### Section A: To be completed by Principal Investigator/Project Coordinator

|  |  |  |  |
| --- | --- | --- | --- |
| Service Department: |        | Principal Investigator |       |
| ERM Number (5-digits): | RMH-      | MH Local HREC No: (i.e.2020.999) |       |
| Short Project Title: |       |
| Is this a commercially sponsored clinical trial? | [ ]  Yes [ ]  No | Estimated number of participants: |        |
| Provide a brief description of service requested or reference the page/section in the protocol |       |
| Does the study involve using a genetically modified organism (GMO)? | [ ]  Yes [ ]  No |
| If Yes, has the service department been provided information and procedures for all GMO specific study requirements? | [ ]  Yes [ ]  No |
| Protocol No.: |       | Version: |       | Date: |       |
| ***[ ]  I confirm that I have supplied the above service department with the most recent version of the protocol*** |

#### Payment options – Select one option only

|  |  |  |
| --- | --- | --- |
| [ ]  | Charge to Melbourne Health cost centre: |  |
| [ ]  | Provide billing details: | Contact Name  |       |
| Company Name |       |
| Billing Address |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Contact Requesting SOA: |       | Date: |       |

### Section B: To be completed by the Service Department: Head or Nominee

|  |  |  |
| --- | --- | --- |
| C:\Users\kresoa\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\73C6BP9J\attention-307030_640[1].png | Enter the date that this SOA was received by the Service Department. *SOAs to be completed within 7 days for commercially sponsored clinical trials and within 14 days for all other projects.* |       |

I have reviewed and discussed the study protocol and applicable project documentation *with the principal researcher or his/her delegate* and confirm that this department:

|  |  |
| --- | --- |
| [ ]  | * Is able to do the investigations indicated with the present resources of the Department
 |
| [ ]  | * Is unable to do the investigations within the present resources of the Department but would be willing to undertake them with financial assistance as specified below:
 |
|  |       |
| [ ]  | * Is unable to undertake the investigations on the following grounds:
 |
|  |       |
| [ ]  | In signing this form, I declare that I am aware of the principles espoused in and the obligations imposed by the ***Australian Code for the Responsible Conduct of Research (2018)*** and its associated guide documents. In particular, I acknowledge the importance of the responsible management of research data. |

#### Nominate Cost Centre for Credit

|  |  |
| --- | --- |
| Service Department cost centre to be credited: |  |

#### Signature – Head of Service Department or Delegate

|  |  |  |  |
| --- | --- | --- | --- |
| Name (Please print): |        | Position: |       |
| Signature *(e- signatures accepted)*: |       | Date: |       |