Research Governance Service (RGS)
How do I cost my project?

To cost a research project

- identify the tasks within the project
- assign them to a person involved in project.

The protocol should outline

- steps involved in the project - what is happening and when; how the project is closed and how long the records will be held
- from that you can allocate who is performing the tasks.

For sponsored research

- activities associated with project can come from research agreement or protocol
- If costs in the research agreement are per participant it is important to confirm that this amount meets the actual costs by itemising them in the budget.

RGS Website hosts:

- Clinical trial and non-clinical trial protocol templates
- Budget templates to cost research department staff time/investigations for simple/complex projects.
Your budget is providing information

- Detailing the tasks that are being performed by the research group, who is doing what and allows those who have to authorise or review your project to see that you know what needs to be done, what it costs and most importantly, for them, who is paying for it.

- Accounting for the administrative cost for the review of your project from the HREC and the site/s (RG Office).

- Detailing services/support that you want the departments to provide for your research and who is paying for it.

- Provides the Heads of the Departments the ability to say yes or no to providing the support/service you require.

- Accounts for services/support that you are sourcing from third party agencies.

- It shows who will fund what task within a project.

- It can be used to report to Heads of Department, sites, regions, the Department of Health (state) and National reporting requirements.
The Who, What and Why
Australian Code for the Responsible Conduct of Research
Responsibilities of Institutions

1.2 Establish good governance and management practices

Good institutional governance and management practices encourage responsible conduct by researchers. Such practices promote quality in research, enhance the reputation of the institution and its researchers, and minimise the risk of harm for all involved.

1.2.1 Each institution should provide an appropriate research governance framework through which research is assessed for quality, safety, privacy, risk management, financial management and ethical acceptability. The framework should specify the roles, responsibilities and accountabilities of all those who play a part in research.
Research costs are the costs to conduct the research. This includes the services and support provided by the research department as well as those provided by the supporting departments.

It should as much as possible include the tasks and time all researchers and support staff involved at a site spend on the project.

It should also include the administrative costs that the site provide.
Who may be supplying funds

- **Commercially sponsored research** - the related research costs are paid for by the sponsor and so all costs are identified in both the budget and the research agreement the organisation has with the sponsor.

- **Collaborative Group Research (CRG)** – the funding for this research is usually minimal and doesn’t cover the cost of the research. These costs still need to be identified so that the organisation’s contributions can be identified and accurately allocated. The investigator’s time in the project should be included even if it is outside of their normal working hours (in-kind).

- **Research Grant** – projects that have a grant awarded to it should account for all costs not just those covered by the grant. Once again the organisation needs to know what the cost of conducting the research at their site is going to be and who will be covering those costs.

- **Investigator Initiated** – the project has no money to pay for anything so the costs will be absorbed by the departments involved, the site and the researchers all of these costs are provided in-kind. Once again the organisation needs to know what the cost of conducting the research at their site is going to be and who will be covering those costs.

Ensure you list the Funder and not the Administering Institution in Project Details - Governance Information 7.1. Add the Administering Institution in Section 7.2
The Budget Form overview
The Budget Form Enhancements

- The Budget Form opens in its own tab or window and only the budget form is in the tab allowing for the budget sections to be viewed as a whole (no more scroll bar on a standard screen).

- You can print the Budget Form at any time in the process.

- The Head of a Supporting Department can now have a delegate. The delegate is given the same rights as the HoD. Only one person can authorise for a department. The RGS records who has authorised.

- For multi-site research you can tailor the funders for the site.
An explanation mark will appear on the Project Details tab is there is a section that is not complete.

Section 1, 2 and 4 need to be authorised to do the ethics submission and all 4 need to be complete to commence a Budget Form. All Funders must be added in section 3 prior to form being commenced.
The Budget Form is in three sections

Section 1 Department Selection is where you can add, edit the departments that will be involved in your project. This includes the research department and the supporting departments and third party agencies (those organisations that are outside WA Health).
This is where all the costs are added for the research and supporting department and third party agencies. This is where the Head of Department will authorise the costs associated to their department. The PI or PI Delegate authorises the third party agencies.
Section 3 Site Project Funding/Support is where you allocate to each item the amount and who is paying. This is for actual funding and in-kind support.
The top part of this section also shows the totals, both costs and funding. It also shows the total cost/funding that each funder has been allocated. The Shortfall/surplus will not calculate until the form has been authorised by the PI (once fully complete).
The Budget Form completion
Once you have created the Budget Form when you click on it the form opens in a new window. To start the process click the Edit button.
The next step is to add the departments and third party agencies involved in the project. Click the Add button.
Each budget should have a Research Department so that the ethics and governance costs can be accounted for. Ethics only need to be accounted for once but governance costs are accounted for at each site.

