



Department of  
Health

# Research Governance Service (RGS)



# The Budget

# How do I cost my project?

To cost a research project

- identify the tasks within the project
- assign them to a person involved in project.

The protocol should outline

- steps involved in the project - what is happening and when; how the project is closed and how long the records will be held
- from that you can allocate who is performing the tasks.

For sponsored research


- activities associated with project can come from research agreement or protocol
- If costs in the research agreement are per participant it is important to confirm that this amount meets the actual costs by itemising them in the budget.

RGS Website hosts:

- Clinical trial and non-clinical trial protocol templates
- Budget templates to cost research department staff time/investigations for simple/complex projects.

# Your budget is providing information

- Detailing the tasks that are being performed by the research group, who is doing what and allows those who have to authorise or review your project to see that you know what needs to be done, what it costs and most importantly, for them, who is paying for it.
- Accounting for the administrative cost for the review of your project from the HREC and the site/s (RG Office).
- Detailing services/support that you want the departments to provide for your research and who is paying for it.
- Provides the Heads of the Departments the ability to say yes or no to providing the support/service you require.
- Accounts for services/support that you are sourcing from third party agencies.
- It shows who will fund what task within a project.
- It can be used to report to Heads of Department, sites, regions, the Department of Health (state) and National reporting requirements.

The background of the slide features several overlapping, wavy bands of light blue and white, creating a sense of motion and depth. The text is centered in a bold, blue, sans-serif font with a subtle drop shadow.

# **The Who, What and Why**

# Why are we doing this

## **Australian Code for the Responsible Conduct of Research**

### **Responsibilities of Institutions**

#### 1.2 Establish good governance and management practices

Good institutional governance and management practices encourage responsible conduct by researchers. Such practices promote quality in research, enhance the reputation of the institution and its researchers, and minimise the risk of harm for all involved.

1.2.1 **Each institution should provide an appropriate research governance framework** through which research is assessed for **quality, safety, privacy, risk management, financial management and ethical acceptability**. The framework should specify the roles, responsibilities and accountabilities of all those who play a part in research.

# What are is being documented

Research costs are the **costs to conduct the research**. This includes the services and support provided by the research department as well as those provided by the supporting departments.

It should as much as possible include the **tasks and time all researchers and support staff involved at a site spend on the project**.

It should also include the **administrative costs** that the site provide.

# Who may be supplying funds

- **Commercially sponsored research** - the related research costs are paid for by the sponsor and so all costs are identified in both the budget and the research agreement the organisation has with the sponsor.
- **Collaborative Group Research (CRG)** – the funding for this research is usually minimal and doesn't cover the cost of the research. These costs still need to be identified so that the organisation's contributions can be identified and accurately allocated. *The investigator's time in the project should be included even if it is outside of their normal working hours (in-kind).*
- **Research Grant** – projects that have a grant awarded to it should *account for all costs not just those covered by the grant.* Once again the organisation needs to know what the cost of conducting the research at their site is going to be and who will be covering those costs.
- **Investigator Initiated** – the project has no money to pay for anything so the *costs will be absorbed by the departments involved*, the site and the researchers all of these costs are provided in-kind. Once again the organisation needs to know what the cost of conducting the research at their site is going to be and who will be covering those costs.

**Ensure you list the Funder and not the Administering Institution in Project Details - Governance Information 7.1. Add the Administering Institution in Section 7.2**



The background of the slide features a light blue gradient with several overlapping, wavy bands of varying shades of blue, creating a sense of movement and depth. The text is centered and rendered in a bold, blue, sans-serif font with a subtle drop shadow.

# **The Budget Form overview**

# The Budget Form Enhancements

- The Budget Form **opens in its own tab or window** and only the budget form is in the tab allowing for the budget sections to be viewed as a whole (no more scroll bar on a standard screen)
- You can **print** the Budget Form at any time in the process.
- The **Head of a Supporting Department can now have a delegate**. The delegate is given the same rights as the HoD. Only one person can authorise for a department. The RGS records who has authorised.
- For **multi-site research you can tailor the funders for the site**.

Sites	Members	<b>Project Details !</b>	Forms & Documents	Declarations
Comments	Letters	Publications	<b>Summary</b>	Timeline
Reports	History			

Next >>

Index:

1. Project Header	Authorised ^
1. Project Header	Authorised
2. Ethics Information	Authorised
3. Governance Information	Pending
4. Investigator Contact Information	Authorised

### General Project Details

Project type: Research

Project title: A Phase 3, Randomized, Double-Blind, Placebo-C

An explanation mark will appear on the Project Details tab if there is a section that is not complete.

Section 1, 2 and 4 need to be authorised to do the ethics submission and all 4 need to be complete to commence a Budget Form. All Funders must be added in section 3 prior to form being commenced.

# The Budget Form is in three sections

## Budget Form

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Print

Close

Index: 1. Department(s) Selection

Can't find a department? Request for a new department >>

### Section 1 of 3 - Department(s) Selection

#### [-] Sir Charles Gairdner Hospital

Proposed number of participants in this site: 200

Expected project timeframe for this site: 3 year(s)

*\*Participant also includes a person's data, information or biological sample.*

Department Name	Type	Head Of Dept	Invitation Status	Invited By	HoD Delegate	Invitation Status	Invited By	Authorisation Status
General Medicine	Research Department	<a href="#">Jonathon Sewell</a>	Accepted	<a href="#">Henry Amberley</a>				Authorised
Imaging	Supporting Department	<a href="#">John O'Leary</a>	Accepted		<a href="#">Jane Mitchell</a>	Accepted	<a href="#">Henry Amberley</a>	Authorised
Clinical Pathology	Supporting Department	<a href="#">Albert Macintosh</a>	Accepted	<a href="#">Henry Amberley</a>				Authorised

Next >>

Close

Section 1 Department Selection is where you can add, edit the departments that will be involved in your project. This includes the research department and the supporting departments and third party agencies (those organisations that are outside WA Health).

## Section 2 Site Project Budget

## Section 2 of 3 - Site Project Budget

Total Actual Costs: \$236,879.70 Total Authorised Costs: \$236,879.70 Total Funding: \$236,879.70 Shortfall (or Surplus): \$0.00

## Sir Charles Gairdner Hospital

Proposed number of participants in this site: 200

Expected project timeframe for this site: 3 year(s)

\*Participant also includes a person's data, information or biological sample.

## Research Department

## General Medicine

Authorised - [Jonathon Sewell](#) 01/09/2017

Major Category	Service & Support Item Provided	Cost Description	Cost per Item	Quantity	Total Cost	Cost Type	Overhead Charge?
Clinical services	Overhead Charge - percentage		15.00%	1	\$18695.70	Project specific	No
Ethics approval	Ethics review	External Lead	\$0.00	1	\$0.00	Project specific	No
Site specific assessment	Site processing and review	SCGOPHCG RGO	\$2,500.00	1	\$2,500.00	Project specific	No
Ethics approval	Preparation of the HREC application	Research Assistant (RA)	\$54.00	8	\$432.00	Shared	Yes
Site specific assessment	Preparation of the SSA application by the project team	RA	\$54.00	8	\$432.00	Shared	Yes
Amendment processing	Amendment preparation and submission – if re-consenting required	RA	\$54.00	2	\$108.00	Shared	Yes
Amendment processing	Amendment review – minor/major amendment by RGO	SCGOPHCG RGO	\$500.00	1	\$500.00	Project specific	No
Patient accrual	Recruitment activity	Research Nurse (RN) and Principal Investigator (PI)	\$120.00	200	\$24,000.00	Shared	Yes
Clinical resources	Research nurse time	Questionnaires and interviews	\$60.00	400	\$24,000.00	Shared	Yes
Clinical resources	Investigator time – Principal Investigator		\$120.00	20	\$2,400.00	Shared	Yes
Trial operation	Administration, monitoring and reporting – administration activities	RA	\$54.00	1,200	\$64,800.00	Shared	Yes
Trial operation	Administration, monitoring and reporting – other annual reporting	RA	\$54.00	9	\$486.00	Shared	Yes
Trial operation	Administration, monitoring and reporting – preparation of SAE and/or incident reports	RA & PI	\$174.00	40	\$6,960.00	Shared	Yes
Site closeout visit	Site closeout visit	RA & PI	\$174.00	4	\$696.00	Shared	Yes
Record archiving	Archiving of records	RA	\$54.00	6	\$324.00	Shared	Yes
Record archiving	Archiving of records – storage fee	Recall 10 boxes for 15 years	\$36.40	15	\$546.00	Project specific	No

## Supporting Department

## Imaging

Authorised - [Jane Mitchell](#) 01/09/2017

Major Category	Service & Support Item Provided	Cost Description	Cost per Item	Quantity	Total Cost	Cost Type	Overhead Charge?
Clinical services	Imaging examinations and procedures	x-rays	\$150.00	200	\$30,000.00	Project specific	No

## Clinical Pathology

Authorised - [Albert Macintosh](#) 01/09/2017

Major Category	Service & Support Item Provided	Cost Description	Cost per Item	Quantity	Total Cost	Cost Type	Overhead Charge?
Biospecimen related	Biospecimen collection and processing (central labs) – performed by pathology staff personnel	blood tests	\$50.00	1,200	\$60,000.00	Project specific	No

## General Comments (mandatory in cases of shortfall)

The project has restricted funding with a small grant from Dept of Health, and funding from University of Melbourne

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This is where all the costs are added for the research and supporting department and third party agencies. This is where the Head of Department will authorise the costs associated to their department. The PI or PI Delegate authorises the third party agencies

Section 3 of 3 - Site Project Funding / Support

Total Actual Costs:	\$236,879.70	Total Authorised Costs:	\$236,879.70	Total Funding:	\$236,879.70	Shortfall (or Surplus):	\$0.00
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Available Funders	Type of Funder	\$ Funding by Sponsor or Funder	\$ In-Kind Support	Funding Status
Department of Health WA	Government - state (WA)	\$156,246.00		Confirmed
Self funded	Other		\$2,400.00	Confirmed
Sir Charles Gairdner Hospital	Government - state (WA)		\$47,687.70	Confirmed
University of Melbourne	University	\$30,546.00		Confirmed

If the funder is not listed, ensure they have been added to the Project Details tab, Governance Information section and that the Project Details tab is authorised. You may remove funders that do not apply to this Budget Form by clicking on the 'X' in the Remove column.

