|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Research Collaboration Agreement  Submission Form | | | | | |
| Section 1 – Agreement details (*to be filled by applicant*) | | | | | |
| **This form must accompany any research contract requiring organisational authorisation. The purpose is to provide adequate information for signatories to have a clear understanding of the commitment of South West Healthcare to the contractual agreement. The partially executed draft contract should be submitted with the Site Specific Approval submission.** | | | | | |
| **Investigator:** |  | **Local Reference:** |  | | |
| **Study Title:** |  | | | | |
| **Start Date:** |  | **End Date:** |  | | |
| **Purpose and description**  **(in lay terms)** |  | | | | |
| **Parties to the agreement:** | South West Healthcare and | | | | |
| [**Alignment with SWH strategy and business plans**](http://swarh2/swh/documents/swh-2020-2024-strategic-plan) | |  |  | | --- | --- | | **Great Healthcare Experiences** |  | | **Empowering our people** | | **Integrated, High Quality Care** | | **Infrastructure that Supports Best Care** | | **Partnering for Success** | | | | | |
| **Intellectual property:** |  | | | | |
| **Financial arrangements:** |  | | | | |
| **Service Involvement:** | **Services involved** | **Nature of involvement** | | | |
| **Comments:** |  | | | | |
| **PI Signature:** |  | **Date:** | | |  |
| **Department:** |  | | | | |
| **Documents Submitted:** |  | | | | |
| *Please submit to* [*ethics@swh.net.au*](mailto:ethics@swh.net.au) *or the Centre for Research Education and Teaching for attention of RGO. Enquiries 0355631633* | | | | | |
| Section 2 – Ethics (*to be filled by Research Office*) | | | | | |
| Ethics Review: |  | | | | |
| SWH HREC: |  | | | | |
| Fee Request: |  | | | | |
| Section 3 – Approvals | | | | | |
| Name | **Ms Barbara Moll, Manager Education Research and Workforce Development** | | | | |
| Documents for Approval | □ Site Specific Assessment Application □ Research Agreement  □ Others, specify: | | | | |
| Comments: |  | | | | |
| Signature: |  | Date: | |  | |
| Name | Mr Craig Fraser, Chief Executive Officer | | | | |
| Documents for Approval | □ Ethics Approval letter only □ Research Agreement  □ Ethics Approval & Site Specific Assessment Authorisation letter  □ Site Specific Authorisation letter only  □ Others, specify: | | | | |
| CEO Comments: |  | | | | |
| CEO Signature: |  | Date: | | |  |

*Please turn over for the Application history.*

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| --- | --- | --- |
| **Section 4 – Chronology of Events leading to Authorisation of Application at SWH (*to be filled by Research Office*)** | | |
| **Event** | **Items** | **Date** |
| **Initial Discussion** |  |  |
| **Submission** |  |  |
| **Endorsement** |  |  |
| **Approvals** |  |  |
|  |  |
| **Final Notification** | Please return to Research Office at [ethics@swh.net.au](mailto:ethics@swh.net.au) or 03 55631633 for final notification. |  |