HHSA Research Application Process – Department/Office(s)

Researcher

- Start
- Express research interest with HHSA
- Submit all applicable documents to impacted dept/office(s)
- Revise application? → No → End

Department/Office(s)

- Direct to HHSA Research site for application and requirements
- Serve as the point of contact for all interested parties
- Evaluate application based on dept guidelines
- Application approved? → Yes
- Submit HHSA Research Submission Form
- Request additional info for re-evaluation
- Communicate Compliance rejection
- Commence HHSA Agreements, if applicable
- Communicate decision to researcher and ensure terms/conditions adherence

Department of Strategy and Community Engagement

- DSCE conducts preliminary review of application
- Does application include all documentation? → No / Yes
- Communicate approval to dept/office(s)

Business Assurance and Compliance Office

- Compliance reviews completed and DSCE reviewed applications
- Application approved by Compliance? → Yes / No