Sir Charles Gairdner Hospital

Proposed number of participants in this site: 200 Expected project timeframe for this site: 3 year(s)  
 \*Participant also includes a person's data, information or biological sample.

Research Department Authorised - Jonathon Sewell 01/09/2017

General Medicine

Major Category	Service & Support Item Provided	Cost Description	Cost per Item	Qty	Total Cost	Cost Type	\$ Funding by Sponsor or Funder	Sponsor Funder Name	\$ In-Kind Support	In-Kind Funder Name	Fund Description
Clinical services	Overhead Charge		15.00%	1	\$18,695.70	Project specific	\$0.00		\$18,695.70	Sir Charles Gairdner Hospital	
Ethics approval	Ethics review	External Lead	\$0.00	1	\$0.00	Project specific	\$0.00		\$0.00	Sir Charles Gairdner Hospital	
Site specific assessment	Site processing and review	SCGOPHCG RGO	\$2,500.00	1	\$2,500.00	Project specific	\$0.00		\$2,500.00	Sir Charles Gairdner Hospital	
Ethics approval	Preparation of the HREC application	Research Assistant (RA)	\$54.00	8	\$432.00	Shared	\$0.00		\$432.00	Sir Charles Gairdner Hospital	
Site specific assessment	Preparation of the SSA application by the project team	RA	\$54.00	8	\$432.00	Shared	\$0.00		\$432.00	Sir Charles Gairdner Hospital	
				2	\$108.00	Shared	\$0.00		\$108.00	Sir Charles Gairdner Hospital	
				1	\$500.00	Project specific	\$0.00		\$500.00	Sir Charles Gairdner Hospital	
				200	\$24,000.00	Shared	\$12,000.00	Department of Health WA	\$12,000.00	Sir Charles Gairdner Hospital	Explain the split here
				400	\$24,000.00	Shared	\$12,000.00	Department of Health WA	\$12,000.00	Sir Charles Gairdner Hospital	
				20	\$2,400.00	Shared	\$0.00		\$2,400.00	Self funded	
				1,200	\$64,800.00	Shared	\$64,800.00	Department of Health WA	\$0.00		
				9	\$486.00	Shared	\$486.00	Department of Health WA	\$0.00		
				40	\$6,960.00	Shared	\$6,960.00	Department of Health WA	\$0.00		
				4	\$696.00	Shared	\$0.00		\$696.00	Sir Charles Gairdner Hospital	
Record archiving	Archiving of records	RA	\$54.00	6	\$324.00	Shared	\$0.00		\$324.00	Sir Charles Gairdner Hospital	
Record archiving	Archiving of records - storage fee	Recall 10 boxes for 15 years	\$36.40	15	\$546.00	Project specific	\$546.00	University of Melbourne	\$0.00		
<b>Total:</b>					<b>\$146879.70</b>		<b>\$96792.00</b>		<b>\$50087.70</b>		

**Section 3 Site Project Funding/Support is where you allocate to each item the amount and who is paying. This is for actual funding and in-kind support.**

Supporting Department

General Comments (mandatory in cases of shortfall)

The project has restricted funding with a small grant from Dept of Health, and funding from University of Melbourne

Section 3 of 3 - Site Project Funding / Support

<b>Total Actual Costs:</b>	\$236,879.70	<b>Total Authorised Costs:</b>	\$236,879.70	<b>Total Funding:</b>	\$236,879.70	<b>Shortfall (or Surplus):</b>	\$0.00
Project specific cost:	\$112,241.70	Project specific cost:	\$112,241.70	Funding amount:	\$186,792.00	Project specific cost:	\$0.00
Shared cost:	\$124,638.00	Shared cost:	\$124,638.00	In-kind support:	\$50,087.70	Shared cost:	\$0.00

Available Funders	Type of Funder	\$ Funding by Sponsor or Funder	\$ In-Kind Support	Funding Status
Department of Health WA	Government - state (WA)	\$156,246.00		Confirmed
Self funded	Other		\$2,400.00	Confirmed
Sir Charles Gairdner Hospital	Government - state (WA)		\$47,687.70	Confirmed
University of Melbourne	University	\$30,546.00		Confirmed

If the funder is not listed, ensure they have been added to the Project Details tab, Governance Information section and that the Project Details tab is authorised. You may remove funders that do not apply to this Budget Form by clicking on the 'X' in the Remove column.

The top part of this section also shows the totals, both costs and funding. It also shows the total cost/funding that each funder has been allocated. The Shortfall/surplus will not calculate until the form has been authorised by the PI (once fully complete)

Sir Charles Gairdner Hospital		Proposed number of participants		*Participant also includes		Research Department		General Medical Services		Major Category		Clinical services	
Ethics approval	Ethics review	External Lead	\$0.00	1	\$0.00	Project specific	\$0.00	\$0.00					
Site specific assessment	Site processing and review	SCGOPHCG RGO	\$2,500.00	1	\$2,500.00	Project specific	\$0.00	\$2,500.00				Sir Charles Gairdner Hospital	
Ethics approval	Preparation of the HREC application	Research Assistant (RA)	\$54.00	8	\$432.00	Shared	\$0.00	\$432.00				Sir Charles Gairdner Hospital	
Site specific assessment	Preparation of the SSA application by the project team	RA	\$54.00	8	\$432.00	Shared	\$0.00	\$432.00				Sir Charles Gairdner Hospital	
Amendment processing	Amendment preparation and submission - if re-consenting required	RA	\$54.00	2	\$108.00	Shared	\$0.00	\$108.00				Sir Charles Gairdner Hospital	
Amendment processing	Amendment review - minor/major amendment by RGO	SCGOPHCG RGO	\$500.00	1	\$500.00	Project specific	\$0.00	\$500.00				Sir Charles Gairdner Hospital	
Patient accrual	Recruitment activity	Research Nurse (RN) and Principal Investigator (PI)	\$120.00	200	\$24,000.00	Shared	\$12,000.00	\$12,000.00	Department of Health WA	\$12,000.00		Sir Charles Gairdner Hospital	Explain the split here
Clinical resources	Research nurse time	Questionnaires and interviews	\$60.00	400	\$24,000.00	Shared	\$12,000.00	\$12,000.00	Department of Health WA	\$12,000.00		Sir Charles Gairdner Hospital	
Clinical resources	Investigator time - Principal Investigator		\$120.00	20	\$2,400.00	Shared	\$0.00	\$2,400.00				Self funded	
Trial operation	Administration, monitoring and reporting - administration activities	RA	\$54.00	1,200	\$64,800.00	Shared	\$64,800.00	\$64,800.00	Department of Health WA	\$0.00			
Trial operation	Administration, monitoring and reporting - other annual reporting	RA	\$54.00	9	\$486.00	Shared	\$486.00	\$486.00	Department of Health WA	\$0.00			
Trial operation	Administration, monitoring and reporting - preparation of SAE and/or incident reports	RA & PI	\$174.00	40	\$6,960.00	Shared	\$6,960.00	\$6,960.00	Department of Health WA	\$0.00			
Site closeout visit	Site closeout visit	RA & PI	\$174.00	4	\$696.00	Shared	\$0.00	\$696.00				Sir Charles Gairdner Hospital	
Record archiving	Archiving of records	RA	\$54.00	6	\$324.00	Shared	\$0.00	\$324.00				Sir Charles Gairdner Hospital	
Record archiving	Archiving of records - storage fee	Recall 10 boxes for 15 years	\$36.40	15	\$546.00	Project specific	\$546.00	\$546.00	University of Melbourne	\$0.00			
<b>Total:</b>					\$146879.70		\$96792.00	\$50087.70					

# The Budget Form completion



Once you have created the Budget Form when you click on it the form opens in a new window. To start the process click the Edit button

PROJECT | Is risk-based licensing an effective intervention for reducing alcohol-related harms

Feasibility Assessment | Document Preparation | Submission and Review | Approval and Authorisation | Monitoring | Archived

PRN: RGS0000002105      Project status: Active      Project ethics approval status: Approved  
Project type: Research      Short title:  
Protocol number: RBL ARH 00125      Acronym:      CPI: [William Gardner](#)  
External HREC ref: 2017-026      Lead HREC: Alfred Hospital Ethics Committee (EC00315)  
My Role(s): PI

Sites    Members    Project Details    Forms & Documents    Declarations    Comments    Letters    Publications  
Summary    Timeline    Reports    History

## Budget Form

Next >> **Edit** Print Close

Index: 1. Department(s) Selection ▼

Can't find a department? [Request for a new department >>](#)

Section 1 of 3 - Department(s) Selection

**Sir Charles Gairdner Hospital**

Proposed number of participants in this site:      Expected project timeframe for this site: year(s)

*\*Participant also includes a person's data, information or biological sample.*

Department Name	Type	Head Of Dept	Invitation Status	Invited By	HoD Delegate	Invitation Status	Invited By	Authorisation Status
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Next >> Edit Close

The next step is to add the departments and third party agencies involved in the project. Click the Add button.

## Budget Form

Next >>

Form is checked out to you for editing.

Index: 1. Department(s) Selection ▼

Can't find a department? Request for a new department >>

### Section 1 of 3 - Department(s) Selection

#### [-] Royal Perth Hospital

Proposed number of participants in this site:\*

Expected project timeframe for this site:\*  year(s)

\*Participant also includes a person's data, information or biological sample.