Click Save to add the department to your budget.
Only Supporting Departments can have a delegate for the Head of Department
If the Head of the Supporting Department has a delegate they can be added to the form at the same time. They can be invited separately.

Click Save to add the department to your budget.
Eg: Pharmacy as a supporting department has both a HoD and a HoD Delegate. The Third Party Agency can be authorised by either the PI or their delegate.
If you have invited someone to authorise a department they can now be removed without it effecting the content of that department costs or funding.

Tick the Select box and click Un-invite
In the pop up window tick the Select box and click Un-invite.
Dear Dr John O'Leary

PRN: RGS00000000089
Project Title: Improving the hospital discharge process to minimise patient readmission: a partnership with consumers
Protocol Number: 01
Site: Royal Perth Hospital
Department: Emergency Department

This email is to inform you that the invitation to quote or authorise a budget form for the above project has been withdrawn.

You do not need to action this email. The task associated with the original invitation has also been withdrawn.

Thank you
Principal Investigator
Henry Amberley
08 9222 6413

Department of Health: Research Governance Service
(http://rgs.health.wa.gov.au)

This is an automated email. Please DO NOT REPLY to this email.

They will receive an email to say that the invitation has been withdrawn.
Though they have been un-invited the person hasn’t been removed.

You will now have to click Edit to add the new person.
You can type the person’s name and click the Check Name icon. If you have spelt their name right and they are in the Hospital Administrator then their name will be underlined.

Once you have the right person you can click Save.
The HoD has changed but has not yet been invited.
You can enter the items for a supporting department and leave the cost blank for them to fill in or leave it for them to enter all the information.
You can invite people individually or at the same time.

You can invite the HoD Delegate first, when they have entered the items and cost for their department, you can then invite the HoD if they want to be the one to authorise those costs.
Only the people that were selected have been invited.
Each person invited receive an email

Dear Dr Jane Mitchell,

PRN: RG5000002103
Project Title: A Randomized, Double-Blind, Placebo Controlled Study of Venetoclax Co-Administered with Low Dose Cytarabine Versus Low Dose Cytarabine in Treatment Naive Patients with Acute Myeloid Leukemia Who Are Ineligible for Intensive Chemotherapy
Protocol Number: PCYC-1141-CA
Site: Sir Charles Gairdner Hospital
Department: Pharmacy

I am currently looking into the feasibility of conducting the research project above. In order to conduct this project, I will need to utilise the services and/or resources from your department.

This invitation through a 'Task', gives you access to the project, including the project's protocol and Budget Form associated with this site.

If you are the Head of the Research Department:

Please review the 'Site Project Budget' and 'Site Project Funding / Support' pages in the Budget Form to assess whether you are happy to provide authorisation for this project to be carried out in your Department. This can be done by clicking 'Authorise' under the Research Department section of the 'Site Project Budget'.

If you are unable to provide the service or resources, please click the 'Decline' button on the 'Site Project Budget' page and provide a comment why you are unable to provide the service and/or resources.

If you are the Head of a Supporting Department or Delegate:

As Head of a Supporting Department, you may delegate some or all of the requirement for completing your department's section of the budget to a delegate, if you have nominated a delegate. Please be aware that within the budget they have the same rights as you. Only one person can authorise the department's costs. Please ensure your delegate is aware of what part of this task they are being allocated. It is implied that if a delegate authorises the department's costs within a budget they do so with your authority.

Please review the protocol to make an assessment of what services (e.g. imaging or pathology tests) and/or resources (e.g. staff to provide information or perform procedures) your department is able to provide to meet the requirements of the protocol.

Please detail the relevant services, resources and their costs, which will be provided by your department, in the 'Site Project Budget' page of the Budget Form. Once you have entered the information, please click the 'Authorise' button on your quote.

