This form is to assist Principal Investigators (PI) in preparing and submitting the required research governance documentation. Submission of this form to the Research Goverannce Office is not required.

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| **Site Specific Assessment Form**  |
| Has the PI (or delegate) completed every section of the SSA form in full? | Yes [ ]  | No [ ]  | n/a [ ]  |
| Is the Site Coordinator / Contact Person identified, with contact details? | Yes [ ]  | No [ ]  | n/a [ ]  |
| For Student Investigators, is their Supervisor identified, with contact details? | Yes [ ]  | No [ ]  | n/a [ ]  |
| Have Declarations been signed by every listed Investigator (Principal, Associate and Student)? | Yes [ ]  | No [ ]  | n/a [ ]  |
| **Financial Analysis Form**  |
| Has the PI (or delegate) completed every section of the Financial Analysis form in full? | Yes [ ]  | No [ ]  | n/a [ ]  |
| Has the Business Manager signed the Financial Analysis form? | Yes [ ]  | No [ ]  | n/a [ ]  |
| Has the Head of Department/Divisional Director signed the Financial Analysis form? | Yes [ ]  | No [ ]  | n/a [ ]  |
| Have all Supporting Departments been identified, and approved Quotation forms attached? | Yes [ ]  | No [ ]  | n/a [ ]  |
| **Supporting Documentation**  |
| Is the Protocol attached?  | Yes [ ]  | No [ ]  | n/a [ ]  |
| Is the Participant Information and Consent Form (PCIF) attached?  | Yes [ ]  | No [ ]  | n/a [ ]  |
| Is the HREC Approval Letter attached? | Yes [ ]  | No [ ]  | n/a [ ]  |
| If required, is the Other HREC Approval Letter attached? | Yes [ ]  | No [ ]  | n/a [ ]  |
| Are the CV and GCP Certificates for every listed Investigator attached? | Yes [ ]  | No [ ]  | n/a [ ]  |
| **Other Supporting Documentation as relevant** |
| Conflict of Interest Declarations attached? | Yes [ ]  | No [ ]  | n/a [ ]  |
| Training, certification, accreditation or credentialing evidence attached? | Yes [ ]  | No [ ]  | n/a [ ]  |
| Participant Information and Consent Form (PICF) for this site attached? | Yes [ ]  | No [ ]  | n/a [ ]  |
| Promotional/Advertising Material for this site attached? | Yes [ ]  | No [ ]  | n/a [ ]  |
| TGA CTN/CTX attached? | Yes [ ]  | No [ ]  | n/a [ ]  |
| ANZCTR Registration attached? | Yes [ ]  | No [ ]  | n/a [ ]  |
| Research Agreement attached? | Yes [ ]  | No [ ]  | n/a [ ]  |
| Sub-Agreements / Tele-Trial Agreement attached? | Yes [ ]  | No [ ]  | n/a [ ]  |
| Indemnity attached? | Yes [ ]  | No [ ]  | n/a [ ]  |
| Insurance Certificate of Currency attached? | Yes [ ]  | No [ ]  | n/a [ ]  |
| Intellectual Property Agreement attached? | Yes [ ]  | No [ ]  | n/a [ ]  |
| Biosafety, Chemical and Radiation Safety Requirements attached? | Yes [ ]  | No [ ]  | n/a [ ]  |
| Funding Agreement or evidence (eg grant approvals) attached? | Yes [ ]  | No [ ]  | n/a [ ]  |
| Survey instruments, tools and/or questionnaires  | Yes [ ]  | No [ ]  | n/a [ ]  |
| Documentation identification (labelled with version numbers/date)? Are these consistent with the HREC approval? | Yes [ ]  | No [ ]  | n/a [ ]  |
| Declaration of Confidentiality (for non-public health employees) attached? | Yes [ ]  | No [ ]  | n/a [ ]  |

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| *If you require assistance or have feedback regarding the use of this form, please contact* *research.governance@health.tas.gov.au* |