Department Name	Type	Head Of Dept	Invitation Status	Invited By	HoD Delegate	Invitation Status	Invited By	Authorisation Status	Select
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Add

Edit

Remove

Un-invite

Next >>

Save

Save and Close

Cancel

## Add a Department in the Budget Form



### Internal Department i

Department:\*

Is this a research department?\*:

*You must add a research department first if one applies.*

Head of Department\*:   

*Head of Department Delegates may only be selected for supporting departments.*

### Third Party Agency

*If you cannot find a site or department, please notify the RGS Administrator.*

Save

Cancel

Click Save to add the department to your budget

Each budget should have a Research Department so that the ethics and governance costs can be accounted for. Ethics only need to be accounted for once but governance costs are accounted for at each site.

## Only Supporting Departments can have a delegate for the Head of Department

□ ×

Add a Department in the Budget Form



**Internal Department** i



This site already has research department. This department will be added as supporting department.

Department:\*

Is this a research department?\*"

*You must add a research department first if one applies.*

Head of Department:\*   

**Head of Department Delegate:**   

*Head of Department Delegates may only be selected for supporting departments.*

**Third Party Agency**

*If you cannot find a site or department, please notify the RGS Administrator.*

If the Head of the Supporting Department has a delegate they can be added to the form at the same time. They can be invited separately.



Add a Department in the Budget Form □ ×



Internal Department i

This site already has research department. This department will be added as supporting department.

Department:\*

Is this a research department?\*"   
*You must add a research department first if one applies.*

Head of Department:\*   

Head of Department Delegate:   

*Head of Department Delegates may only be selected for supporting departments.*

Third Party Agency

*If you cannot find a site or department, please notify the RGS Administrator.*

Click Save to add the department to your budget

# Budget Form

Next >>

Form is checked out to you for editing.

1. Department(s) Selection ▾

Can't find a department? [Request for a new department >>](#)

## Section 1 of 3 - Department(s) Selection

### [-] Sir Charles Gairdner Hospital

Proposed number of participants in this site:\*

Expected project timeframe for this site:\*  year(s)

*\*Participant also includes a person's data, information or biological sample.*

Department Name	Type	Head Of Dept	Invitation Status	Invited By	HoD Delegate	Invitation Status	Invited By	Authorisation Status	Select
Haematology Care Centre	Research Department	<a href="#">Jonathon Sewell</a>	Pending					Pending	<input type="checkbox"/>
Pharmacy	Supporting Department	<a href="#">John O'Leary</a>	Pending		<a href="#">Jane Mitchell</a>	Pending		Pending	<input type="checkbox"/>
SKG Radiology Hollywood Hospital	Third Party Agency	<a href="#">Henry Amberley</a>	Pending					Pending	<input type="checkbox"/>

Add

Edit

Remove

Un-invite

Clicking **Invite to Quote** will create tasks assigned to selected HoDs and send corresponding email notification.

Invite to Quote or Authorise

Next >>

Save

Save and Close

Cancel

Eg: Pharmacy as a supporting department has both a HoD and a HoD Delegate.  
The Third Party Agency can be authorised by either the PI or their delegate

If you have invited someone to authorise a department they can now be removed without it effecting the content of that department costs or funding.

Section 1 of 3 - Department(s) Selection

Royal Perth Hospital

Proposed number of participants in this site:\*  Expected project timeframe for this site:\*  year(s)

\*Participant also includes a person's data, information or biological sample.

Department Name	Type	Head Of Dept	Invitation Status	Invited By	HoD Delegate	Invitation Status	Invited By	Authorisation Status	Select
Emergency Department	Research Department	<a href="#">John O'Leary</a>	Invited	<a href="#">Henry Amberley</a>				Pending	<input checked="" type="checkbox"/>

**Tick the Select box and click Un-invite**

Withdraw Invite to Provide Quote and Authorise/Decline in Budget Form



Department Name	Department Type	Head of Department	Head of Dept Delegate	Select
Emergency Department	Research Department	<u>John O'Leary</u>		<input checked="" type="checkbox"/>

In the pop up window tick the Select box and click Un-invite.

Un-invite

Cancel



Dear Dr John O'Leary

**PRN:** RGS0000000089

**Project Title:** Improving the hospital discharge process to minimise patient readmission: a partnership with consumers

**Protocol Number:** 01

**Site:** Royal Perth Hospital

**Department:** Emergency Department

This email is to inform you that the invitation to quote or authorise a budget form for the above project has been withdrawn.

You do not need to action this email. The task associated with the original invitation has also been withdrawn.

Thank you  
Principal Investigator  
Henry Amberley  
08 9222 6413

**They will receive an email to say that the invitation has been withdrawn.**

Department of Health: Research Governance Service  
(<http://rgs.health.wa.gov.au>)

This is an automated email. Please DO NOT REPLY to this email.

Though they have been un-invited the person hasn't been removed.

Section 1 of 3 - Department(s) Selection

**Royal Perth Hospital**

Proposed number of participants in this site:\*  Expected project timeframe for this site:\*  year(s)

*\*Participant also includes a person's data, information or biological sample.*

Department Name	Type	Head Of Dept	Invitation Status	Invited By	HoD Delegate	Invitation Status	Invited By	Authorisation Status	Select
Emergency Department	Research Department	<u>John O'Leary</u>	Pending					Pending	<input checked="" type="checkbox"/>

You will now have to click Edit to add the new person

Clicking **Invite to Quote** will create tasks assigned to selected HoDs and send corresponding email notification.

You can type the person's name and click the Check Name icon. If you have spelt their name right and they are in the Hospital Administrator then their name will be underlined.


Edit a Department in the Budget Form □ ×

Department:\* Emergency Department

Is this a research department?\*

Yes ▼

*You must add a research department first if one applies.*

Head of Department:\* Jonathon Sewell 

*Head of Department Delegates may only be selected for supporting departments.*

*If you cannot find a site or department, please notify the RGS Administrator.*

**Save** Cancel

Once you have the right person you can click Save.

The HoD has changed but has not yet been invited.

Section 1 of 3 - Department(s) Selection

Royal Perth Hospital

Proposed number of participants in this site:\*  Expected project timeframe for this site:\*  year(s)

*\*Participant also includes a person's data, information or biological sample.*

Department Name	Type	Head Of Dept	Invitation Status	Invited By	HoD Delegate	Invitation Status	Invited By	Authorisation Status	Select
Emergency Department	Research Department	<u>Jonathon Sewell</u>	Pending					Pending	<input type="checkbox"/>

*Clicking **Invite to Quote** will create tasks assigned to selected HoDs and send corresponding email notification.*

You can enter the items for a supporting department and leave the cost blank for them to fill in or leave it for them to enter all the information

Supporting Department

Pharmacy

Major Category	Service & Support Item Provided	Cost Description	Cost per Item	Quantity	Total Cost	Cost Type	Overhead Charge?	Select
Pharmacy/Investigation drug related	Drug preparation and dispensing – complex		\$		\$	Please select...	<input type="checkbox"/>	<input type="checkbox"/>
Pharmacy/Investigation drug related	Staff training (drug specific)		\$		\$	Please select...	<input type="checkbox"/>	<input type="checkbox"/>
Pharmacy/Investigation drug related	Stock management – drug stock received		\$		\$	Please select...	<input type="checkbox"/>	<input type="checkbox"/>
Pharmacy/Investigation drug related	Stock management – expiry management		\$		\$	Please select...	<input type="checkbox"/>	<input type="checkbox"/>

Add Remove

Third Party Agency

SKG Radiology Hollywood Hospital Authorised - [Henry Amberley](#) 18/08/2017

Major Category	Service & Support Item Provided	Cost Description	Cost per Item	Quantity	Total Cost	Cost Type	Overhead Charge?	Select
Clinical services	Imaging examinations and procedures	x-rays 4 per participant	\$180.00	40	\$7,200.00	Project specific	No	

Unlock

General Comments (mandatory in cases of shortfall)

**B I U**

Words: 0/5000

<< Previous Next >> Save Save and Close Cancel

# Budget Form

Next >>

Form is checked out to you for editing.

Index: 1. Department(s) Selection

Can't find a department? Request for a new department >>

## Section 1 of 3 - Department(s) Selection

### Sir Charles Gairdner Hospital

Proposed number of participants in this site:

Expected project timeframe for this site:  year(s)

*\*Participant also includes a person's data, information or biological sample.*

Department Name	Type	Head Of Dept	Invitation Status	Invited By	HoD Delegate	Invitation Status	Invited By	Authorisation Status	Select
Haematology Care Centre	Research Department	<a href="#">Jonathon Sewell</a>	Pending					Pending	<input type="checkbox"/>
Pharmacy	Supporting Department	<a href="#">John O'Leary</a>	Pending		<a href="#">Jane Mitchell</a>	Pending		Pending	<input type="checkbox"/>
SKG Radiology Hollywood Hospital	Third Party Agency	<a href="#">Henry Amberley</a>	Pending					Authorised	<input type="checkbox"/>

Add Edit Remove Un-invite

Clicking **Invite to Quote** will create tasks assigned to selected HoDs and send corresponding email notification.

Invite to Quote or Authorise

Next >>

Save

Save and Close

Cancel

#### Invite to Provide Quote and Authorise/Decline in Budget Form

Department Name	Department Type	Head of Department	Head of Dept Delegate	Select
Haematology Care Centre	Research Department	<a href="#">Jonathon Sewell</a>		<input type="checkbox"/>
Pharmacy	Supporting Department	<a href="#">John O'Leary</a>		<input checked="" type="checkbox"/>
Pharmacy	Supporting Department		<a href="#">Jane Mitchell</a>	<input checked="" type="checkbox"/>
SKG Radiology Hollywood Hospital	Third Party Agency	<a href="#">Henry Amberley</a>		<input type="checkbox"/>

Invite Cancel

You can invite people individually or at the same time.

