 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 National Ethics Application Form (NEAF) submissions to accompany the Application Checklist:

1. **SSA Submission to Research Manager on or before SSA Deadline Date**

   - **Research Manager Reviews Application and Sends Acknowledgement/Request for Missing Documentation within 10 Working days of Closing Date**

2. **Standard Documentation - Project Deemed Suitable for Site by Research Manager**

   - **Research Manager Recommends the Chief Executive/Delegate Authorise the Project**

   - **Additional Information Received**

3. **Non-Standard Documentation - Project Deemed Suitable for Site by Research Manager**

   - **Research Manager Recommends the Chief Executive/Delegate Authorise the Project**

   - **Additional Information Received**

4. **Research Manager Provides Recommendation to Chief Executive/Delegate to Advise Research Not Suitable for Public Health Organisation (PHO) Site**

   - **Research Manager Completes a Brief on the Project for Submission to the Chief Executive/Delegate for Consideration for Authorisation**

CCLHD - SSA NEAF CHECKLIST
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