

## SPONSOR AUTHORISATION PROTOCOL FOR APPLICATIONS TO A HEALTH AND DISABILITY ETHICS COMMITTEE (HDEC)

The HDEC Online Application Form section ‘a5 Sponsor’ (see overleaf) substantially differs from ‘Part 4: Declarations’ in the old National Application Form.

In the old National Application Form, a signed Declaration was required by the ‘Head of Department in which the Principal Investigator is located or appropriate Dean or other Senior Manager’.

At the time of submission of the application, the Principal Investigator was required to ‘also send one copy of the HDEC application, the cover sheet and the screening questionnaire’ to the Research Ethics Office.

In the case of externally-funded research contracts, Research Management Services would typically seek verbal confirmation from the Principal Investigator that the requirement to submit an ethics application had been fulfilled.

The Online Application Form permits some streamlining of this process, and removal of the requirement for a copy of the application to be sent to the Research Ethics office.

When completing section ‘a5 Sponsor’ in the Online Application Form, the ‘Coordinating Investigator’ (formerly the ‘Principal Investigator’) should use the following Massey University protocol to ensure all the appropriate sponsors are included.

**a.5 Sponsor**

The sponsor has overall responsibility for the initiation, management, and financing arrangements of a study.

**a.5.1.** Which of the following best describe the sponsor(s) of your study?

- pharmaceutical company
- medical device company
- academic institution
- university research group
- district health board (DHB)
- other government agency
- non-governmental organisation (NGO)
- other
- no sponsor

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### Sponsor Protocol:

- ✓ Sponsor 1 = Head of Academic Unit or equivalent (for ALL applications)
- ✓ Sponsor 2 = Research Ethics Office (humanethics@massey.ac.nz) (for ALL applications)
- ✓ Sponsor 3 = Research Development Team (rmsrda@massey.ac.nz) (for Health Research Council or other externally funded research contracts ONLY)

## Research Ethics Office:

<b>Sponsor 2</b>	
Title:	Ms
Forename/Initials:	P.
Surname:	Broad
Mailing Address:	Research Ethics Office
	Massey University
	Private Bag 11222
Suburb/Town:	Palmerston North
Postcode:	4442
Country:	New Zealand
Organisation:	Massey University
Department*:	Research Ethics Office
Position:	Team Leader
E-mail:	humanethics@massey.ac.nz
	(Fields marked with * are optional)

## Research Development Team:

<b>Sponsor 3</b>	
Title:	Ms
Forename/Initials:	Emma
Surname:	Hughes
Mailing Address:	Research and Enterprise
	Massey University
	Private Bag 11222
Suburb/Town:	Palmerston North
Postcode:	4442
Country:	New Zealand
Organisation:	Massey University
Department*:	Research and Enterprise
Position:	Research Development Advisor, Research Development Team
E-mail:	rmsrda@massey.ac.nz
	(Fields marked with * are optional)

Following completion of the Online Application Form and upload of the relevant supporting documentation the ‘Coordinating Investigator’ must ensure that all relevant “authorisations” are requested by entering the “Authorisations” page and requesting sign-off by all sponsors, e.g. Head of Academic Unit (Sponsor 1), Research Ethics Office (Sponsor 2), Research Development Team, Sponsor 3, where applicable).

## What is “authorisation”?

Online Forms allows you to ask other parties to authorise applications to HDECs.

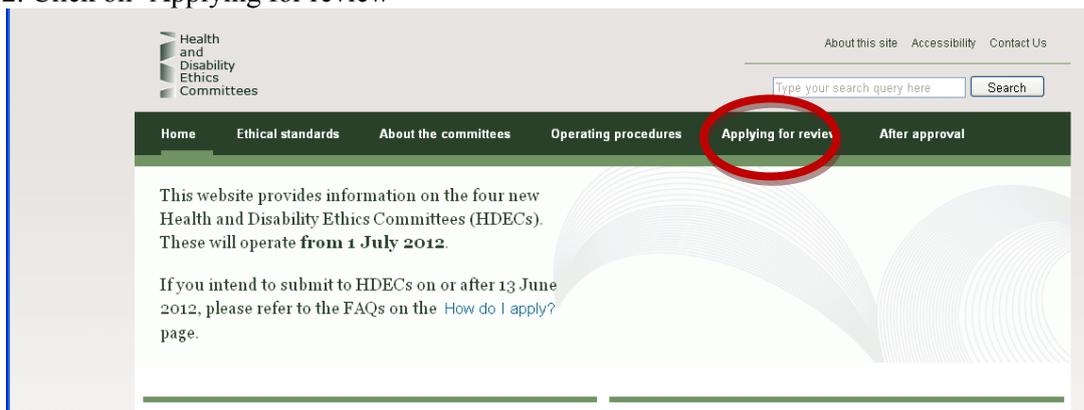
An authorisation is essentially an electronic signature. It indicates that the authoriser has agreed to be associated with your application in a given capacity (for example, as a locality, a sponsor, or a co-investigator).

