

Department Resourcing and Costing Approval Form

**If you require more than one service, please complete one form each to seek each respective departmental approval.*

**If the items are not relevant to your study, please state N/A.*

1. SERVICES REQUEST	
Services Request For:	[Insert Department] (e.g. Health Information Services*, Biostatistical Analysis, Pathology, Medical Imaging, Cardiorespiratory, Ophthalmology, Business Analytics, IT, REDCap Administration etc – contact list is at the end of this form) Attention: [Insert Name] [Insert Position] [Insert Contact Details – Email, Phone]
Date of Services Request:	
Contact Person / Study Coordinator (responsible for requesting services and receiving / processing invoices):	[Insert Name] [Insert Position] [Insert Email] [Insert Phone / Mobile]
2. STUDY DETAILS	
Study Name:	
Protocol Version and Date:	
Cabrini Study Sites:	
Number of Participants targeted at Cabrini:	Minimum: Maximum:
Study Duration:	Start Date: End Date:
Principal Investigator Name:	
Sponsor / Coordinating Institution Name and Contact Details (email, phone):	
Funding Sources:	
Reviewing HREC Name:	
Brief Lay Description of Study and Treatment Arm(s):	
Supporting Documentation:	☐ Clinical Trial Research Agreement / Research Collaboration Agreement / other Agreement please list (“Head Agreement”) ☐ Protocol ☐ HREC Approval ☐ VSM-MPRA ☐ Pharmacy Manual ☐ Data Dictionary/ dataset ☐ Other: _____ <i>*Cabrini Research Governance Office (CRGO) approval will only be granted after evidence of department resourcing / costing approval is provided.</i>

3. REQUIRED SERVICES																
Description of Services Required:	The following services specified in the Head Agreement and Protocol: • [Specify Services to be performed by the Department] • [Specify Services to be performed by the Department] Or in a table, as below: <table border="1"> <thead> <tr> <th>Detail items/tests</th> <th>Times/Quantities</th> <th>Cost/Fee ()</th> </tr> </thead> <tbody> <tr> <td>e.g. *Medical Record extraction</td> <td>10 records per week for 20 weeks. Up to 50% may require offsite retrieval</td> <td>\$X per record onsite \$X per record offsite</td> </tr> <tr> <td>e.g. Biostatistical analysis</td> <td>2 hours during protocol design 5 hours post-data collection analysis</td> <td>\$X per hour x 2 \$X per hour x 5</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> NOTE: <i>(Delete if medical record access not required)</i> NB: Researchers requesting and accessing medical records have: ☐ routine access to the data via their employed roles (or clinical placement); OR: ☐ been granted an honorary researcher appointment	Detail items/tests	Times/Quantities	Cost/Fee ()	e.g. *Medical Record extraction	10 records per week for 20 weeks. Up to 50% may require offsite retrieval	\$X per record onsite \$X per record offsite	e.g. Biostatistical analysis	2 hours during protocol design 5 hours post-data collection analysis	\$X per hour x 2 \$X per hour x 5						
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4. DEPARTMENT RESPONSE																
Comments:																

The department has the resources to support this study and agrees to the provision of Services in connection with the Study as set out in this Department Resourcing and Costing Approval Form.

Signed on behalf of **Department**

Signed:

Name:

Position:

Date:

Department Contact

For information on applicable costs, please contact the relevant department.

Department	Contact Name	Title	Email
Medical Imaging	Katrina Walsh	Chief Medical Imaging Technologist	KWalsh@cabrini.com.au
Pathology	Nara Davison	Senior Scientist Biochemistry	NDavison@cabrini.com.au
	Stuart Fleming	Pathology Services Manager (non-trial research)	SFleming@cabrini.com.au
Pharmacy	Amanda Footit	Director of Pharmacy	AFootit@cabrini.com.au
Day Oncology	Gabriel Qi	Business Manager, Oncology Research	GQi@cabrini.com.au
	Kirsten Seletto	Nurse Unit Manager	KSeletto@cabrini.com.au
Health Information Systems	Liz Mines	Operations Manager and Privacy Officer	LMines@cabrini.com.au
Cardiorespiratory	Joshua Sher	Manager Cardiorespiratory	echo@cabrini.com.au
Ophthalmology	Nicola Dalton	Clinical Research Manager	NDalton@eyesurgery.com.au
Data Governance / REDCap Support	Dr Stefanie Elbracht-Leong	Data Governance & Registries Manager	SLeong2@cabrini.com.au
Biostatistical Analysis	A/Prof M. Asghari-Jafarabadi (cc Gavin Horrigan)	Biostatistician	MJafarabadi@cabrini.com.au
		Director of Research Operations	GHorrigan@cabrini.com.au
Research Operations (Finance, Research Administration)	Gavin Horrigan	Director of Research Operations	GHorrigan@cabrini.com.au
Business Analytics	Arne Protz	Director of Analytics	AProtz@cabrini.com.au
Theatre	Kerry Bateman	Nurse Director, Perioperative Services	KBateman@cabrini.com.au