

## RESEARCH GOVERNANCE BUSINESS RULE – SESLHDBR/013

<b>Name</b>	<b>Approval to Submit a Research Grant Application to be Administered through an External Agency</b>		
<b>What it is</b>	Explains the procedures to approve involvement of SESLHD staff or use of SESLHD resources in an application for research funding submitted through an external administering agency including the University of New South Wales Grants Management Office.		
<b>Risk Rating</b>	Low	<b>Review Date</b>	August 2023
<b>What it is not</b>	This document does not replace NSW Health Policies concerning authorisation to conduct research.		
<b>Who it applies to</b>	Any SESLHD employee who wishes to apply for external research funding or employees of external organisations such as a university, NSW Health or other Local Health Districts seeking to submit a grant for funding where that grant involves staff or resources of SESLHD.		
<b>What to do</b>	The applicant submits a copy of the completed grant application together with the form <i>Approval to Submit a Research Grant Application to be Administered through an External Agency</i> (Appendix 1) to the SESLHD Research Support Office. Either electronic or hard copy of documents are acceptable. Support by the Head of the Department is required prior to submission.		
<b>When to use it</b>	<p>When SESLHD staff or resources including in kind contributions are included in applications for research grants. This can include but is not limited to:</p> <ul style="list-style-type: none"> <li>• Involvement of SESLHD staff in the planning, conduct and/or reporting of a research project</li> <li>• SESLHD staff undertaking protocol-specific interventions</li> <li>• SESLHD staff assisting in the collection and/or collation of data</li> <li>• Access to data, images or tissues for which SESLHD is the legal custodian</li> <li>• Person time, especially if these persons are dedicated as Partner Investigators</li> <li>• Person time of staff from SESLHD and elsewhere spent on a steering committee for the project and on reviewing and validating project process</li> <li>• Person time for any person that might be a subject of the research attending workshops, focus groups or completing questionnaires or gathering necessary data etc</li> <li>• For staff dedicated to the project on a formal days per week or month basis, the infrastructure around such persons can also be counted</li> <li>• Any accommodation or facilities provided to any research personnel employed on the grant</li> <li>• An estimate of telecommunications and other costs for interaction with the project team</li> <li>• Any data needed for the project that could have an imputed value placed on it as can the person time required to retrieve such data, and</li> </ul>		

	<ul style="list-style-type: none"> <li>Travel costs of SESLHD and other personnel to meet with or participate in Australian based project activities.</li> </ul>
<b>How to use it</b>	The completed grant application and request for approval form (Appendix 1) are submitted to the SESLHD Research Support Office, reviewed by the Manager Research Support Office who, depending on the resources requested and the location and activities involved, consults the General Manager, Prince of Wales Hospital; General Manager, St George Hospital; General Manager, Sutherland Hospital; General Manager, Royal Hospital for Women and determines whether approval is given.
<b>Why the rule is necessary</b>	This ensures that when accepting a grant the Administering Organisation has confirmation that the SESLHD has approved the involvement of staff and commitment of resources indicated.
<b>Who is responsible</b>	Research Governance Officers, SESLHD Manager Research Support Office, SESLHD General Manager, Prince of Wales Hospital General Manager, St George Hospital, General Manager, Sutherland Hospital General Manager, Royal Hospital for Women
<b>Ministry of Health / SESLHD reference</b>	<a href="#">NSW Ministry of Health Policy Directive 'Research – Authorisation to Commence Human Research in NSW Public Health Organisations' PD2010_056</a> <a href="#">NSW Ministry of Health 'Research Governance in NSW Public Health Organisations' GL2011_001</a>
<b>Executive Sponsor</b>	Director Clinical Governance and Medical Services
<b>Author</b>	Deborah Adrian, Manager, Research Support Office

## Revision and Approval History

Date	Revision Number	Author and Approval
February 2013	0	Margaret Rose Director Research Governance
October 2013	1	Approved by Clinical Executive Sponsor, Dr Greg Stewart Approved by District Executive Team
August 2018	2	Minor update approved by Executive Sponsor
August 2018	2	Processed by Executive Services prior to publishing – minor review
August 2020	3	Updated Executive Sponsor from District Director Medical Services to Director Clinical Governance and Medical Services. Approved by Executive Sponsor and published by Executive Services.