## Can I obtain authorisation from someone who does not have an account in Online Forms?

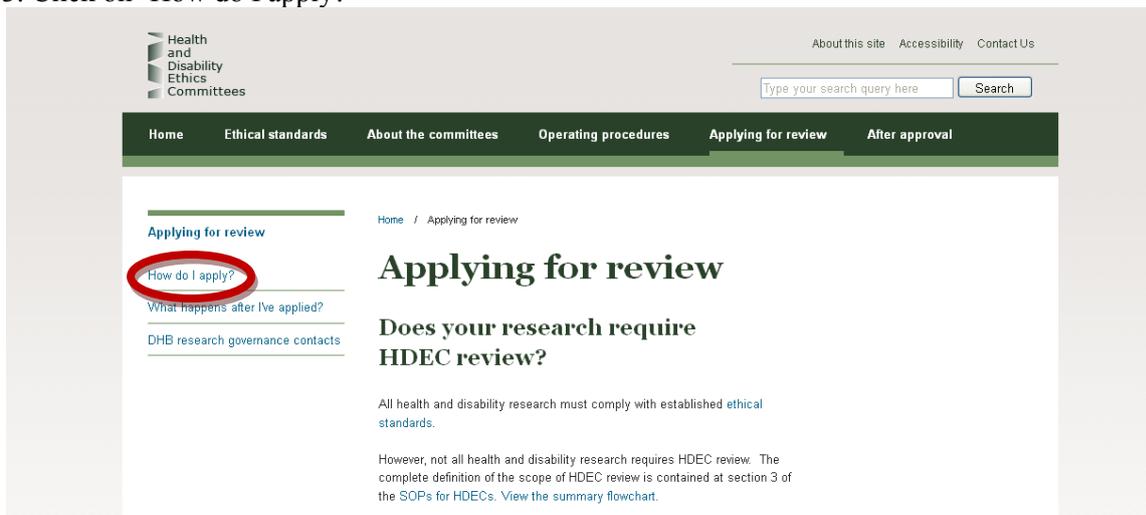
No – only Online Forms users can authorise applications. This means that sponsors, localities, and other parties who may need to authorise applications should become users of Online Forms as soon as possible after 1 July 2012. (Source: ‘FAQs on upcoming changes to HDECs’)

## To become a user of ‘Online Forms’:

1. Go to: <http://www.ethics.health.govt.nz/>
2. Click on ‘Applying for review’



3. Click on ‘How do I apply?’



4. Click on 'Go to Online Forms'

The screenshot shows the 'How do I apply?' page. At the top, there is a navigation bar with links: Home, Ethical standards, About the committees, Operating procedures, Applying for review, and After approval. Below this, the page title is 'How do I apply?'. The main content area contains a paragraph explaining the application process and a link 'Go to Online Forms' which is circled in red. Other links include 'Application process FAQs (doc, 615 KB)' and 'HDEC application form (doc, 763 KB)'. A 'Downloads' section on the right lists 'HDEC form (doc, 763 KB)' and 'FAQ (doc, 616 KB)'. A footer note says 'If you have any questions about the application process please contact us.'

5. Read the information in 'Help' and then click 'Create Account'

The screenshot shows the 'Welcome to NZ Online Forms' page. The top navigation bar includes 'CREATE ACCOUNT', 'HELP', and 'CONTACTUS', with 'CREATE ACCOUNT' circled in red. The main content area features a 'Welcome to NZ Online Forms' heading, a brief description of the site's purpose, and logos for the Ministry of Health, Health and Disability Ethics Committees, and HDS&P. There is a 'Please Login' section with a login form and a 'Forgot Password?' link. An 'Updates' section shows a message from 24 May 2012. A 'Quick Links' section includes 'Getting started' and 'E-Learning'. A footer note states: '\* You need to have the free Adobe PDF Reader installed on your computer.'

6. Create your personal account

The screenshot shows the 'Create Account' registration form. It includes fields for: Title, Forename, Surname, Organisation, E-mail Address (User Login), Confirm E-mail, Password, Confirm Password, Mailing address, Suburb/Town, PostCode, Country, Telephone Number, and Fax. A note specifies: 'Password must be at least 6 characters, at least 1 of which must be a number.' A 'Register' button is located at the bottom left. The footer text reads: 'NZ Online Forms Website, version 2.0 Build 33762, 08/07/2012'.