If you are unable to provide the service or resources, please click the 'Decline' button on the 'Site Project Budget' page and provide a comment why you are unable to provide the service and/or resources.

This project may be either commercially, non-commercially or investigator (self) funded. Please consider this when you are providing your quote as to whether any services can be provided in-kind. If you wish to provide in-kind support for a service, you can enter the amount under the 'S Amount of In Kind Support' against the relevant cost item in the 'Site Project Funding / Support' page of the Budget Form, or alternatively, provide a comment.

Any comments related to costs and in-kind support can be added to the 'General Comments' field, or alternatively, please feel free to contact me directly.

Services and costs provided that will be subject to a payment from an external funder will be documented in an agreement with the external funder.

Please use the link below to action the task associated with this project.

Thank you for considering my project.

Thank you
Principal Investigator
Henry Amberley

The email also outlines the permissions that apply to the Head of the Supporting Department as well as their Delegate (if they have one).
### Section 2 - Site Project Budget

**Every item added to section 2 of the Budget as an equivalent item added to section 3 of the Budget**

The PI or PI Delegate can authorise the third party agency costs

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**Research Department**

<table>
<thead>
<tr>
<th>Major Category</th>
<th>Service &amp; Support Item Provided</th>
<th>Cost Description</th>
<th>Cost per Item</th>
<th>Quantity</th>
<th>Total Cost</th>
<th>Cost Type</th>
<th>Overhead Charge</th>
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</thead>
<tbody>
<tr>
<td>Clinical services</td>
<td>Overhead Charge - percentage</td>
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<td>$20.00%</td>
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<td>Site specific assessment</td>
<td>Site processing and review</td>
<td>SCOPHOS R&amp;D</td>
<td>$2,800.00</td>
<td></td>
<td>$3,500.00</td>
<td>Project specific</td>
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<td>RF and ALs</td>
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<td>$1,440.00</td>
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<td>Clinical resources</td>
<td>Screening and health assessment</td>
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<td>$2,200.00</td>
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<td>Study visits</td>
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<td>Amendment preparation and submission</td>
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<td>Amendment preparation and submission</td>
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<td>$1,000.00</td>
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<td>Amendment review - major amendment</td>
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<td>$800.00</td>
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<td>10</td>
<td>$20,000.00</td>
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<tr>
<td>Trial operation</td>
<td>Administration, monitoring and reporting</td>
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<td>$540.00</td>
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<td>$5,400.00</td>
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<tr>
<td>Trial operation</td>
<td>Administration, monitoring and reporting</td>
<td></td>
<td>$540.00</td>
<td>10</td>
<td>$5,400.00</td>
<td>Shared</td>
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<tr>
<td>Trial operation</td>
<td>Administration, monitoring and reporting</td>
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<td>$540.00</td>
<td>10</td>
<td>$5,400.00</td>
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**Pharmacy**

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<th>Service &amp; Support Item Provided</th>
<th>Cost Description</th>
<th>Cost per Item</th>
<th>Quantity</th>
<th>Total Cost</th>
<th>Cost Type</th>
<th>Overhead Charge</th>
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</thead>
<tbody>
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<td>Project specific</td>
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<tr>
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<td>$500.00</td>
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<tr>
<td>Pharmacy/Investigation drug related</td>
<td>Stock management - drug stock received</td>
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<td>Pharmacy/Investigation drug related</td>
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<td>$0.00</td>
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**Third Party Agency**

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<tr>
<th>Major Category</th>
<th>Service &amp; Support Item Provided</th>
<th>Cost Description</th>
<th>Cost per Item</th>
<th>Quantity</th>
<th>Total Cost</th>
<th>Cost Type</th>
<th>Overhead Charge</th>
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<td>Clinical services</td>
<td>Imaging examinations and procedures</td>
<td>Arrays 4 per participant</td>
<td>$120.00</td>
<td>40</td>
<td>$7,200.00</td>
<td>Project specific</td>
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</tbody>
</table>

Authorized - Henry Amberley 18/08/2017
In section 3 the total costs and the total funded are now at the bottom of each department.
The top part of this page shows all the funders that have been added in Project Details - section 3. Governance Information.