You can invite the HoD Delegate first, when they have entered the items and cost for their department, you can then invite the HoD if they want to be the one to authorise those costs.

# Budget Form

Next >>

Form is checked out to you for editing.

Index: 1. Department(s) Selection

Can't find a department? Request for a new department >>

## Section 1 of 3 - Department(s) Selection

### Sir Charles Gairdner Hospital

Proposed number of participants in this site:\*

Expected project timeframe for this site:\*  year(s)

\*Participant also includes a person's data, information or biological sample.

Department Name	Type	Head Of Dept	Invitation Status	Invited By	HoD Delegate	Invitation Status	Invited By	Authorisation Status	Select
Haematology Care Centre	Research Department	<a href="#">Jonathon Sewell</a>	Pending					Pending	<input type="checkbox"/>
Pharmacy	Supporting Department	<a href="#">John O'Leary</a>	Invited	<a href="#">Henry Amberley</a>	<a href="#">Jane Mitchell</a>	Invited	<a href="#">Henry Amberley</a>	Pending	<input type="checkbox"/>
SKG Radiology Hollywood Hospital	Third Party Agency	<a href="#">Henry Amberley</a>	Pending					Authorised	<input type="checkbox"/>

Add Edit Remove Un-Invite

Clicking **Invite to Quote** will create tasks assigned to selected HoDs and send corresponding email notification.

Invite to Quote or Authorise

Next >>

Save

Save and Close

Cancel

Only the people that were selected have been invited.

# Each person invited receive an email

donotreply@rgs.health.wa.gov.au via sendgrid.me

16:23 (4 minutes ago) ☆

to me

Dear Dr Jane Mitchell

**PRN:** RGS0000002103  
**Project Title:** A Randomized, Double-Blind, Placebo Controlled Study of Venetoclax Co-Administered with Low Dose Cytarabine Versus Low Dose Cytarabine in Treatment Naïve Patients with Acute Myeloid Leukemia Who Are Ineligible for Intensive Chemotherapy  
**Protocol Number:** PCYC-1141-CA  
**Site:** Sir Charles Gairdner Hospital  
**Department:** Pharmacy

I am currently looking into the feasibility of conducting the research project above. In order to conduct this project, I will need to utilise the services and/or resources from your department.

This invitation through a 'Task', gives you access to the project, including the project's protocol and Budget Form associated with this site.

## **If you are the Head of the Research Department:**

Please review the 'Site Project Budget' and 'Site Project Funding / Support' pages in the Budget Form to assess whether you are happy to provide authorisation for this project to be carried out in your Department. This can be done by clicking 'Authorise' under the Research Department section of the 'Site Project Budget'.

If you are unable to provide the service or resources, please click the 'Decline' button on the 'Site Project Budget' page and provide a comment why you are unable to provide the service and/or resources.

## **If you are the Head of a Supporting Department or Delegate:**

As Head of a Supporting Department you may delegate some or all of the requirement for completing your department's section of the budget to a delegate, if you have nominated a delegate please be aware that within the budget they have the same rights as you. Only one person can authorise the department's costs. Please ensure your delegate is aware of what part of this task they are being allocated, it is implied that if a delegate authorises the department's cost within a budget they do so with your authority.

Please review the protocol to make an assessment of what services (e.g. imaging or pathology tests) and/or resources (e.g. staff to provide information or perform procedures) your department is able to provide to meet the requirements of the protocol.

Please detail the relevant services, resources and their costs, which will be provided by your department, in the 'Site Project Budget' page of the Budget Form. Once you have entered the information, please click the 'Authorise' button on your quote.

If you are unable to provide the service or resources, please click the 'Decline' button on the 'Site Project Budget' page and provide a comment why you are unable to provide the service and/or resources.

This project may be either commercially, non-commercially or investigator (self) funded. Please consider this when you are providing your quote as to whether any services can be provided in-kind. If you wish to provide in-kind support for a service, you can enter the amount under the '\$ Amount of In-Kind Support' against the relevant cost item in the 'Site Project Funding/Support' page of the Budget Form, or alternatively, provide a comment.

Any comments related to costs and in-kind support can be added to the 'General Comments' field, or alternatively, please feel free to contact me directly.

Services and costs provided that will be subject to a payment from an external funder will be documented in an agreement with the external funder.

Please use the link below to action the task associated with this project.  
RGS Task: <https://rgsuat.health.wa.gov.au/Pages/task-form.aspx?fm=V&tid=1338>

Thank you for considering my project.

Thank you  
Principal Investigator  
Henry Amberley

The email also outlines the permissions that apply to the Head of the Supporting Department as well as their Delegate (if they have one).



# Section 2 - Site Project Budget

Haematology Care Centre

Major Category	Service & Support Item Provided	Cost Description	Cost per Item	Quantity	Total Cost	Cost Type	Overhead Charge?	Select
Clinical services	Overhead Charge - percentage		20.00%		\$9214.40	Project specific		
Ethics approval	Ethics review	SCGOPHCG HREC	\$ 2,500.00		\$2,500.00	Project specific	<input type="checkbox"/>	
Site specific assessment	Site processing and review	SCOPHCG RGO	\$ 2,500.00		\$2,500.00	Project specific	<input type="checkbox"/>	
Site specific assessment	Preparation of the SSA application by the p...	Research Nurse	\$ 3,000.00	1	\$3,000.00	Shared	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ethics approval	Preparation of the HREC application	Research Nurse	\$ 2,000.00	1	\$2,000.00	Shared	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Patient accrual	Pre-screening activity	Research Nurse	\$ 60.00	12	\$720.00	Shared	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Patient accrual	Recruitment activity	PI and AIs	\$ 120.00	12	\$1,440.00	Shared	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clinical services	Screening and health assessment	Screening visit	\$ 120.00	10	\$1,200.00	Shared	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clinical resources	Investigator time - Associate Investigator	study visits	\$ 90.00	20	\$1,800.00	Shared	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clinical services	Specialist medical consultations	study visits	\$ 120.00	40	\$4,800.00	Shared	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Amendment processing	Amendment preparation and submission - ...	data managers	\$ 54.00	2	\$108.00	Shared	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Amendment processing	Amendment preparation and submission - ...	data managers	\$ 54.00	2	\$108.00	Shared	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Amendment processing	Amendment review - major amendment by...	SCGOPHCG HREC	\$ 500.00	2	\$1,000.00	Project specific	<input type="checkbox"/>	<input type="checkbox"/>
Amendment processing	Amendment review - minor/major amendm...	SCGOPHCG RGO	\$ 500.00	2	\$1,000.00	Project specific	<input type="checkbox"/>	<input type="checkbox"/>
Clinical resources	Research nurse time	follow up questionnaire 8 yrs twice a year	\$ 60.00	64	\$3,840.00	Shared	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trial operation	Administration, monitoring and reporting - ...	Research Nurse	\$ 2,000.00	10	\$20,000.00	Shared	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trial operation	Administration, monitoring and reporting - ...	data managers	\$ 54.00	100	\$5,400.00	Shared	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trial operation	Administration, monitoring and reporting - ...	data managers	\$ 54.00	10	\$540.00	Shared	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trial operation	Administration, monitoring and reporting - ...	data managers	\$ 54.00	10	\$540.00	Shared	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Site closeout visit	Site closeout visit	research nurse PI	\$ 180.00	2	\$360.00	Shared	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Record archiving	Archiving of records	data managers	\$ 54.00	4	\$216.00	Shared	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Record archiving	Archiving of records - storage fee	Recall Records Storage 0.50 per x 10 boxes	\$ 0.50	7800	\$3,900.00	Project specific	<input type="checkbox"/>	<input type="checkbox"/>

Every item added to section 2 of the Budget as an equivalent item added to section 3 of the Budget Add Remove

Supporting Department

Pharmacy

Major Category	Service & Support Item Provided	Cost Description	Cost per Item	Quantity	Total Cost	Cost Type	Overhead Charge?	Select
Pharmacy/Investigation drug related	Drug preparation and dispensing - complex		\$ 125.00	20	\$2,500.00	Project specific	<input type="checkbox"/>	<input type="checkbox"/>
Pharmacy/Investigation drug related	Staff training (drug specific)		\$ 500.00	1	\$500.00	Project specific	<input type="checkbox"/>	<input type="checkbox"/>
Pharmacy/Investigation drug related	Stock management - drug stock received		\$ 50.00	20	\$1,000.00	Project specific	<input type="checkbox"/>	<input type="checkbox"/>
Pharmacy/Investigation drug related	Stock management - expiry management		\$ 100.00	10	\$1,000.00	Project specific	<input type="checkbox"/>	<input type="checkbox"/>

The PI or PI Delegate can authorise the third party agency costs Add Remove

Third Party Agency

SKG Radiology Hollywood Hospital Authorised - Henry Amberley 18/08/2017

Major Category	Service & Support Item Provided	Cost Description	Cost per Item	Quantity	Total Cost	Cost Type	Overhead Charge?	Select
Clinical services	Imaging examinations and procedures	x-rays 4 per participant	\$180.00	40	\$7,200.00	Project specific	No	

