Health Translation Queensland

RESEARCH PASSPORT AGREEMENT FACT SHEET

This fact sheet provides guidance on when the research passport should and should not be used.

Who can use the Research Passport agreement?	Health Translation Queensland [formerly BDHP] partners can use the Research Passport agreement with each other. There is no need for legal review of the agreement as it has been pre-approved by all Partners. The project schedule needs to be signed off by each participating organisation.
Third Parties	The HTQ Third-Party Agreement was retired in January 2023, due to the launch of the Multi-Jurisdictional Multi-Party non Clinical Trial Collaborative Research Agreement.
What research is the Research Passport suitable for?	✓ Collaborative research projects *(Note: If a project arises from an NHMRC funding agreement the Go8 multi-institutional agreement is preferred)* ✓ Including, but not limited to research that is low risk to the organisation ✓ Facilitate transfer of data or biological materials ✓ Research requiring Human Research Ethics (HREC) and Site-Specific Assessment (SSA) approval ✓ Research with commercial potential or studies with background intellectual property (IP). *Use the special conditions to vary the level of detail as necessary* ✓ Projects involving Forensic Scientific Services (FSS) and Pathology Queensland (PQ) ✓ Accessing material from a biobank ✓ Student research without a scholarship agreement ✓ Aboriginal and Torres Strait Islander (ATSI) research. *This type of research is considered high-risk by HRECs, but not in terms of governance*
The Research Passport should be used with caution	○ Student research which involves terms of a scholarship agreement ○ Projects including international institutions *(due to laws of Australia and Queensland)*
The Research Passport should not be used for	× Clinical trial research / interventional trials that assigns participants to one or more health-related interventions to evaluate effects of health outcomes (as defined by the World Health Organisation) – *use Medicine's Australia suite of clinical trial agreements* × Establishing biobanks × Non-research quality assurance projects
Variations and amendments	Variations and amendments are allowed, however, the text in the umbrella agreement must not be changed without seeking legal review. Changes to the terms in the Umbrella Agreement can be inserted in the Schedule under the special conditions section. This will flag the requirement of legal review.
Still unsure?	Different organisations may give conflicting advice when there are 'grey' areas around the Research Passport's use. If you are unsure contact your Research Governance Office.