



Site Specific Assessment Form

If research activities are occurring at a site, an SSA form must be used to apply for site authorisation. Examples of research activities requiring the use of an SSA include:

- Participant enrolment and consent.
- Conducting research procedures with or on participants at the site.
- Managing and analysing data, biospecimens and/or responses from surveys and questionnaires for research at the site.
- Administration of surveys and questionnaires to site participants or staff that requires oversight by investigators or site personnel.

Most of the information on the SSA form feeds from project details in RGS. The SSA must address the following:

- How and where recruitment at site will occur?
- Who is making the initial contact with the participants?
- Where is the study being conducted?
- Are all the research staff CAHS employees?
- Any conflicts of interest that should be declared?
- Has the Business Manager and correct Divisional Director signed section 18.1?
(Note, if PathWest are a supporting department, their Business Manager must also sign the SSA)
- Funder details if external funds will support the project.

Budget

Budget must include:

- Costs of all items to be utilised in each department at the site.
- Funding amounts and sources, including in-kind funding.
- Details of the relevant Research Department, Supporting Department (s) and Third Party Agencies that are involved in the conduct of the project.

Page 1

All budgets must identify a Research Department which is the department where the majority of the research will be conducted. Usually, the PI for the site is associated with this department. Next add any Supporting Departments or Third party Agencies involved in the research project. The PI or PI delegate sign off for any "Third Party Agency".

Please note: if any of the HODs for the departments listed on the budget are also an Investigator on the project, you will need to invite the appropriate person that is 1 tier higher than the HoD, such as their Divisional Director due to the conflict of interest.



Budget Form

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Section 1 of 3 - Department(s) Selection

☒ Perth Children's Hospital

Proposed number of participants in this site: 1000

**Participant also includes a person's data, information or biological sample.*

| Department Name | Type |
|--|-----------------------|
| Anaesthesia and Pain Management | Research Department |
| Telethon Kids Institute | Third Party Agency |
| The University of Western Australia | Third Party Agency |
| Western Kids Health | Third Party Agency |
| General Surgery | Supporting Department |
| Health Information and Administrative Services | Supporting Department |

*Note examples of Third Party Agencies in graphic above.

Page 2

This page will have three auto-populated lines in the Research Department - Overhead Charge, Ethics review, and Site processing and review.

☒ Perth Children's Hospital

Proposed number of participants in this site: 1000

Expected project timeframe for this site: 5 year(s)

**Participant also includes a person's data, information or biological sample.*

☒ Research Department

☒ Anaesthesia and Pain Management

Authorised - Tanya Farrell 15/11/2022

| Major Category | Service & Support Item Provided | Cost Description | Cost per Item | Quantity | Total Cost | Cost Type | Overhead Charge? |
|--------------------------|---------------------------------|------------------------|---------------|----------|------------|------------------|------------------|
| Clinical services | Overhead Charge - fixed amount | N/A | \$0.00 | 1 | \$0.00 | Project specific | No |
| Ethics approval | Ethics review | In kind by Institution | \$3,500.00 | 1 | \$3,500.00 | Project specific | No |
| Site specific assessment | Site processing and review | In kind by Institution | \$3,500.00 | 1 | \$3,500.00 | Project specific | No |

Overhead charge is 25% for commercial projects, 10% for Collaborative Group, and 0% for Investigator led projects.

Cost Type – is auto selected for the first 3 lines as “Project Specific”. Most research activity conducted within the research department at the HSP would be “Shared” if you will be using the institutions power, computers, equipment etc. with the answer to “overhead charge” as Yes. Project Specific and “No” to “overhead charge” would be selected for things like courier costs or participant reimbursement.

You would select “project specific” and overhead charge as ‘no’ for supporting departments as their activity would generally be considered “Project Specific”. Their overhead charges are often already calculated into the costs entered into RGS by the sponsor.



Page 3

Total costs to each funder must be allocated on the budget from. Note the amount covered by each funder as either “\$ funding by sponsor or funder” or “in-kind”. For a Collaborative Group or Investigator led project there may be a combination of both. Check that the total costs on the left equals the two \$ columns on the right (\$funding by sponsor or funder and \$in-kind support) before you invite the HOD.

Note that for commercially sponsored projects, **NO** costs can be provided in kind and **ALL** costs must be paid for by the sponsor.

| \$ In-Kind Support | In-Kind Funder Name | Fund Description |
|--------------------|---|--------------------------------------|
| \$0.00 | | Not applicable |
| \$3,500.00 | Child and Adolescent Health Service Executive | In kind as investigator led research |
| \$3,500.00 | Child and Adolescent Health Service Executive | In kind as investigator led research |
| \$15,600.00 | Perth Children's Hospital | In kind by Institution |
| \$15,600.00 | Self funded | In kind in own time |
| \$15,600.00 | Perth Children's Hospital | In kind by Institution |
| \$15,600.00 | Self funded | In kind in own time |
| \$15,600.00 | Perth Children's Hospital | In kind by Institution |
| \$15,600.00 | Self funded | In kind in own time |
| \$6,960.00 | Perth Children's Hospital | In kind by Institution |
| \$6,960.00 | Self funded | In kind in own time |

Once the budget is completed with all research activity captured, costed and balances, go to page 1 and invite the HODs to sign their department.

Note: If your research activity will be involving other departments, it is strongly suggested that you discuss your research with the HOD prior to sending them an RGS invite so they are aware of the research and expecting the request.

The PI or PI delegate can then authorise the form once all departments have been authorised.

Note that the initial application budget should only capture aspects of the project that have secured funding. An amended budget can be submitted to governance for additional funds. Further if the budget indicates external funds through grants, a copy of the grant application and agreement must be submitted to governance as part of the site application.

For further assistance regarding the budget contact CAHS RGO

For staff costs and finance queries, contact Research Finance Business Officer
CAHS.ResearchBusinessSupport@health.wa.gov.au