# Section 3 Site Project Funding/Support

Research Department											
Haematology Care Centre											
Major Category	Service & Support Item Provided	Cost Description	Cost per Item	Qty	Total Cost	Cost Type	\$ Funding by Sponsor or Funder	Sponsor Funder Name	\$ In-Kind Support	In-Kind Funder Name	Fund Description
Clinical services	Overhead Charge		20.00%	1	\$9,214.40	Project specific	\$ 9,214.00	GlaxoSmithKline Australia Pty Ltd	\$	Please select...	
Ethics approval	Ethics review	SCGOPHCG HREC	\$2,500.00	1	\$2,500.00	Project specific	\$ 2,500.00	GlaxoSmithKline Australia Pty Ltd	\$ 0.00	Please select...	
Site specific assessment	Site processing and review	SCGOPHCG RGO	\$2,500.00	1	\$2,500.00	Project specific	\$ 2,500.00	GlaxoSmithKline Australia Pty Ltd	\$ 0.00	Please select...	
Site specific assessment	Preparation of the SSA application by the project team	Research Nurse	\$3,000.00	1	\$3,000.00	Shared	\$ 3,000.00	GlaxoSmithKline Australia Pty Ltd	\$ 0.00	Please select...	
Ethics approval	Preparation of the HREC application	Research Nurse	\$2,000.00	1	\$2,000.00	Shared	\$ 2,000.00	GlaxoSmithKline Australia Pty Ltd	\$ 0.00	Please select...	
Patient accrual	Pre-screening activity	Research Nurse	\$60.00	12	\$720.00	Shared	\$ 720.00	GlaxoSmithKline Australia Pty Ltd	\$ 0.00	Please select...	
Patient accrual	Recruitment activity	PI and AIs	\$120.00	12	\$1,440.00	Shared	\$ 1,440.00	GlaxoSmithKline Australia Pty Ltd	\$ 0.00	Please select...	
Clinical services	Screening and health assessment	Screening visit	\$120.00	10	\$1,200.00	Shared	\$ 1,200.00	GlaxoSmithKline Australia Pty Ltd	\$ 0.00	Please select...	
Clinical resources	Investigator time – Associate Investigator	study visits	\$90.00	20	\$1,800.00	Shared	\$ 1,800.00	GlaxoSmithKline Australia Pty Ltd	\$ 0.00	Please select...	
Clinical services	Specialist medical consultations	study visits	\$120.00	40	\$4,800.00	Shared	\$ 4,800.00	GlaxoSmithKline Australia Pty Ltd	\$ 0.00	Please select...	
Amendment processing	Amendment preparation and submission – major amendment	data managers	\$54.00	2	\$108.00	Shared	\$ 108.00	GlaxoSmithKline Australia Pty Ltd	\$ 0.00	Please select...	
Amendment processing	Amendment preparation and submission – major amendment	data managers	\$54.00	2	\$108.00	Shared	\$ 108.00	GlaxoSmithKline Australia Pty Ltd	\$ 0.00	Please select...	
Amendment processing	Amendment review – major amendment by HREC office	SCGOPHCG HREC	\$500.00	2	\$1,000.00	Project specific	\$ 1,000.00	GlaxoSmithKline Australia Pty Ltd	\$ 0.00	Please select...	
Amendment processing	Amendment review – minor/major amendment by RGO	SCGOPHCG RGO	\$500.00	2	\$1,000.00	Project specific	\$ 1,000.00	GlaxoSmithKline Australia Pty Ltd	\$ 0.00	Please select...	
Clinical resources	Research nurse time	follow up questionnaire 8 yrs twice a year	\$60.00	64	\$3,840.00	Shared	\$ 3,840.00	GlaxoSmithKline Australia Pty Ltd	\$ 0.00	Please select...	
Trial operation	Administration, monitoring and reporting – administration activities	Research Nurse	\$2,000.00	10	\$20,000.00	Shared	\$ 20,000.00	GlaxoSmithKline Australia Pty Ltd	\$ 0.00	Please select...	
Trial operation	Administration, monitoring and reporting – eCRF or CRF completion	data managers	\$54.00	100	\$5,400.00	Shared	\$ 5,400.00	GlaxoSmithKline Australia Pty Ltd	\$ 0.00	Please select...	
Trial operation	Administration, monitoring and reporting – other annual reporting	data managers	\$54.00	10	\$540.00	Shared	\$ 540.00	GlaxoSmithKline Australia Pty Ltd	\$ 0.00	Please select...	
Trial operation	Administration, monitoring and reporting – preparation of SAE and/or incident reports	data managers	\$54.00	10	\$540.00	Shared	\$ 540.00	GlaxoSmithKline Australia Pty Ltd	\$ 0.00	Please select...	
Site closeout visit	Site closeout visit	research nurse PI	\$180.00	2	\$360.00	Shared	\$ 360.00	Please select...	\$ 0.00	Please select...	
Record archiving	Archiving of records	data managers	\$54.00	4	\$216.00	Shared	\$ 216.00	Please select...	\$ 0.00	Please select...	
Record archiving	Archiving of records – storage fee	Recall Records Storage 0.50 per x 10 boxes	\$0.50	7,800	\$3,900.00	Project specific	\$ 3,900.00	Please select...	\$ 0.00	Please select...	
Total:					\$66186.40		\$66186.00		\$0.00		

In section 3 the total costs and the total funded are now at the bottom of each department

# Section 3 Site Project Funding/Support

## Budget Form

<< Previous

Form is checked out to you for editing.

Index: 3. Site Project Funding / Support

All costs and funding entered must exclude GST

### Section 3 of 3 - Site Project Funding / Support

Total Actual Costs: \$218,184.00 Total Authorised Costs: \$0.00 Total Funding: \$0.00 Shortfall (or Surplus): \$0.00

Available Funders	Type of Funder	\$ Funding by Sponsor or Funder	\$ In-Kind Support	Funding Status	Remove
Department of Health WA	Government - state (WA)			Confirmed	X
Fiona Stanley Hospital	Government - state (WA)			Confirmed	X
Royal Perth Hospital	Government - state (WA)			Confirmed	X
Self funded	Other			Confirmed	X
Sir Charles Gairdner Hospital	Government - state (WA)			Confirmed	X
University of Melbourne	University			Confirmed	X

If the funder is not listed, ensure they have been added to the Project Details tab, Governance Information section and that the Project Details tab is authorised. You may remove funders that do not apply to this Budget Form by clicking on the 'X' in the Remove column.

Refresh

The top part of this page shows all the funders that have been added in Project Details - section 3. Governance Information

If these funders are not relevant to the site they can be removed by clicking on the Remove button on the right-hand side.

# Budget Form

<< Previous

Form is checked out to you for editing.

Index: 3. Site Project Funding / Support

All costs and funding entered must exclude GST

## Section 3 of 3 - Site Project Funding / Support

Total Actual Costs: \$218,184.00 Total Authorised Costs: \$0.00 Total Funding: \$0.00 Shortfall (or Surplus): \$0.00

Available Funders	Type of Funder	\$ Funding by Sponsor or Funder	\$ In-Kind Support	Funding Status	Remove
Department of Health WA	Government - state (WA)			Confirmed	X
Self funded	Other			Confirmed	X
Sir Charles Gairdner Hospital	Government - state (WA)			Confirmed	X
University of Melbourne	University			Confirmed	X

If the funder is not listed, ensure they have been added to the Project Details tab, Governance Information section and that the Project Details tab is authorised. You may remove funders that do not apply to this Budget Form by clicking on the 'X' in the Remove column.

Refresh

If you make a mistake and remove a funder you can refresh the list by click Refresh. It will add back all the funders and you will then have to edit the list again.

If you have added a funder through Project Details after you created the Budget Form you will need to click Refresh for them to be included in the Budget Form.

Available Funders	Type of Funder	\$ Funding by Sponsor or Funder	\$ In-Kind Support	Funding Status	Remove
Department of Health WA	Government - state (WA)			Confirmed ▾	✕
Fiona Stanley Hospital	Government - state (WA)			Confirmed ▾	✕
Royal Perth Hospital	Government - state (WA)			Confirmed ▾	✕
Self funded	Other			Confirmed ▾	✕
Sir Charles Gairdner Hospital	Government - state (WA)			Confirmed ▾	✕
University of Melbourne	University			Confirmed ▾	✕

rgsuat.health.wa.gov.au says:

This Funder has funds allocated to it. Please remove the amounts allocated to this Funder in the departments' Site Project Funding / Support tables below.

Prevent this page from creating additional dialogues.

OK

If the funder is not listed, ensure they have been added to the Project Details tab, Governance Information section and

this Budget Form by clicking on the 'X' in the Remove column. Refresh ⓘ

[-] Sir Charles Gairdner Hospital

Proposed number of participants in this site: 200 Expected project timeframe for this site: 3 year(s)  
 \*Participant also includes a person's data, information or biological sample.

[-] Research Department

[-] General Medicine ⓘ

Major Category	Service & Support Item Provided	Cost Description	Cost per Item	Qty	Total Cost	Cost Type	\$ Funding by Sponsor or Funder ⓘ	Sponsor Funder Name ⓘ	\$ In-Kind Support ⓘ	In-Kind Funder Name ⓘ	Fund Description ⓘ
Clinical services	Overhead Charge		15.00%	1	\$18,695.70	Project specific	\$ 0.00	Please select...	\$ 0.00	Sir Charles Gairdner Ho: ▾	
Ethics approval	Ethics review	External Lead	\$0.00	1	\$0.00	Project specific	\$ 0.00	Please select...	\$ 0.00	Please select...	
Site specific assessment	Site processing and review	SCGOPHCG RGO	\$2,500.00	1	\$2,500.00	Project specific	\$	Please select...	\$	Sir Charles Gairdner Ho: ▾	
Ethics approval	Preparation of the HREC application	Research Assistant (RA)	\$54.00	8	\$432.00	Shared	\$ 432.00	University of Melbourne ▾	\$ 0.00	Please select...	

You can't remove a funder who has had a cost associated to them.

You have to remove them from the item/s and then remove them from the Available Funders list.

