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 2021

| 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 |
|---|---|---|
| 1 February 2021 | 16 February 2021 | Videoconference |
| 15 March 2021 | 30 March 2021 | McFarlane Room – Cribb House |
| 27 April 2021 | 11 May 2021 | **DH – Level 3 Auditorium** |
| 7 June 2021 | 22 June 2021 | McFarlane Room – Cribb House |
| 19 July 2021 | 3 August 2021 | **DH – Level 3 Auditorium** |
| 30 August 2021 | 14 September 2021 | McFarlane Room – Cribb House |
| 11 October 2021 | 26 October 2021 | **DH – Level 3 Auditorium** |
| 15 November 2021 | 30 November 2021 | McFarlane Room – Cribb House |


**POSTAL ADRESS**

**West Moreton Hospital and Health Service (HREC)**

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**Locked Bag 500**
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**Chair WMHHS HREC**
**A/Prof Thomas Meehan**

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**Research Ethics and Governance Officer:**
**Sharleen Young**
**PH: 3413 7475**

Sharleen.Young@health.qld.gov.au

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 | No. of hard copies required |
|---|---|---|
| 1. | Cover letter, signed by Coordinating Principal Investigator with:<br>○ Brief description of project, including phase of study if a clinical trial<br>○ List of supporting documents submitted and uploaded onto ERM<br>○ For commercially sponsored studies the name and address of the sponsor organisation/CRA | 1 |
| 2. | HREA completed online via Ethical Review Manager (ERM)<br>https://au.forms.ethicalreviewmanager.com/Account/Login | 1 |
| 3. | Study protocol | 1 |
| 4. | CV for all researchers who have not submitted a CV within last 2 years | 1 |
| 5. | Master Participant Information Sheet and Consent Form (PICF) – (if relevant) | 1 |

| | B) Other items that may be required depending on the particular research project | No. of hard copies required |
|---|---|---|
| 6. | Data collection tool(s) & / or Questionnaires / interview schedules or other instruments | 1 |
| 7. | Investigator's Brochure | 1 |
| 8. | Advertising materials (including a copy of transcript for advertisement, e-mail, website, letters of introduction or telephone call) | 1 |
| 9. | Participant diaries | 1 |
| 10. | Participant wallet card | 1 |
| 11. | CTN/CTX Acknowledgement letter | 1 |
| 12. | Form of indemnity for industry sponsored studies:<br>http://medicinesaustralia.com.au/issues-information/clinical-trials/indemity-and-compensation-guidelines/ | 1 |
| 13. | Other correspondence, e.g., correspondence from other HRECs, expert independent reviews, peer review, etc. | 1 |
| 14. | Institutional Biosafety Committee (IBC) approval (for genetic therapy research studies) | 1 |
| 15. | Licence for dealings with a Genetically Modified Organism (GMO) | 1 |
| 16. | 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 | 1 |
| 17. | Advertising material | 1 |
| 18. | Letter of invitation / Letter to GP | 1 |

- All documents require document identifier, version numbers, dates and page numbers in the footer.