PLEASE BE ADVISED THAT ONCE APPROVAL HAS BEEN RECEIVED FROM A LEAD NSW HEALTH, QUEENSLAND OR VICTORIAN HUMAN RESEARCH ETHICS COMMITTEE (HREC) AN APPLICATION FOR SITE SPECIFIC ASSESSMENT (SSA) MUST BE COMPLETED.

SSA authorisation must then be granted at each individual Public Health Organisation (PHO) site prior to the commencement of research. Please find below a summary of the Central Coast Local Health District (CCLHD) process for SSA Low/Negligible Risk Research (LNR) submissions to accompany the Application Checklist:

1. SSA Submission to Research Manager on or before SSA Deadline Date
2. Research Manager reviews application and sends acknowledgement/request for missing documentation within 10 working days of closing date
3. Project deemed suitable for authorisation by Research Manager
4. Research Manager determines further information required & requests from researcher
5. Research Manager authorises the project
6. Additional information received
7. Research Manager deems research not suitable for Public Health Organisation (PHO) site