



# OFFICE FOR RESEARCH E-NEWSLETTER

May 2018

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## Research Ethics & Governance

### Honorary Researcher Appointments

While research activity is growing at Western Health, so are our collaborations with external institutions. If you want to collaborate with an external institution, you may need to ensure that the personnel have obtained an Honorary Researcher Appointment and that the project has been approved/authorised before they can commence on site.

See our website [here](#) for more information on when an Honorary Researcher Appointment is required and what the process is to obtain one.

### WH Academic Partners Governance requirements

The Office for Research is currently developing a guiding document to help administer research conducted on WH premises that involve humans and/or their samples/data.

The guidelines are currently in draft and will be released by end of May. All entities participating in research involving participants will need to ensure that they adhere to the guidelines so that their research is not subject to unnecessary governance approval delays.

The document will pay particular attention to when Honorary researcher appointments will be considered by the Office for Research.

### Department of Health updates

#### **Online Forms transition to Ethics Review Manager (ERM)**

The Online Forms site will transition to a new system called ERM (Ethics Review Manager) in Queensland and Victoria. Online Forms will no longer be used for ethics and research governance applications. Use of ERM will start on 16 July 2018.

### Important Dates for Victoria

<b>29 June 2018</b>	Final date to <b>create</b> a new application form (HREA, SSA or LNR) using Online Forms (available until 5.00pm).
<b>9 July 2018</b>	Final date to <b>submit</b> an application form, further information response or post-approval report using Online Forms (available until 5.00pm).
<b>13 July 2018</b>	Final date for <b>research office to upload</b> all applications into AU RED (until 5.00pm).
<b>16 July 2018</b>	<b>ERM starts!</b>

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## International Clinical Trials Day 20 May 2018

International Clinical Trials day is celebrated on May 20th each year to commemorate James Lind – who is credited with conducting the first documented clinical trial, he began his famous trial on the deadly disease scurvy on 20 May 1747.

Western Health services a large and diverse population with the greatest incidence of chronic illnesses in Victoria. Clinical trials provide a unique opportunity for our patients to gain access to novel therapies ahead of time, particularly when current therapeutic options have provided little benefit.

To this end, Western Health is committed to growing and improving the delivery of safe, high quality care to our diverse community.

To support this development, Western Health continues to be a proud supporter of clinical trials, see what events occurred in and around Australia previously [here](#).



What does this mean for you?

You will not have access to an 'active' application forms website from 5.00pm on Monday 9 July until Monday 16 July. You will not be able to create or submit an application (HREA, SSA or LNR form) during this period. If you have submitted a Victorian or Queensland Online Forms application in the past, you will automatically have an ERM account on 16 July 2018.

Your new ERM account will have the same log in details as your old Online Forms account. Contact the Helpdesk if you have forgotten your log in details (email: [helpdesk@infonetica.net](mailto:helpdesk@infonetica.net)).

Interruption of Service

<b>5.00pm on 20 July 2018 - 22 July 2018</b>	ERM will <b>not</b> be available for one weekend.
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Help & support

- Infonetica Helpdesk  
Telephone: 02 9037 8404  
Email: [helpdesk@infonetica.net](mailto:helpdesk@infonetica.net)
- Co-ordinating Office for Clinical Trial Research, Victorian Department of Health and Human Services (DHHS)  
Web: <https://www2.health.vic.gov.au/about/clinical-trials-and-research>  
Telephone: 03 9096 7394  
Email: [multisite.ethics@dhhs.vic.gov.au](mailto:multisite.ethics@dhhs.vic.gov.au)

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**Mutual Acceptance/Streamlined Ethical Review listing of approved sites****Ethics Approval**

Researchers are advised to ensure that "Western Health" is listed as an approved site on the Ethics Approval Letter, please ensure that the site name in the HREA form is "Western Health" so that the reviewing Human Research Ethics Committee (HREC) will list the correct site accordingly.

Please avoid listing individual sites e.g. Sunshine Hospital, Footscray Hospital etc. when submitting to the reviewing HREC. There have been instances where only one site such as, Sunshine Hospital has been approved by the reviewing HREC and researchers then wished to include an additional site (Footscray Hospital) and they had to submit an amendment to Ethics to add an additional site and then submit a governance application to add this site. By ensuring the reviewing HREC lists "Western Health" the researchers are able to add additional WH sites by submitting a Governance amendment only; this would minimise the extra step to seek ethics approval again.

**Governance Authorisation**

The Western Health sites should only be specified when you submit an application to the WH Office for Research for your initial Governance authorisation. In the Site Specific Assessment (SSA) Form, you will insert the site names to which the site specific assessment applies. Researchers should clearly list the sites at Western Health e.g. Sunshine Hospital, Footscray Hospital etc. Multiple sites can be listed in the one SSA form; please do not submit multiple SSA forms for each site.

If you then wish to add an additional WH site after initial authorisation as an Amendment, you do not need to submit the amendment to the reviewing HREC. Researchers would only be required to submit this governance amendment to WH to add another WH site. See our website for amendments [here](#).

**Office for Research Feedback request**

We are keen to ensure that we are in a better position to facilitate your research ethics and governance requirements. We appreciate that ethics submissions and governance requirements can seem to be challenging at times, we therefore encourage you to contact the Office for Research and discuss your project research requirements early on in the project cycle.

**General enquiries and feedback:** Bill Karanatsios: 8395 8073  
**SSA submissions:** Virginia Ma: 8395 8072/58074  
**LNR submissions:** Noelle Gubatanga: 8395 8059  
**QA submissions:** Kerrie Russell: 8395 8074

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## Research Facilitation, Training & Education

### Biostatistical Consulting Service

Please note that Dr Koen Simons has commenced as the WH biostatistician. Koen can be contact on:

Telephone: 03 8395 8137 (Wed & Fri)

Email: [koen.simons@unimelb.edu.au](mailto:koen.simons@unimelb.edu.au).

Location: Koen is located at Room 5.004, Level 3 WCHRE, Sunshine Hospital.

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## Research Week 2018

**Save the date for 22 October - 26 October 2018.**

We are pleased to advise that Prof Doug Hilton, Director of the WEHI will be our keynote speaker for the Opening session. Professor Hilton will focus on what are the research expectations of the Medical Research Future Fund and how to be in the running for the money.

We encourage all session organisers to start thinking about their particular session. If there are any sponsorship opportunities they must be relayed to Melissa Grenville from the WH Foundation who will organize and administer sponsorship of all Research Week sessions.

Melissa can be contacted on the below details on Tuesdays and Thursdays. All session sponsorships should be arranged through Melissa for probity purposes.

Email: [Melissa.Grenville@wh.org.au](mailto:Melissa.Grenville@wh.org.au)

Tel: 03 8345 7662

Mob: 0408545047

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## Research Grants & Funding Opportunities

We encourage all researchers to start formulating their research ideas in anticipation of the WH Grants 2019. A call for Expression of Interest will be issued on the 21<sup>st</sup> of May 2018.

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Please direct all Research Development & Facilitation queries to Mr Bill Karanatsios (Manager, Office for Research) via [research@wh.org.au](mailto:research@wh.org.au) and Research Ethics & Governance queries to Ms Virginia Ma (Research Governance Officer) via [ethics@wh.org.au](mailto:ethics@wh.org.au).

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