

## Mater Priority Trial Reviews - Workflow

Working together, our goal is to enable faster trial start-up by facilitating site authorisation within 2-4 weeks of submission.

Clinical Trial Team	Research Governance	Research Agreements
<b>START</b>		
<p>1 Notify both <b>Research Governance</b> and <b>Research Agreements</b> via email with the following subject line <b>'For Mater Priority Trial Reviews service'</b> with 'high priority' flag. Email should include details of study name, Sponsor/CRO and Mater Principal Investigator.</p>		
<p>2 Submit application in ERM Use the <b>Mater Priority Trial Reviews</b> checklist and resources to ensure that you have all documents ready for express review</p>		
	<p>3 Research Governance to <b>pre-review</b></p> <ul style="list-style-type: none"> <li>✓ same day if submitted until 12pm daily deadline</li> <li>✓ next business day if submitted after 12pm</li> </ul>	<p>3 Research Agreements to <b>pre-review</b></p> <ul style="list-style-type: none"> <li>✓ same day if submitted until 12pm daily deadline</li> <li>✓ next business day if submitted after 12pm</li> </ul>
<p><i>NOTE: Research Governance and Research Agreements reserve the right to accept or reject submissions at their discretion. Rejected submissions will be provided with a written response outlining the decision.</i></p>		
	<p>4 <b>RGO and Agreements Huddle:</b> Discuss <b>pre-review</b> and identify Primary Research Governance and Research Agreements Officers for the study. Research Governance/Agreements to email Clinical Trial coordinator confirming if sufficient documents have been provided to accept the study as a priority review and advising of the nominated Primary Research Governance and Agreements Officers.</p>	

	<p>5 Research Governance review of SSA with initial feedback/queries to the clinical trial coordinator within 5 business days or sooner depending on the quality of the application and complexity of the trial</p>	<p>5 Research Agreements review of Draft CTRA with initial feedback/queries to the clinical trial coordinator within 5 business days or sooner</p>
<p>6 Clinical Trial team respond to all queries as completely as possible and re-submit to Research Governance/Research Agreements as quickly as possible. Submissions which are delayed due to delayed or incomplete responses, will be charged the full expedited review rate.</p>		
	<p>7 Research Governance review re-submission and respond within 2-5 days depending on quality and complexity</p>	<p>7 Research Agreements review responses and respond within 2-5 days depending on quality and complexity</p>
<p>Steps 6 and 7 continue as many times as needed to complete requirements</p>		
<h2>FINISH</h2>		
<p>Study authorised to commence within 2-4 weeks of initial submission.</p>		

For queries, please contact:

**Mater Research Governance Office**

Email: [research.governance@mater.uq.edu.au](mailto:research.governance@mater.uq.edu.au)

**Mater Research Agreements Office**

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