

INTERNAL ONLY
ISLHD BUSINESS RULE
COVER SHEET

| | |
|--|--|
| NAME OF DOCUMENT | Research Collaboration Agreement between UOW and ISLHD |
| TYPE OF DOCUMENT | Business Rule |
| DOCUMENT NUMBER | ISLHD CORP BR 21 |
| DATE OF PUBLICATION | December 2017 |
| RISK RATING | Low |
| REVIEW DATE | December 2022 |
| FORMER REFERENCE(S) | ISLHD OPS BR 21 |
| EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR | Chief Executive Illawarra Shoalhaven Local Health Service |
| AUTHOR | Clinical Director Health and Medical Research |
| KEY TERMS | Collaboration, ISLHD, Research Agreement, UOW |
| FUNCTIONAL GROUP OR HUB | District |
| NSQHS STANDARD | Standard one |
| SUMMARY | Procedure to approve involvement of ISLHD staff or use of ISLHD resources in collaborative research with the University of Wollongong when funded through external research grants and includes any arrangements with the Illawarra Health and Medical Research Institute and the Australian Health Services Research Institute. |

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

Feedback about this document can be sent to ISLHD-CorporateGovernance@health.nsw.gov.au

**Research Collaboration Agreement between UOW
 and ISLHD**

ISLHD CORP BR 21

ISLHD BUSINESS RULE

| | |
|--------------------------|---|
| Name | Research Collaboration Agreement between the University of Wollongong and ISLHD |
| What it is | Explains procedure to approve involvement of ISLHD staff or use of ISLHD resources in collaborative research with the University of Wollongong (UOW) when funded through external research grants and includes any arrangements with the Illawarra Health and Medical Research Institute and the Australian Health Services Research Institute. |
| 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 | Any ISLHD employee who wishes to undertake research in collaboration with UOW or employees of UOW seeking to work with ISLHD staff or to access ISLHD resources so as to undertake a specific research project when funded through external research grants. |
| What to do | The applicant submits a copy of the research proposal together with the completed Project Schedule Template of the Research Collaboration Agreement to the Research Support Office at the Wollongong Hospital. Either electronic or hard copy of documents is acceptable. Support by the Head of the Department is required prior to submission. The application must include the 'Schedule details of all resource implications for ISLHD' in a Research Budget Template . |
| When to use it | <p>When it is intended that ISLHD staff or resources including in kind contributions are to be involved in specific collaborative research projects with UOW and funded through external research grants. This can include but is not limited to:</p> <ul style="list-style-type: none"> • Involvement of ISLHD staff in the planning, conduct and reporting of a research project; • ISLHD staff undertaking protocol-specific interventions; • ISLHD staff assisting in the collection of data; • Access to data, images or tissues for which ISLHD is the legal custodian. • Person time, especially if these persons are dedicated as Partner Investigators; • Person time of staff from ISLHD and elsewhere spent on a |

Research Collaboration Agreement between UOW and ISLHD

ISLHD CORP BR 21

| | |
|---|--|
| | <p>steering committee for the project and on reviewing and validating project progress;</p> <ul style="list-style-type: none"> • Person time for any person that might be a subject of the research attending workshops, focus groups or completing questionnaires or gathering necessary data etc; • For staff dedicated to the project on a formal days per week or month basis, the infrastructure around such persons can also be counted; • Any accommodation or facilities provided to any research personnel employed on the grant could also be counted as in kind; • An estimate for telecommunications and other costs for interaction with the project team can also be counted; • Any data needed for the project could have an imputed value placed on it as can the person time required to retrieve such data; • Travel costs of ISLHD and other personnel to meet with or participate in Australian based project activities can also be an in-kind contribution |
| <p>How to use it</p> | <p>The research proposal and completed Project Schedule Template are submitted to the ISLHD Research Support Office and reviewed by the Clinical Director, Health & Medical Research who will advise the Chief Executive or delegate whether approval should be given.</p> |
| <p>Why the rule is necessary</p> | <p>This ensures that arrangements in regard to the management of a specific research project which involves both UOW and ISLHD are clarified and approved by both parties before a project commences.</p> |
| <p>Who is responsible</p> | <ul style="list-style-type: none"> • Research Governance Officer, ISLHD • Clinical Director, Health & Medical Research, ISLHD • ISLHD Core Executive Directors |
| <p>Reference</p> | <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. • ISLHD CORP F 48 - Project Schedule Template of the Research Collaboration Agreement • ISLHD CORP F 49 - ISLHD Research Project Budget • ISLHD CORP BR 20 - Process for Approval of Budgets for Research Projects within ISLHD. |

**Research Collaboration Agreement between UOW
and ISLHD**

ISLHD CORP BR 21

I, 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 |
|----------------|---------------------|--|
| February 2012 | 0 | Director Research Governance |
| September 2017 | 1 | Clinical Director, Health & Medical Research |
| December 2017 | 1 | Approval - Chief Executive |