Available Funders	Type of Funder	\$ Funding by Sponsor or Funder	\$ In-Kind Support	Funding Status	Remove
Department of Health WA	Government - state (WA)	\$156,246.00		Confirmed	
Self funded	Other		\$2,400.00	Confirmed	
Sir Charles Gairdner Hospital	Government - state (WA)		\$28,992.00	Confirmed	
University of Melbourne	University	\$30,546.00		Confirmed	

If the funder is not listed, ensure they have been added to the Project Details tab, Governance Information section and that the Project Details tab is authorised. You may remove funders that do not apply to this Budget Form by clicking on the 'X' in the Remove column.

Refresh

**Sir Charles Gairdner Hospital**

Proposed number of participants in this site: 200 Expected project timeframe for this site: 3 year(s)

*\*Participant also includes a person's data, information or biological sample.*

**Research Department**

**General Medicine**

Major Category	Service & Support Item Provided	Cost Description	Cost per Item	Qty	Total Cost	Cost Type	\$ Funding by Sponsor or Funder	Sponsor Funder Name	\$ In-Kind Support	In-Kind Funder Name	Fund Description
Clinical services	Overhead Charge		15.00%	1	\$18,695.70	Project specific	\$ 0.00	Please select...	\$ 0.00	Sir Charles Gairdner H	
Ethics approval	Ethics review	External Lead	\$0.00	1	\$0.00	Project specific	\$ 0.00	Please select...	\$ 0.00	Please select...	
Site specific assessment	Site processing and review	SCGOPHCG RGO	\$2,500.00	1	\$2,500.00	Project specific	\$ 0.00	Please select...	\$ 2,500.00	Sir Charles Gairdner H	
Ethics approval	Preparation of the HREC application	Research Assistant (RA)	\$54.00	8	\$432.00	Shared	\$ 0.00	Please select...	\$ 432.00	Sir Charles Gairdner H	
Site specific assessment	Preparation of the SSA application by the project team	RA	\$54.00	8	\$432.00	Shared	\$ 0.00	Please select...	\$ 432.00	Sir Charles Gairdner H	
Amendment processing	Amendment preparation and submission – if re-consenting required	RA	\$54.00	2	\$108.00	Shared	\$ 0.00	Please select...	\$ 108.00	Sir Charles Gairdner H	
Amendment processing	Amendment review – minor/major amendment by RGO	SCGOPHCG RGO	\$500.00	1	\$500.00	Project specific	\$ 0.00	Please select...	\$ 500.00	Sir Charles Gairdner H	
Patient accrual	Recruitment activity	Research Nurse (RN) and Principal Investigator (PI)	\$120.00	200	\$24,000.00	Shared	\$ 12,000.00	Department of Health WA	\$ 12,000.00	Sir Charles Gairdner H	Explain the split here
Clinical resources	Research nurse time	Questionnaires and interviews	\$60.00	400	\$24,000.00	Shared	\$ 12,000.00	Department of Health WA	\$ 12,000.00	Sir Charles Gairdner H	
Clinical resources	Investigator time – Principal Investigator		\$120.00	20	\$2,400.00	Shared	\$ 0.00	Please select...	\$ 2,400.00	Self funded	

A single cost can have the funding split between Funding by Sponsor or Funder (actual money) and In-kind Support

Site closeout visit	Site closeout visit	RA & PI	\$174.00	4	\$696.00	Shared	\$ 0.00	Please select..	\$ 696.00	Sir Charles Gairdner H	
Record archiving	Archiving of records	RA	\$54.00	6	\$324.00	Shared	\$ 0.00	Please select..	\$ 324.00	Sir Charles Gairdner H	
Record archiving	Archiving of records – storage fee	Recall 10 boxes for 15 years	\$36.40	15	\$546.00	Project specific	\$ 546.00	University of Melbourne	\$ 0.00	Please select..	
<b>Total:</b>					<b>\$146879.70</b>		<b>\$96792.00</b>		<b>\$31392.00</b>		

**Supporting Department**

**Imaging**

Major Category	Service & Support Item Provided	Cost Description	Cost per Item	Qty	Total Cost	Cost Type	\$ Funding by Sponsor or Funder	Sponsor Funder Name	\$ In-Kind Support	In-Kind Funder Name	Fund Description
Clinical services	Imaging examinations and procedures	x-rays	\$150.00	200	\$30,000.00	Project specific	\$ 30,000.00	University of Melbourne	\$ 0.00	Please select..	
<b>Total:</b>					<b>\$30000.00</b>		<b>\$30000.00</b>		<b>\$0.00</b>		

**Clinical Pathology**

Major Category	Service & Support Item Provided	Cost Description	Cost per Item	Qty	Total Cost	Cost Type	\$ Funding by Sponsor or Funder	Sponsor Funder Name	\$ In-Kind Support	In-Kind Funder Name	Fund Description
Biospecimen related	Biospecimen collection and processing (central labs) – performed by pathology staff personnel	blood tests	\$50.00	1,200	\$60,000.00	Project specific	\$ 60,000.00	Department of Health WA	\$ 0.00	Please select..	
<b>Total:</b>					<b>\$60000.00</b>		<b>\$60000.00</b>		<b>\$0.00</b>		

**General Comments (mandatory in cases of shortfall)**

**B I U** [Clipboard] [Undo] [Redo] [Search] [List] [Table] [Text] [Link] [Image]

The project has restricted funding with a small grant from Dept of Health, and funding from University of Melbourne

**The totals for each department add up every time you enter an amount one of the funding columns.**

[-] Total Actual Costs:	\$236,879.70	[-] Total Authorised Costs:	\$0.00	[-] Total Funding:	\$218,184.00	[-] Shortfall (or Surplus):	<b>\$218,184.00</b>
Project specific cost:	\$112,241.70	Project specific cost:	\$0.00	Funding amount:	\$186,792.00	Project specific cost:	\$93,546.00
Shared cost:	\$124,638.00	Shared cost:	\$0.00	In-kind support:	\$31,392.00	Shared cost:	\$124,638.00

Available Funders	Type of Funder	\$ Funding by Sponsor or Funder	\$ In-Kind Support	Funding Status	Remove
Department of Health WA	Government - state (WA)	\$156,246.00		Confirmed ▾	
Self funded	Other		\$2,400.00	Confirmed ▾	
Sir Charles Gairdner Hospital	Government - state (WA)		\$28,992.00	Confirmed ▾	
University of Melbourne	University	\$30,546.00		Confirmed ▾	

*If the funder is not listed, ensure they have been added to the Project Details tab, Governance Information section and that the Project Details tab is authorised. You may remove funders that do not apply to this Budget Form by clicking on the 'X' in the Remove column.*

Refresh

**When you save the Budget Form the information on the who is providing what type of funding is updated.**



Project Details

Forms & Documents

Declarations

Comments

Letters

Publications

History

### Invite to Provide Quote and Authorise/Decline in Budget Form

Department Name	Department Type	Head of Department	Head of Dept Delegate	Select
Clinical Pathology	Supporting Department	<a href="#">Albert Macintosh</a>		<input checked="" type="checkbox"/>
General Medicine	Research Department	<a href="#">Jonathon Sewell</a>		<input type="checkbox"/>
Imaging	Supporting Department	<a href="#">John O'Leary</a>		<input type="checkbox"/>
Imaging	Supporting Department		<a href="#">Jane Mitchell</a>	<input checked="" type="checkbox"/>

Invite

Cancel

[Albert Macintosh](#)

Pending

You can invite whoever you want at whenever you want.

and send corresponding email notification.

Dear Dr Jane Mitchell

PRN: RGS0000002105

Project Title: Is risk-based licensing an effective intervention for reducing alcohol-related harms

Protocol Number: RBL ARH 00125

Site: Sir Charles Gairdner Hospital

Department: Imaging

I am currently looking into the feasibility of conducting the research project above. In order to conduct this project, I will need to utilise the services and/or resources from your department.

This invitation through a 'Task', gives you access to the project, including the project's protocol and Budget Form associated with this site.

**If you are the Head of the Research Department:**

Please review the 'Site Project Budget' and 'Site Project Funding / Support' pages in the Budget Form to assess whether you are happy to provide authorisation for this project to be carried out in your Department. This can be done by clicking 'Authorise' under the Research Department section of the 'Site Project Budget'.

If you are unable to provide the service or resources, please click the 'Decline' button on the 'Site Project Budget' page and provide a comment why you are unable to provide the service and/or resources.

**If you are the Head of a Supporting Department or Delegate:**

### **If you are the Head of a Supporting Department or Delegate:**

**As Head of a Supporting Department you may delegate some or all of the requirement for completing your department's section of the budget to a delegate, if you have nominated a delegate please be aware that within the budget they have the same rights as you. Only one person can authorise the department's costs. Please ensure your delegate is aware of what part of this task they are being allocated, it is implied that if a delegate authorises the department's cost within a budget they do so with your authority.**

entered the information, please click the 'Authorise' button on your quote.

If you are unable to provide the service or resources, please click the 'Decline' button on the 'Site Project Budget' page and provide a comment why you are unable to provide the service and/or resources.

This project may be either commercially, non-commercially or investigator (self) funded. Please consider this when you are providing your quote as to whether any services can be provided in-kind. If you wish to provide in-kind support for a service, you can enter the amount under the '\$ Amount of In-Kind Support' against the relevant cost item in the 'Site Project Funding / Support' page of the Budget Form, or alternatively, provide a comment.

Any comments related to costs and in-kind support can be added to the 'General Comments' field, or alternatively, please feel free to contact me directly.

Services and costs provided that will be subject to a payment from an external funder will be documented in an agreement with the external funder.

Please use the link below to action the task associated with this project.

RGS Task: <https://rgsuat.health.wa.gov.au/Pages/task-form.aspx?fm=V&tid=1360>

Thank you for considering my project.

Thank you  
Principal Investigator  
Henry Amberley

# Current Tasks

Create Task

## New Group Tasks

There are no items to show in this view.

## Taken Group Tasks

There are no items to show in this view.

