

SLHD Research Governance (SSA) Drop-in Clinics 2023:

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

NEW Training presentations:

Topic	Time/Date
1. Safety reporting to the RGO	12pm, 7 Feb 2023
2. HOD sign off SSA	10am, 21 Feb 2023
3. Data and Material Transfer Agreements	12pm, 7 Mar 2023
4. Consumer Engagement Plans	10am, 21 Mar 2023
Future topics to be advised. Suggestions welcome.	

Purpose: SLHD (RPAH & CRGH) Research Governance Officers are providing a zoom 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 – Acting Executive Officer/Research Governance Officer – Concord Office

Ms Estelle Ali – Acting Research Governance Officer – RPAH

Clinic Dates:

The **first and third Tuesday** of every month.

Tuesday 7th February 2023

Tuesday 21st February 2023

Tuesday 7th March 2023

Tuesday 21st March 2023

Venue & Time:

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

<https://slhd.zoom.us/j/8762813780>

Meeting ID: 876 281 3780 **Passcode:** 0203

10.00am-11.00am the **third** Tuesday of the month

<https://us02web.zoom.us/j/83166804766>

Meeting ID: 831 6680 4766 **Passcode:** 727946