If these funders are not relevant to the site they can be removed by clicking on the Remove button on the right-hand side.
If you make a mistake and remove a funder you can refresh the list by click Refresh. It will add back all the funders and you will then have to edit the list again.

If you have added a funder through Project Details after you created the Budget Form you will need to click Refresh for them to be included in the Budget Form.
You can’t remove a funder who has had a cost associated to them. You have to remove them from the item/s and then remove them from the Available Funders list.
A single cost can have the funding split between Funding by Sponsor or Funder (actual money) and In-kind Support.
The totals for each department add up every time you enter an amount one of the funding columns.

The project has restricted funding with a small grant from Dept of Health, and funding from University of Melbourne.
When you save the Budget Form the information on the who is providing what type of funding is updated.
You can invite whoever you want at whenever you want.
Dear Dr Jane Mitchell

PRN: RGS0000002105
Project Title: Is risk-based licensing an effective intervention for reducing alcohol-related harms
Protocol Number: PBLARH 00125
Site: Sir Charles Gairdner Hospital
Department: Imaging

I am currently looking into the feasibility of conducting the research project above. In order to conduct this project, I will need to utilise the services and/or resources from your department.

This invitation through a 'Task', gives you access to the project, including the project's protocol and Budget Form associated with this site.

If you are the Head of the Research Department:

Please review the 'Site Project Budget' and 'Site Project Funding / Support' pages in the Budget Form to assess whether you are happy to provide authorisation for this project to be carried out in your Department. This can be done by clicking 'Authorise' under the Research Department section of the 'Site Project Budget'.

If you are unable to provide the service or resources, please click the 'Decline' button on the 'Site Project Budget' page and provide a comment why you are unable to provide the service and/or resources.

If you are the Head of a Supporting Department or Delegate:

If you are the Head of a Supporting Department you may delegate some or all of the requirement for completing your department's section of the budget to a delegate, if you have nominated a delegate please be aware that within the budget they have the same rights as you. Only one person can authorise the department's costs. Please ensure your delegate is aware of what part of this task they are being allocated, it is implied that if a delegate authorises the department's cost within a budget they do so with your authority.

If you have entered the information, please click the 'Authorise' button on your quote.

If you are unable to provide the service or resources, please click the 'Decline' button on the 'Site Project Budget' page and provide a comment why you are unable to provide the service and/or resources.

This project may be either commercially, non-commercially or investigator (self) funded. Please consider this when you are providing your quote as to whether any services can be provided in-kind. If you wish to provide in-kind support for a service, you can enter the amount under the '$ Amount of In-Kind Support' against the relevant cost item in the 'Site Project Funding / Support' page of the Budget Form, or alternatively, provide a comment.

Any comments related to costs and in-kind support can be added to the 'General Comments' field, or alternatively, please feel free to contact me directly.

Services and costs provided that will be subject to a payment from an external funder will be documented in an agreement with the external funder.

Please use the link below to action the task associated with this project.

Thank you for considering my project.

Thank you
Principal Investigator
Henry Amberley
The HoD/HoD Delegate will get a task
Task Form

Group task? No
Task type: Invitation to Provide Quote and Authorise/Decline in Budget Form
PRN: RGS0000002105
Project title: Is risk-based licensing an effective intervention for reducing alcohol-related harms
Department: Imaging
Start date: 1/09/2017
Due date: 8/09/2017
Assignee: Jane Mitchell
Task description: Invite HOD and HoSD to provide a quote and/or authorise/decline the Budget Form.

Action Decline Task Cancel
They click Edit

Shows that the person has accepted the invitation.
They can then do whatever editing is needed. Once they have completed it they can click Authorise.
Whenever you have finished with the Budget click Save and Close otherwise the Budget remains locked to you for editing.
Dear Dr Henry Amberley,

**PRN:** RGS0000002105  
**Project Title:** Is risk-based licensing an effective intervention for reducing alcohol-related harms  
**Protocol Number:** RBL ARH 00125  
**Site:** Sir Charles Gairdner Hospital  
**Department:** Research Department General Medicine

The Research Department General Medicine for the Budget Form has been authorised by Jonathon Sewell.

Once all authorisations have been obtained, the form can be reviewed and / or completed via this [link](http://rgs.health.wa.gov.au) to the project’s Forms and Documents tab.

