

SLHD Research Governance (SSA) Drop-in Clinics 2026:

Queries covered include:

- Assistance with how to submit an SSA
- Amending master documents to be Site Specific
- Head of Department Clarification
- Submitting a Site Amendment
- Having Milestones added
- Legal Document requirements
- Addition of Research Staff requirements
- Any other Governance queries

Training presentations:

Future topics to be advised. Suggestions welcome.

Topic	Time/Date
CTMS – Presentation by Lindy Masaya with Q&A	12pm, 3 March 2026
Conflicts of Interests	12pm, 7 April 2026
CTRA/CIRA Schedule 2, 4 & 7 overview – updates from 1 June 2026	12pm, 5 May 2026
Head of Department and supporting departments support	12pm, 2 June 2026

Purpose: SLHD (RPAH & CRGH) Research Governance Officers are providing a drop-in clinic and short 5-10 minute training presentations to support researchers and their staff in how to submit a Site Specific Application, submit correct documentation and process all stages of an application.

Do I need to book? There is no need to book

What to bring? This will depend on where you are at in preparing your Site Specific Application or response. Please have relevant documents available.

Will I be required to do anything? After your attendance, you will be invited to provide voluntary, anonymous feedback on the clinic.

Facilitated by:

Ms Sarah Truong – Quality and Projects Manager – Concord Research Office
Ms Estelle Ali – Research Governance Officer – RPAH Research Office

Venue & Time:

12.00pm - 1.00pm the **first Tuesday** of every month.

Drop-in Location: Microsoft Teams

Microsoft Teams: [Click here to join the meeting](#)

Meeting ID: 448 149 695 337 **Passcode:** RLu74c



Clinic dates 2026:

Tuesday, 3 February 2026
 Tuesday, 3 March 2026
 Tuesday, 7 April 2026
 Tuesday, 5 May 2026
 Tuesday, 2 June 2026
 Tuesday, 7 July 2026
 Tuesday, 4 August 2026
 Tuesday, 1 September 2026
 Tuesday, 6 October 2026
 Tuesday, 3 November 2026