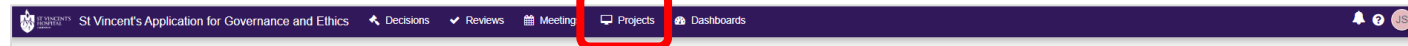


DEPARTMENTAL CHECKLIST WALKTHROUGH

1. Access the department checklist project by clicking on **Projects** in your SAGE homepage.



St Vincent's Application for Governance and Ethics

Decisions ✓ Reviews Meetings **Projects** Dashboards

SAGE

Please view all your projects under the **Project Tab** - please contact research.directorate@svha.org.au to request access to missing projects. Where appropriate, you will need to request a member of the Research Team's approval to access the project.

Resources:

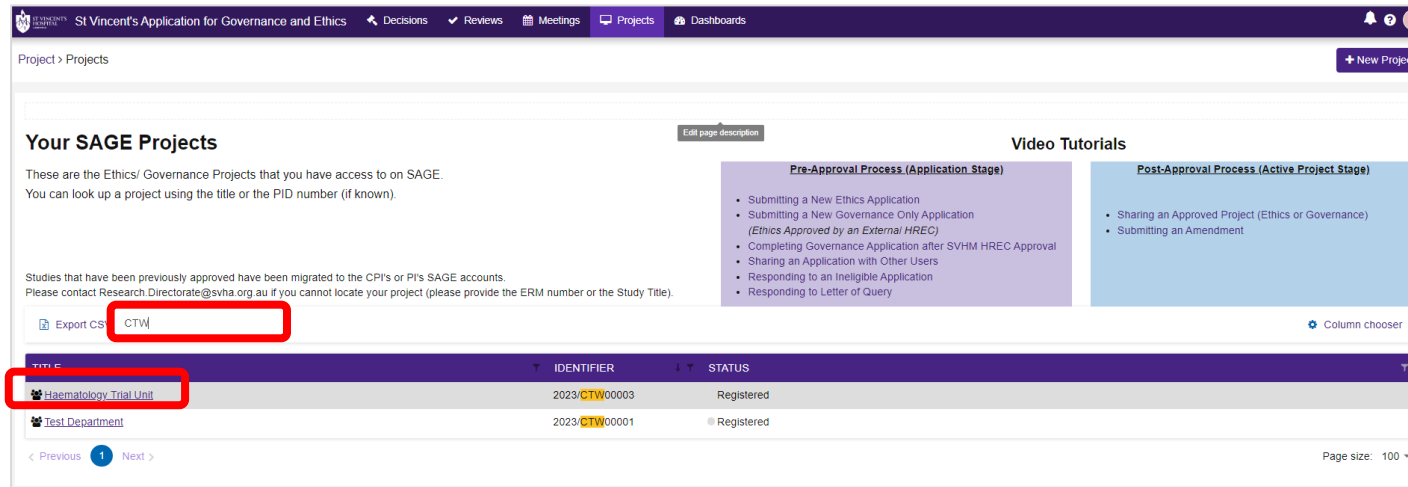
- 2023 HREC Closing and Meeting Dates out now
- **The closing dates only apply to NEW HIGH RISK ETHICS APPLICATIONS.**
- **All other submissions are not reviewed during the HREC Meeting, and may be submitted outside the RGU closing dates, including:**
 - **Governance submission for high-risk studies**
 - **Ethics submission for low-risk studies**
 - **Governance submission for low-risk studies**
 - **Quality Assurance**
- Amendment Requests and Acknowledgement Submissions
- SAGE User Guide
- SVHM Guidelines
- Agreements, Checklists, Contract Submission Form, and Fee Form available here
- Video Tutorials for New Ethics and Governance Submissions and Post-Approval Management on SAGE

Announcements:

- 2022 SVHM Research Report out now!

Type of submission	Current method of submission (updated Dec 22)
Ethics and Governance applications and their supporting documents (Pre-approval stage)	SAGE
Amendment submissions including Acknowledgement & CMORT	SAGE
DSMB/SRC/DMC/DRC/DSMC meeting reports	SAGE
Insurance certificates	Research.ethics@svhm.org.au
Non-Serious & Serious Breach Reports	Research.ethics@svhm.org.au
DSUR & Annual Safety Reports	SAE.ClinicalTrial@svha.org.au
SAEs	SAE.ClinicalTrial@svha.org.au
Site Closure/Final Reports	svhm.ResearchAnnualIR@svha.org.au
Annual Progress Reports	svhm.ResearchAnnualIR@svha.org.au

2. Search for the departmental checklist project by typing in **CTW** in the search box.
3. Open up the project by clicking the title.



Project > Projects

+ New Project

Your SAGE Projects

These are the Ethics/ Governance Projects that you have access to on SAGE. You can look up a project using the title or the PID number (if known).

Studies that have been previously approved have been migrated to the CPI's or PI's SAGE accounts. Please contact Research.Director@svha.org.au if you cannot locate your project (please provide the ERM number or the Study Title).

Export CSV Column chooser

TITLE	IDENTIFIER	STATUS
Haematology Trial Unit	2023-CTW00003	Registered
Test Department	2023-CTW00001	Registered

< Previous 1 Next > Page size: 100

4. The checklist will be created under **Milestones**.

Project > 2023/CTW00003 - Haematology Trial Unit

Applications Details Forms **Milestones** Hierarchy History

Your application status can be tracked below.
You can navigate to your Ethics Application (SVH) or Governance Application (SSA) in the **Hierarchy Tab (right)**.

2023/CTW00003
Haematology Trial Unit

5. Click on the **milestone title** to open the checklist.

Project > 2023/CTW00003 - Haematology Trial Unit

Applications Details Forms **Milestones**

Project milestones are on this page.

Export CSV

IDENTIFIER	MILESTONE TITLE	DETAIL	ORGANISATION	STATUS	DAYS REMAINING	DUE DATE
2023/CTW00003	Departmental Checklist 1		SVHM	Pending	13 days	17/02/2023

- 6. Go through each section and complete the checklist. **Submit** when checklist has been completed.
- 7. You may download a .pdf version of the checklist by clicking on the **Preview** button.

Submit report View full screen

Introduction Declaration Previous Preview Validate Save Next

Department Details [Previous](#)

Clinical Trial Workforce and Training Once you click on the button below, this checklist will be submitted by Jarvis Sukanto on Friday, Feb 3 2023

Departmental Clinical Trials Policies, Procedures, and Operations [Previous](#)

Aboriginal and Torres Strait Island (ATS) People in Clinical Trials

Trial Participants Engagement and Feedback

Declaration Submit

Submit report View full screen

Introduction **Clinical Trial Workforce and Training** Previous **Preview** Validate Save Next

Department Details

Clinical Trial Workforce and Training **General Questions**

Departmental Clinical Trials Policies, Procedures, and Operations Are there position descriptions for Clinical Leaders include safety and quality roles/responsibilities related to clinical trial services? Yes No
This field is required

Aboriginal and Torres Strait Island (ATS) People in Clinical Trials

Trial Participants Engagement and Feedback Do you have employment records that detail the skills and competencies required of the individuals undertaking clinical trials? Yes No
This field is required

Declaration

IF YES, PLEASE UPLOAD EVIDENCE OF EMPLOYMENT RECORDS Drop files to attach, or browse Add Another

IF YES, PLEASE UPLOAD EVIDENCE OF EMPLOYMENT RECORDS Drop files to attach, or browse Add Another