<table>
<thead>
<tr>
<th>Stage of governance review</th>
<th>Document (applicable to the research project)</th>
</tr>
</thead>
</table>
| 1. Determination of the nature of the project | Preparation of documents for clinical research governance review:  
• MQ Health Clinical Research Governance Application form;  
• Project synopsis or full research protocol (if already prepared);  
• Itemised study budget (if applicable). |
| 2. Initial MQ Health governance endorsement | Submission of MQ Health Clinical Research Governance application documents to: clinical.research@mqhealth.org.au  
• Review by the Clinical Research Executive.  
• Initial MQ Health governance endorsement. |
| 3. Ethics, insurance, contracts and service provider approvals | Ethics:  
• Ethics application form using HREA form;  
• A research protocol for clinical research and investigator initiated clinical trials, following the template on the Human Ethics website  
• Participant materials using the templates on the Human Ethics website  
• For sponsored clinical trials, the protocol from the sponsor, Investigator Brochure (non-registered drugs) or Product Information (TGA registered drugs)  
Submission to: ethics.secretariat@mq.edu.au |
|   | Insurance and indemnity:  
• Standard Form of Indemnity (Medicines Australia)  
• Insurance certificate |
|   | Research agreement/s:  
• Standard research agreement (e.g. funding agreement) or  
• Clinical trial research agreement (CTRA)  
Submission to: researchcontracts@mq.edu.au |
|   | Service provider approvals (if applicable)  
• Macquarie Medical Imaging (MMI) - enquiries@mqmi.com.au  
• FMHHS PC2 laboratory - lab.operations@mq.edu.au  
• Macquarie University Hospital - estimates@muh.org.au or caroline.odonnell@mqhealth.org.au |
|   | Evidence of Good Clinical Practice training for all relevant persons in the last 3 years (for clinical trials) |
| 4. Final MQ Health authorisation | • Final MQ HREC approval  
• Evidence of relevant service provider approvals, e.g. MMI, PC2 laboratory, MUH (if applicable).  
• Evidence of executed research contract/agreement  
• Final MQ Health clinical research governance authorisation letter. |
| 5. After final governance authorisation | PI should notify the relevant parties of the start date of the project. |