## Declined Group Tasks

There are no items to show in this view.

## My Tasks

Task Name	Task Outcome	Initiator	Created	Due Date
<b>Task Type : Invitation to Provide Quote and Authorise/Decline in Budget Form (1)</b>				
RGS0000002105 Imaging - Request to Quote/Authorise	Pending	<a href="#">Henry Amberley</a>	1/09/2017	8/09/2017

## Tasks Assigned to Others

There are no items to show in this view.

The HoD/HoD Delegate will get a task

Tasks

Current Tasks

Overdue Tasks

Archived

My Projects

Create Project

Projects Search

Profile Management

Reports Management

# Task Form

Group task?	No
Task type:*	Invitation to Provide Quote and Authorise/Decline in Budget Form
PRN:*	RGS0000002105
Project title:*	Is risk-based licensing an effective intervention for reducing alcohol-related harms
Department:*	Imaging
Start date:	1/09/2017
Due date:*	8/09/2017
Assignee:*	Jane Mitchell
Task description:*	Invite HOD and HoSD to provide a quote and/or authorise/decline the Budget Form.

Action

Decline Task

Cancel

# Budget Form

Next >>

Edit

Print

Close

They click Edit

Car

## Section 1 of 3 - Department(s) Selection

### Sir Charles Gairdner Hospital

Proposed number of participants in this site: 200

Expect

*\*Participant also includes a person's data, information or biological sample.*

Department Name	Type	Head Of Dept	Invitation Status	Invited By	HoD Delegate	Invitation Status
General Medicine	Research Department	<a href="#">Jonathon Sewell</a>	Invited	<a href="#">Henry Amberley</a>		
Imaging	Supporting Department	<a href="#">John O'Leary</a>	Pending		<a href="#">Jane Mitchell</a>	Accepted
Clinical Pathology	Supporting Department	<a href="#">Albert Macintosh</a>	Invited	<a href="#">Henry Amberley</a>		

Next >>

Edit

Close

Shows that the person has accepted the invitation.

Amendment processing	Amendment preparation and submission – if re-consenting required	RA	\$54.00	2	\$108.00	Shared	Yes
Amendment processing	Amendment review – minor/major amendment by RGO	SCGOPHCG RGO	\$500.00	1	\$500.00	Project specific	No
Patient accrual	Recruitment activity	Research Nurse (RN) and Principal Investigator (PI)	\$120.00	200	\$24,000.00	Shared	Yes
Clinical resources	Research nurse time	Questionnaires and interviews	\$60.00	400	\$24,000.00	Shared	Yes
Clinical resources	Investigator time – Principal Investigator		\$120.00	20	\$2,400.00	Shared	Yes
Trial operation	Administration, monitoring and reporting – administration activities	RA	\$54.00	1,200	\$64,800.00	Shared	Yes
Trial operation	Administration, monitoring and reporting – other annual reporting	RA	\$54.00	9	\$486.00	Shared	Yes
Trial operation	Administration, monitoring and reporting – preparation of SAE and/or incident reports	RA & PI	\$174.00	40	\$6,960.00	Shared	Yes
Site closeout visit	Site closeout visit	RA & PI	\$174.00	4	\$696.00	Shared	Yes
Record archiving	Archiving of records	RA	\$54.00	6	\$324.00	Shared	Yes
Record archiving	Archiving of records – storage fee	Recall 10 boxes for 15 years	\$36.40	15	\$546.00	Project specific	No

Supporting Department

Imaging

Major Category	Service & Support Item Provided	Cost Description	Cost per Item	Quantity	Total Cost	Cost Type	Overhead Charge?	Select
Clinical services	Imaging examinations and procedures	x-rays	\$ 150.00	200	\$30,000.00	Project specific	<input type="checkbox"/>	<input type="checkbox"/>

Clinical Pathology

Major Category	Service & Support Item Provided	Cost Description	Cost per Item	Quantity	Total Cost	Cost Type	Overhead Charge?	Select
Biospecimen related	Biospecimen collection and processing (central labs) – performed by pathology staff personnel	blood tests	\$50.00	1,200	\$60,000.00	Project specific	No	

General Comments (mandatory in cases of shortfall)

**B** *I* U

The project has restricted funding with a small grant from Dept of Health, and funding from University of Melbourne

They can then do whatever editing is needed

Words: 19/5000

Once they have completed it they can click Authorise

Clinical resources	Investigator time – Principal Investigator		\$120.00	20	\$2,400.00	Shared	Yes
Trial operation	Administration, monitoring and reporting – administration activities	RA	\$54.00	1,200	\$64,800.00	Shared	Yes
Trial operation	Administration, monitoring and reporting – other annual reporting	RA	\$54.00	9	\$486.00	Shared	Yes
Trial operation	Administration, monitoring and reporting – preparation of SAE and/or incident reports	RA & PI	\$174.00	40	\$6,960.00	Shared	Yes
Site closeout visit	Site closeout visit	RA & PI	\$174.00	4	\$696.00	Shared	Yes
Record archiving	Archiving of records	RA	\$54.00	6	\$324.00	Shared	Yes
Record archiving	Archiving of records – storage fee	Recall 10 boxes for 15 years	\$36.40	15	\$546.00	Project specific	No

Supporting Department

Imaging

Shows who authorised it when

Authorised - Jane Mitchell 01/09/2017

Major Category	Service & Support Item Provided	Cost Description	Cost per Item	Quantity	Total Cost	Cost Type	Overhead Charge?	Select
Clinical services	Imaging examinations and procedures	x-rays	\$150.00	200	\$30,000.00	Project specific	No	

Unlock

Clinical Pathology

Major Category	Service & Support Item Provided	Cost Description	Cost per Item	Quantity	Total Cost	Cost Type	Overhead Charge?	Select
Biospecimen related	Biospecimen collection and processing (central labs) – performed by pathology staff personnel	blood tests	\$50.00	1,200	\$60,000.00	Project specific	No	

General Comments (mandatory in cases of shortfall)

**B I U** [Clipboard] [Undo] [Redo] [Search] [List] [Table] [Link]

The project has restricted funding with a small grant from Dept of Health, and funding from University of Melbourne

Words: 19/5000

Next >> Save **Save and Close** Cancel

Whenever you have finished with the Budget click Save and Close otherwise the Budget remains locked to you for editing.

Dear Dr Henry Amberley,

**PRN:** RGS0000002105

**Project Title:** Is risk-based licensing an effective intervention for reducing alcohol-related harms

**Protocol Number:** RBL ARH 00125

**Site:** Sir Charles Gairdner Hospital

**Department:** Research Department General Medicine

The Research Department General Medicine for the Budget Form has been authorised by Jonathon Sewell.

Once all authorisations have been obtained, the form can be reviewed and / or completed via this [link](#) to the project's Forms and Documents tab.

Regards,  
The RGS Team  
[RGS.Support@health.wa.gov.au](mailto:RGS.Support@health.wa.gov.au)

Department of Health: Research Governance Service  
(<http://rgs.health.wa.gov.au>)

This is an automated email. Please DO NOT REPLY to this email.

The PI and their delegate receive and email that the person has signed



# Section 3 Site Project Funding/Support

## Section 3 of 3 - Site Project Funding / Support

Total Actual Costs:	\$236,879.70	Total Authorised Costs:	\$236,879.70	Total Funding:	\$236,879.70	Shortfall (or Surplus):	\$0.00
Project specific cost:	\$112,241.70	Project specific cost:	\$112,241.70	Funding amount:	\$186,792.00	Project specific cost:	\$0.00
Shared cost:	\$124,638.00	Shared cost:	\$124,638.00	In-kind support:	\$50,087.70	Shared cost:	\$0.00

Available Funders	Type of Funder	\$ Funding by Sponsor or Funder	\$ In-Kind Support	Funding Status	Remove
Department of Health WA	Government - state (WA)	\$156,246.00		Confirmed	X
Self funded	Other		\$2,400.00	Confirmed	X
Sir Charles Gairdner Hospital	Government - state (WA)		\$47,687.70	Confirmed	X
University of Melbourne	University	\$30,546.00		Confirmed	X

If the funder is not listed, ensure they have been added to the Project Details tab, Governance Information section and that the Project Details tab is authorised. You may remove funders that do not apply to this Budget Form by clicking on the 'X' in the Remove column. Refresh

**Sir Charles Gairdner Hospital**

Proposed number of participants in this site: 200 Expected project timeframe for this site: 3 year(s)

*\*Participant also includes a person's data, information or biological sample.*

Research Department

Supporting Department

### General Comments (mandatory in cases of shortfall)

**B I U** [Cut] [Copy] [Paste] [Undo] [Redo] [Link] [List] [Table] [Text] [Image]

The project has restricted funding with a small grant from Dept of Health, and funding from University of Melbourne

Words: 19/5000

<< Previous Save Save and Close Cancel

Authorise

All the costs and funds can be expanded and it also shows the totals of who is contributing what type of funding

When it has been signed by the HoDs the PI can go in and authorise it

[-] Site Authorisation

[-] Active

Forms

*The Budget Form must be completed and authorised before submitting the SSA Form to the Business Manager and Divisional Director for authorisation.*

Site / Organisation

[-] Sir Charles Gairdner Hospital

Form Name	Version	Status	Locked By	Updated By	Select
Site Specific Assessment (SSA) Form	1.0	Completed (Pending Signatures)		<a href="#">Henry Amberley</a>	<input type="checkbox"/>
Budget Form	1.0	Authorised		<a href="#">Henry Amberley</a>	<input type="checkbox"/>

Documents

*Find recommended document templates [here](#).*

Form / Site(s)

**Budget is authorised and the SSA is awaiting signatures**

# Site Specific Assessment (SSA) Form

Sir Charles Gairdner Hospital

Next >>

Print

Close

1. Project Details

1.1 Project

1.1.0 PRN:

RGS00

1.1.1 Project title:

Is risk

1.1.2 Short title:

1.1.3 Acronym:

Index:

1. Project Details
2. Broad Research Area, NHMRC Group and Field of Research
3(1). Investigators (for sites covered by this form) - Sir Charles Gairdner Hospital
4. Credentialing and Training
5. Participants
6-11. Questions
12. Indemnity and Insurance
13. Research Agreements
14. Intellectual Property
15. Biosafety, Chemical and Radiation Safety
16. Resource and Budget Information
17. Funds Management Details
18. Declarations

If you are in the SSA you can see what has been completed (in green) the last page edited (in black where the Mark Complete button is).

