<table>
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<tr>
<th>Stage of governance review</th>
<th>Document (applicable to the research project)</th>
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| 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 | Macquarie Medical Imaging (MMI) - enquiries@mqmi.com.au  
  FMHS PC2 laboratory - lab.operations@mq.edu.au  
  Macquarie University Hospital - estimates@muh.org.au or Ben.Lewis@muh.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. |