



DEPUTY VICE-CHANCELLOR (RESEARCH AND ENTERPRISE)

MEMORANDUM

TO: All Heads of Departments

FROM: **Professor Richard Blaikie**
Deputy Vice-Chancellor (Research and Enterprise)

CC: PVC Health Sciences, PVC Science, PVC School of Business, PVC Humanities; Dean, Dunedin School of Medicine; Dean, University of Otago, Christchurch; Dean University of Otago, Wellington; Dr M Coleman, HS; Professor A van Rij, DSM; Dr D Matthews, DSM; Professor C Day, Biochemistry; Mr G Witte, Ethics Committee; Dr Gavin Clarke, Director R&E, Mrs Karen Chaney, UOC, Dr W Levack, UoW

DATE: 5th April 2013

RE: **Locality Authorisation: Non-DHB Procedures and Update**

Last year the University implemented a University of Otago locality authorisation process for research applications not being conducted through a DHB that required HDEC approval (please refer to the attached Memo).

At the time, the process for non-DHB conducted research applications was set up as a temporary measure. I would appreciate your feedback as to whether the procedure for non-DHB applications has provided a workable solution for your Department or Division.

If you have any comments, please send these to Dr Katharina Ruckstuhl (katharina.ruckstuhl@otago.ac.nz) who will collate these.

Updated Campus Authorisers and HDEC Research Managers/Advisors

Please note the following updated Managers/Advisors for the Christchurch and Wellington campuses.

Campus	Locality Authoriser	HDEC Research Manager/Advisor
Dunedin (All Departments)	Dr John Adams, Dean, Dunedin School of Medicine	Dr Dayle Matthews, hrs@otago.ac.nz , Health Research South, DSM
Christchurch	Professor Peter Joyce, Dean, UOC	<i>Mrs Karen Chaney, research@otago.ac.nz, Research Office, Chch.</i>
Wellington	Professor Sunny Collings, Dean, UOW	<i>Dr William Levack, william.levack@otago.ac.nz</i>

(Please note that this Memo and any updated forms will be available on the University research forms website: www.otago.ac.nz/research/forms/3_CLINICAL%20RESEARCH/)



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DATE: 9th August 2012

RE: **Locality Authorisation: Interim University Procedures for Non-DHB Conducted Research Applications to Health and Disability Ethics Committees (HDECs)**

You may be aware that a new system of health and disability ethics committees came into effect on 1 July 2012. A working party has been convened to develop the best approach for research applications that go through the DHB HDEC process and is expected to make recommendations shortly. A small number of research applications will need to go through a separate University of Otago locality authorisation process. This is only **for research not being conducted through a DHB that requires HDEC approval**. A concurrent working party has been set up to consider a University-wide approach.

Interim Approach

As an interim measure, I am asking **HoDs** to sign-off the attached template once it has been checked by the HDEC Manager/Advisor for your campus. The template, which can be downloaded from the [Index of Forms/Clinical Research](http://www.otago.ac.nz/research/forms/3_CLINICAL%20RESEARCH/) section of the University website (www.otago.ac.nz/research/forms/3_CLINICAL%20RESEARCH/) should then be sent to the University locality authoriser for your campus. Additionally, the staff applicant will need to enter the contact details of the University Manager/Advisor who will complete the online authorisation process. Please refer to the attached Flow Diagram to view the interim process.

I would appreciate it if you discuss the changes and the new authorisation template with any affected staff members of your Department. In the meantime, if you have any questions or comments about this, please contact Dr Katharina Ruckstuhl in my Office (Ph: 479 7674, E: katharina.ruckstuhl@otago.ac.nz) who is co-ordinating responses.

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Christchurch	Professor Peter Joyce, Dean, UOC	Ms Virginia Irvine, virginia.irvine@otago.ac.nz , Research Office, Chch.
Wellington	Professor Sunny Collings, Dean, UOW	Office of the Dean, name to be advised