

**Process for approval of budgets for Research
Projects within ISLHD**

ISLHD CORP BR 20

NAME OF DOCUMENT	Process for approval of budgets for Research Projects within ISLHD
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EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR	Margot Mains Chief Executive Illawarra Shoalhaven Local Health Service
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KEY TERMS	Budget, Research, Budget Template
FUNCTIONAL GROUP OR HUB	District
NSQHS STANDARD	Standard one
SUMMARY	Explains the requirement to complete a Research Budget Template

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Name	Process for Approval of Budgets for Research Projects within ISLHD.
What it is	Explains the requirement to complete a Research Budget Template for research conducted within the ISLHD which involves ISLHD staff and/or resources and the process for budget approval prior to authorisation for commencement of research.
What it is not	This document does not replace NSW Health Policies concerning authorisation to conduct research. Policy Directive – PD2010_056 <i>Research – Authorisation to Commence Human Research in NSW Public Health Organisations.</i>
Who it applies to	Investigators wishing to conduct research within ISLHD which involves ISLHD staff and/or resources.
What to do	The investigator submits to the Research Governance Officer (RGO) a copy of the completed Research Budget Template which needs to include the signature of the person who completed the budget and the relevant Cost Centre Manager. If available supporting documents should also be included. The RGO will forward the budget documents to the Finance Department for review and approval. The approved budget will then be returned to the RGO to form part of the governance review.
When to use it	When a researcher wishes to conduct a research project within ISLHD, which may involve any of the following: <ul style="list-style-type: none"> • A Commercial Sponsor • Collaborative Group • External funding, e.g. NHMRC, Foundations • Internal/Departmental Funding <p>The Research Budget approval process forms part of the Research Governance review of research applications i.e. Site Specific Assessment.</p>
How to use it	The budget template includes instructions on the completion of the form. When the Budget Summary page is completed, it will need to be signed by the relevant Cost Centre Manager and by the person who has completed the form. The signed budget summary page and Cost Worksheet along with any other supporting documentation is submitted to the RGO. The RGO will then forward the budget onto the Finance Department for approval. The approved budget will then be returned to the RGO.

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Why the rule is necessary	To ensure that research projects involving funding or resource implications have the necessary approvals in place.
Who is responsible	<ul style="list-style-type: none">• Research Governance Officer, ISLHD• Clinical Director, Health & Medical Research, ISLHD• Finance Department, ISLHD• Site Managers, ISLHD Hospital Sites
Reference	<ul style="list-style-type: none">• PD2010_056 Authorisation to Commence Human Research in NSW Public Health Organisations• GL2011_001 Research Governance in NSW Public Health Organisations.

I, Leonard Arnolda, Clinical Director, Health & Medical Research of Illawarra Shoalhaven Local Health District attest that this business rule is not in contravention of any legislation, industrial award or policy directive.

Revision & Approval History

Date	Revision No.	Author and Approval
March 2012	0	Margaret Rose Director Research Governance
September 2017	1	Leonard Arnolda, Clinical Director, Health & Medical Research
December 2017	2	Approval - Chief Executive