# Site Specific Assessment (SSA) Form

Sir Charles Gairdner Hospital

<< Previous    Next >>    Print    Close

Index: 17. Funds Management Details

## 17. Funds Management Details

Funder Organisation Name	Funder Organisation Type	ABN	Profile	Major Funder?
University of Melbourne	University		<a href="#">View</a>	No
Department of Health WA	Government - state (WA)		<a href="#">View</a>	Yes
Sir Charles Gairdner Hospital	Government - state (WA)		<a href="#">View</a>	No
Self funded	Other		<a href="#">View</a>	No

## 17.2 WA Health Account Details i

17.2.1 WA Health cost centre and account details:

<< Previous    Next >>    Close    Unlock

The SSA is only showing the funders for the accompanying budget

**PRN:** RGS0000002105

**Project Title:** Is risk-based licensing an effective intervention for reducing alcohol-related harms

**Protocol Number:** RBL ARH 00125

**Site:** Sir Charles Gairdner Hospital

The Site Specific Assessment (SSA) Form has been authorised by Jonathon Sewell.

Once all authorisations have been obtained, the form can be reviewed and / or completed via this [link](#) to the project's Forms and Documents tab.

Regards,  
The RGS Team  
[RGS.Support@health.wa.gov.au](mailto:RGS.Support@health.wa.gov.au)

Department of Health: Research Governance Service  
(<http://rgs.health.wa.gov.au>)

This is an automated email. Please DO NOT REPLY to this email.

Email that the SSA has been signed and by who

[-] Applications

+ Ethics Approval

[-] Site Authorisation

[-] Active

Once all the signatures have been obtain the SSA has the Status of Complete. The pending signatures disappears when all signatures have been obtained.

## Forms

*The Budget Form must be completed and authorised before submitting the SSA Form to the Business Manager and Divisional Director for authorisation.*

## Site / Organisation

[-] Sir Charles Gairdner Hospital

Form Name	Version	Status	Locked By	Updated By	Select
Site Specific Assessment (SSA) Form	1.0	Completed		<a href="#">Henry Amberley</a>	<input checked="" type="checkbox"/>
Budget Form	1.0	Authorised		<a href="#">Henry Amberley</a>	<input type="checkbox"/>

Add

Remove

Authorise

Unauthorise

Print

The SSA can be Authorised by the PI

## Documents

*Find recommended document templates [here](#).*

## Form / Site(s)

Add

Edit

Remove

Authorise

Unauthorise

Print

Submit to Governance

[-] Site Authorisation

[-] Active

Forms

*The Budget Form must be completed and authorised before submitting the SSA Form to the Business Manager and Divisional Director for authorisation.*

Site / Organisation

[-] Sir Charles Gairdner Hospital

Form Name	Version	Status	Locked By	Updated By	Select
Site Specific Assessment (SSA) Form	1.0	Authorised		<a href="#">Henry Amberley</a>	<input type="checkbox"/>
Budget Form	1.0	Authorised		<a href="#">Henry Amberley</a>	<input type="checkbox"/>

Add

Once everything is Authorised it can be submitted. Don't select anything at this point. Click Submit to Governance

Documents

*Find recommended document templates [here](#).*

Form / Site(s)

[-] Site Specific Assessment (SSA) Form (Sir Charles Gairdner Hospital)

Doc ID	Document Name	Version	Status	Attached By	Date Attached	Select
3399	<a href="#">ACE Certificate of Currency</a>	1	Authorised	<a href="#">Henry Amberley</a>	01/09/2017	<input type="checkbox"/>
3400	<a href="#">SCGH Participant Information and Consent Form</a>	1	Authorised	<a href="#">Henry Amberley</a>	01/09/2017	<input type="checkbox"/>

Add

Edit

Remove

Authorise

Unauthorise

Print

Submit to Governance

## Submit Project To Governance



### Project

**PRN:** RGS0000002105  
**Project title:** Is risk-based licensing an effective intervention for reducing alcohol-related harms

*If you cannot find a Research Governance Office, please contact RGS Support.*

### Select the Research Governance Office for Submission

**Jurisdiction:** Western Australia

**RGO:** Sir Charles Gairdner Osborne Park Health Care Group Research Governance Offi

Select the Research Governance Office

### Select the Forms and Documents for Submission

Form Name	Version	Status	Select
Site Specific Assessment (SSA) Form	1.0	Authorised	<input checked="" type="checkbox"/>
Budget Form	1.0	Authorised	<input checked="" type="checkbox"/>

Document Type	Document Name	Version	Status	Select
Insurance Certificate of Currency	ACE Certificate of Currency	1	Authorised	<input checked="" type="checkbox"/>
Participant Information and Consent Form (Site)	SCGH Participant Information and Consent Form	1	Authorised	<input checked="" type="checkbox"/>

Select the forms and documents

If you wish to add comments about this submission, please go to the Comments tab.

Click Submit Project

Cancel

Submit Project



Thank you. Your governance submission was successful.

Applications

[Find information on Research Authorisation and Monitoring Forms](#)

Ethics Approval

Site Authorisation

Active

The forms and documents have moved to Submitted

Submitted

Forms

Sir Charles Gairdner Osborne Park Health Care Group Research Governance Office

Site / Organisation

Sir Charles Gairdner Hospital

Form Name	Version	Status	Submission Date	Validation Date	Review Decision Date	Approval Decision Date	Select
Site Specific Assessment (SSA) Form	1.0	Submitted	01/09/2017				<input type="checkbox"/>
Budget Form	1.0	Submitted	01/09/2017				<input type="checkbox"/>

Print

Documents

Sir Charles Gairdner Osborne Park Health Care Group Research Governance Office

Form / Site(s)

Sir Charles Gairdner Hospital

Doc ID	Document Name	Version	Status	Submission Date	Validation Date	Review Decision Date	Approval Decision Date	Select
3399	ACE Certificate of Currency	1	Submitted	01/09/2017				<input type="checkbox"/>
3400	SCGH Participant Information and Consent Form	1	Submitted	01/09/2017				<input type="checkbox"/>

View

Print

## The Comments tab has been changed

My Role(s): CPI, PI

Sites	Members	Project Details	Forms & Documents	Declarations
<b>Comments</b>	Letters	Publications	Summary	Timeline
Reports	History			

Applications (1)

Ethics Approval (1)

Site Authorisation (0)

Monitoring (0)

Add Comment

To add a comment click the button

## Add Comment



Title:\* SCGH Governance Submission

Category:\* Site Authorisation

Site(s): Sir Charles Gairdner Hospital

Description:\*

**B** ***I*** **U**

I have submitted the SSA and Budget Form for Charlie's, just need to do the same for the other sites.

body Words: 20/5000

Complete the comment and click Save

Save

Cancel

Sites	Members	Project Details	Forms & Documents	Declarations
Comments <span style="color: red; font-weight: bold;">1</span>	Letters	Publications	Summary	Timeline
Reports	History			

Applications (1)

Ethics Approval (0)

Site Authorisation (1)

Sir Charles Gairdner Hospital (1)

[Henry Amberley](#)

**SCGH Governance Submission**  
1 seconds ago

I have submitted the SSA and Budget Form for Charlie's, just need to do the same for the other sites.



Monitoring (0)

As the person who created the comment you can delete it, flag it or email it

Add Comment

Sites	Members	Project Details	Forms & Documents	Declarations
Comments <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>	Letters	Publications	Summary	Timeline
Reports	History			

- Applications (1)
- Ethics Approval (0)
- Site Authorisation (1)
- Sir Charles Gairdner Hospital (1)

Anyone entering the project workspace can see there is a new comment and how many there are. The number will stay visible for 7 days

Henry Amberley **SCGH Governance Submission**  
3 days ago at 11:07 AM

I have submitted the SSA and Budget Form for Charlie's, just need to do the same for the other sites.

- Monitoring (0)

If you are viewing someone else's comment you can flag it as inappropriate or email it.

Add Comment

# Assistance & Support



# Contacts

[Sign Up](#)

In this page...

- [General Enquiries](#)
- [WA Health Ethics Offices](#)
- [Contacts for Specialist HRECs External to WA Health](#)
- [Contacts for all WA HRECs](#)
- [WA Health Research Governance Offices](#)

## General Enquiries

### Policy Advice

Katherine Coltrona, Senior Policy Officer  
Clinical Services and Research, Department of Health  
E: [Katherine.Coltrona@health.wa.gov.au](mailto:Katherine.Coltrona@health.wa.gov.au)

### Contractual Advice

Don Black, Principal Policy Adviser  
Legal and Legislative Services, Department of Health  
E: [Don.Black@health.wa.gov.au](mailto:Don.Black@health.wa.gov.au)

### RGS Business Assistance

For business content or assistance (e.g. adding department, division, site, region, insurer or funder fields to dropdown menus)  
E: [RGS.Support@health.wa.gov.au](mailto:RGS.Support@health.wa.gov.au)

### RGS Technical Assistance

**WA Health employees:** contact your Service Desk for password and sign in issues  
**All other enquiries:** [RGS.Support@health.wa.gov.au](mailto:RGS.Support@health.wa.gov.au)



**Thank You**