West Moreton Health

West Moreton Hospital and Health Service
Human Research Ethics Committee (HREC)
EC00184

Please note WMHHS HREC is only able to review single site research studies.

HREC application submission dates, HREC meeting dates & requirements 2026

Closing Date for Submissions Applications to be submitted by 12 Noon	Human Research Ethics Committee Meeting	Meeting Location: Videoconference Time: 08:30 to 10:30
27 January 2026	10 February 2026	Videoconference
9 March 2026	24 March 2026	Videoconference
27 April 2026	12 May 2026	Videoconference
1 June 2026	16 June 2026	Videoconference
13 July 2026	28 July 2026	Videoconference
24 August 2026	8 September 2026	Videoconference
6 October 2026	20 October 2026	Videoconference
9 November 2026	24 November 2026	Videoconference

POSTAL ADRESS

West Moreton Hospital and Health Service (HREC)

The Park - Centre for Mental Health,
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WM_EthicsandGov@health.qld.gov.au

Chair WMHHS HREC
A/Prof Thomas Meehan

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Research Ethics and Governance Officers:

PH: 3413 7475

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Please contact the Research Ethics and Governance Officer if you require any further information or assistance with your ethics application

Research Study Document Submission Checklist

A)	Mandatory components for all submissions to an HREC
1.	Cover letter, signed by Coordinating Principal Investigator with: ○ Brief description of project, including phase of study if a clinical trial ○ List of supporting documents submitted and uploaded onto ERM ○ For commercially sponsored studies the name and address of the sponsor organisation/CRA
2.	HREA completed online via Ethical Review Manager (ERM) https://au.forms.ethicalreviewmanager.com/Account/Login
3.	Study protocol
4.	CV for all researchers who have not submitted a CV within last 2 years ○ CVs should be signed and dated, only verified digital signatures will be accepted (eg. Adobe certified signature. DocuSign), otherwise please utilise wet-ink signatures ○ TransCelerate CVs are encouraged: PDF version available here or Word version available here, alternatively, files are available to download from our Research Resources page here
5.	Master Participant Information Sheet and Consent Form (PICF) – (if relevant)

B)	Other items that may be required depending on the particular research project
6.	Evidence of Good Clinical Practice training if not submitted within the last 3 years (for clinical trials only)
7.	Data collection tool(s) & / or Questionnaires / interview schedules or other instruments
8.	Investigator's Brochure
9.	Advertising materials (including a copy of transcript for advertisement, e-mail, website, letters of introduction or telephone call)
10.	Participant diaries
11.	Participant wallet card
12.	CTN/CTA Acknowledgement letter
13.	Form of indemnity for industry sponsored studies: http://medicinesaustralia.com.au/issues-information/clinical-trials/indemity-and-compensation-guidelines/
14.	Other correspondence, e.g., correspondence from other HRECs, expert independent reviews, peer review, etc.
15.	Institutional Biosafety Committee (IBC) approval (for genetic therapy research studies)
16.	Licence for dealings with a Genetically Modified Organism (GMO)
17.	Independent assessment report or verification by a Medical Physicist (or District Radiation Safety Officer) of the total effective dose and relevant organ doses for those radiological procedures that are performed specifically for the research protocol
18.	Advertising material
19.	Letter of invitation / Letter to GP etc

- All documents require document identifier, version numbers, dates and page numbers in the footer.
- All applications to be submitted via ERM with all required documentation uploaded to the submission. No hardcopies are required to be submitted.