.com/) 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 (and QLD) sites only
* In ERM under the Actions pane, select the **Create Project** buttonto create the MDF
* Complete the questions, upload a pdf copy of the HREA and all ethics supporting documents
* Select the **Submit** button
* From the MDF, the SSA VIC is created as a subform
* The CPI/delegate uses **Roles** to enable the site PI access to the SSA for completion and submission
* The MDF process allows a SSA to be completed and submitted to a Victorian site.

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