Regards,
The RGS Team
RGS.Support@health.wa.gov.au

Department of Health: Research Governance Service

This is an automated email. Please DO NOT REPLY to this email.

The PI and their delegate receive and email that the person has signed
All the costs and funds can be expanded and it also shows the totals of who is contributing what type of funding.

When it has been signed by the HoDs the PI can go in and authorise it.
The Budget Form must be completed and authorised before submitting the SSA Form to the Business Manager and Divisional Director for authorisation.

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Version</th>
<th>Status</th>
<th>Locked By</th>
<th>Updated By</th>
<th>Select</th>
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</thead>
<tbody>
<tr>
<td>Site Specific Assessment (SSA) Form</td>
<td>1.0</td>
<td>Completed (Pending Signatures)</td>
<td>Henry Amberley</td>
<td></td>
<td></td>
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<tr>
<td>Budget Form</td>
<td>1.0</td>
<td>Authorised</td>
<td>Henry Amberley</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Budget is authorised and the SSA is awaiting signatures
If you are in the SSA you can see what has been completed (in green) the last page edited (in black where the Mark Complete button is).
The SSA is only showing the funders for the accompanying budget.
The Site Specific Assessment (SSA) Form has been authorised by Jonathon Sewell.

Once all authorisations have been obtained, the form can be reviewed and / or completed via this link to the project’s Forms and Documents tab.

Regards,
The RGS Team
RGS.Support@health.wa.gov.au

Department of Health: Research Governance Service
(http://rgs.health.wa.gov.au)

This is an automated email. Please DO NOT REPLY to this email.

Email that the SSA has been signed and by who
Once all the signatures have been obtained, the SSA has the status of Complete. The pending signatures disappear when all signatures have been obtained.

The SSA can be Authorised by the PI.
Once everything is Authorised it can be submitted. Don’t select anything at this point. Click Submit to Governance.
**Select the Research Governance Office**

- **Jurisdiction:** Western Australia
- **RGO:** Sir Charles Gairdner Osborne Park Health Care Group Research Governance Office

**Select the forms and documents**

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Version</th>
<th>Status</th>
<th>Select</th>
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</thead>
<tbody>
<tr>
<td>Site Specific Assessment (SSA) Form</td>
<td>1.0</td>
<td>Authorised</td>
<td>✔️</td>
</tr>
<tr>
<td>Budget Form</td>
<td>1.0</td>
<td>Authorised</td>
<td>✔️</td>
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<table>
<thead>
<tr>
<th>Document Type</th>
<th>Document Name</th>
<th>Version</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Insurance Certificate of Currency</td>
<td>ACE Certificate of Currency</td>
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<td>Authorised</td>
<td>✔️</td>
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<tr>
<td>Participant Information and Consent Form (Site)</td>
<td>SCGH Participant Information and Consent Form</td>
<td>1</td>
<td>Authorised</td>
<td>✔️</td>
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</tbody>
</table>

If you wish to add comments about this submission, please go to the Comments tab.

**Click Submit Project**
Thank you. Your governance submission was successful.

The forms and documents have moved to Submitted.
The Comments tab has been changed

To add a comment click the button
I have submitted the SSA and Budget Form for Charlie's, just need to do the same for the other sites.
As the person who created the comment you can delete it, flag it or email it.
Anyone entering the project workspace can see there is a new comment and how many there are. The number will stay visible for 7 days.

If you are viewing someone else’s comment you can flag it as inappropriate or email it.
Assistance & Support
Contacts

In this page...

- General Enquiries
- WA Health Ethics Offices
- Contacts for Specialist HRECs External to WA Health
- Contacts for all WA HRECs
- WA Health Research Governance Offices

General Enquiries

**Policy Advice**

Katherine Coltrona, Senior Policy Officer
Clinical Services and Research, Department of Health
E: Katherine.Coltrona@health.wa.gov.au

**Contractual Advice**

Don Black, Principal Policy Adviser
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**RGS Business Assistance**

For business content or assistance (e.g., adding department, division, site, region, insurer or funder fields to dropdown menus)
E: RGS.Support@health.wa.gov.au

**RGS Technical Assistance**

WA Health employees: contact your Service Desk for password and sign in issues
All other enquiries: RGS.Support@health.wa.gov.au
Thank You