

Checking the status of your SSA (and checking pending HoD sign offs)

1. Check the status of your SSA by clicking on the GEM Project. You will then get the below screen where you can check the status.

Research GEMS Information Projects

Project > 2021/GEM00763 - Test NMA 1 - AG

Applications Details

Details relating to your research application can be found on this page.

Click on the **Application Identifier** to begin or continue your application, or to view a copy of your submitted application within the browser window.

Click anywhere else on the application row to expand the options available for managing your research application.

- *Application Information* - pre approval Information
- *Project Information* - post approval Information

Once the status of an Ethics (HRE) or Governance (SSA) application is Approved/Authorised, various Amendments may need to be raised to support your application.

For further information on other functions, such as adding new sites or sharing your application, please refer to the [Research GEMS User Guides](#).

New sites can only be added if the Ethics application has not been approved and is in the In Progress status.

[+ New Site](#)

Export CSV Search... Column chooser

IDENTIFIER	TITLE	COMME...	VE...	STATUS	ORGA...
2021/SSA00950	Test NMA 1 - AG		1.00	Authorised	Lyell McE...
2021/SSA00952	Test NMA 1 - AG - Northern Community Mental Health		1.00	In Progress	
2021/SSA00951	Test NMA 1 - AG		1.02	Completed pending HOD	Modbury...

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Hierarchy History

2021/GEM00763 Test NMA 1 - AG

2021/SSA00950 Test NMA 1 - AG

2021/SSA00951 Test NMA 1 - AG

2021/SSA00952 Test NMA 1 - AG - Nort...

2021/SS Test NMA

[Research Office Contact Information](#) [User Guides](#) [SA Health Internet](#) [Hospital Research Foundation](#)

If the status is **'Submitted'**, then this is with the Research Office for review.

If the Status is **'Completed pending HoD'**, this means at least one of the selected Head of Departments still need to sign off on your application before it gets to the Research Office. See below instructions on how to check Pending Head of Department sign offs.

2. To check the HoDs sign offs for applications with status of 'Completed pending HoD', click on the black SSA number and select 'Application Information'

Project > 2021/GEM00763 - Test NMA 1 - AG

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2021/SSA00952	Test NMA 1 - AG - Northern Community Mental Health		1.00	In Progress	
2021/SSA00951	Test NMA 1 - AG		1.02	Completed pending HOD	Modbur...

Application Information

- New version
- Invite user to register or share application
- View submitted application
- Compare versions
- Withdraw application

Identifier: 2021/SSA00951 ● Completed pending HOD Owner

Title: Test NMA 1 - AG Users

Version: 1

Site: Modbury Hospital

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Hierarchy History

3. Click 'Decisions' at top page

Project > 2021/GEM00763 - Test NMA 1 - AG > Test NMA 1 - AG

Application Details **Decisions** Forms Applications

Application details are on this page.

Application identifier: 2021/SSA00951 ● Completed pending HOD Shared with

Application title: Test NMA 1 - AG

Version: 1.02 - Application Resubmission

Organisation: Modbury Hospital

Contacts

Hierarchy History **Version**

- 14/12/2021 Application created
- 14/12/2021 Application share added for amy.garrett@sa.gov.au at Owner level
- 14/12/2021 Application share added for amy.garrett@sa.gov.au at Edit level
- 14/12/2021 Application share added for amy.garrett@sa.gov.au at Owner level
- 14/12/2021 Application share added for amy.garrett@sa.gov.au at Edit level

Export CSV See more...

4. Click title 'Head of Department for Site Specific Assessment', and this will bring up a list of Pending sign offs. Here you will be able to see who has signed off, and who still needs to sign off.

Project > 2021/GEM00763 - Test NMA 1 - AG > Test NMA 1 - AG

Application Details **Decisions** Forms Applications

Application details are on this page.

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TITLE	APPROVAL	CREATED DATE	OUTCOME
Head of Department Support for Site Specific Assessment	Modbury Hospital	21/04/2022	Pending

Decisions

USER	DECISION	COMMENT	OVERRIDDEN	OVERRIDDEN DECISION	ASSIGNED DATE
KP					09/05/2022
KL					09/05/2022

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