

Heads of Department declaration of support/non-support for site applications

What is a declaration of support?

A declaration of support indicates endorsement of a site-specific assessment (SSA) application before it can be submitted for review by the research governance officer (RGO) and authorisation by the Chief Executive (CE/Delegate).

Head of Department (HOD) responsibilities

HODs have responsibility for the operational and financial management of the department or service that is proposed for the project.

Principal investigators (PI) are strongly advised to discuss the proposed research project and its resource implications with the relevant HOD (divisional director or other authority) prior to submitting a SSA application.

The HOD will be asked to confirm their support with a declaration that:

- ❖ There are suitable and adequate facilities and resources for the project to be undertaken or to use the services of the proposed department, and they are available for the duration of the project.
- ❖ The project has been costed appropriately and there are sufficient funds to cover the costs of conducting or accessing the services for the research within the given department.

If the HOD is either the PI or a member of the research team, the declaration must be obtained from the HOD's manager or a suitable alternative.

Declaration decisions

The HOD is required to make their declaration of support for a SSA application by selecting one of the following decisions in GEMS.

Able to undertake the investigations /services - indicates approval for the project to go ahead and there are no conditions on this decision.

Able to perform the investigations /services indicated, if the following financial assistance is provided -

- ❖ Implies in-principle support once additional requirements have been met. The HOD must specify these requirements in GEMS so they can be addressed by the PI.
- ❖ The PI will address the requirements with submission documentation in GEMS to the research governance officer (RGO).
- ❖ The SSA application is not re-submitted to the HOD to action further.

Unable to undertake the investigations /services indicated, on the following grounds - in this instance, the PI may discuss this decision directly with the HOD or RGO to determine whether an alternate HOD is more appropriate, if the study can still proceed without this support or whether the SSA application cannot proceed at the nominated site.

How to provide a declaration of support via email

HODs can review and record their decision for SSA application/s without logging into GEMS.

This is done by using the links provided in the notification email sent by GEMS, which will take the HOD straight to the

decisions page, as well as other links to download the application form and related documents for review.

Note: This feature is assessable on mobile phones and other devices.

Step 1. Locate the email

The HOD will receive an email requesting their declaration of support/non-support for a SSA application.



Step 2. Review the request

The email contains a link 'download documents' to open and/or save the

Background Information: [download documents](#) |

application documents to assist in decision making.

Step 3. Record HOD decision

Click on the 'Record decision' link in the email to go directly to the 'Decision Details' page in GEMS.

Select the decision from the options available.

It is a requirement to provide the conditions or reasons in the text box field if decision selected is:

- ❖ Unable to undertake the investigations/services indicated, on the following grounds, or
- ❖ Able to perform the investigations/services indicated, if the following

financial assistance is provided.

Click 'Save' and a system notification will appear confirming the decision has been saved.

Note: You are unable to edit the decision once it is saved.

The decisions homepage will update to show the outcome.

TYPE	APPR.	IDEN.	TITLE	DECISION	ROUND
Head of Department Support for ...	Departm...	2022/S...	Test - CTN	unable to undertake the investigation...	Site
Head of Department Support for ...	Departm...	2022/S...	Test - Dele	able to undertake the investigations...	Site

How to provide a declaration of support in GEMS

Step 1. Log into GEMS

The HOD will receive an email requesting their declaration of support/non-support for a SSA application. The email contains a link to log into GEMS to record the decision.

Step 2. Locate the decision

Log into GEMS and locate the 'Decisions' icon at the top of the page or the approvals icon under 'Your activities' at the bottom of the page. Both will take you to the decisions page.



Click on the title of the SSA application you intend to review.

Note: You can search, filter and sort columns to show decisions that are pending.

Step 3. Review the request

For a quick view of the request, click anywhere on the decision row to open the decision.

For a more detailed view, click on 'Decision Details' to see the basic study details.

Both views will allow you to download the application document/s and a place to record your decision.

Step 4. Record HOD decision

Select the decision from the options available.

It is a requirement to provide the conditions or reasons in the text box field if decision selected is:

- ❖ Unable to undertake the investigation /services indicated, on the following grounds, or
- ❖ Able to perform the investigations/ /services indicated, if the following financial assistance is provided.

Click 'Save' and a system notification will appear confirming the decision has been saved.

Note: You are unable to edit the decision once it is saved.

The decisions homepage will update to show the outcome.

TYPE	APPR.	IDEN.	TITLE	DECISION	ROUND
Head of Department Support for ...	Departm...	2022/S...	Test - CTN	unable to undertake the investigation...	Site
Head of Department Support for ...	Departm...	2022/S...	Test - Dele	able to undertake the investigations...	Site

Reminder notifications

GEMS will send reminder notifications at designated time points if a decision remains pending.

Note: Decisions in the status of 'Pending' are approvals requiring review.

What next?

The decision and any comments made by the HOD will be visible to the SSA applicant and the research office.

Once all HOD decisions have been recorded in GEMS for the SSA application, an email will be automatically sent to the applicant.

HODs can find their submitted decisions by using search, column chooser and filter/sort functions to display previous decisions.