Darling Downs Health

Darling Downs Health

Human Research Ethics Committee (EC00182)

HREC Application Closing Dates (greater than low risk only) and HREC Meeting Dates 2022

Closing Date – 2022 **Applications to be submitted by 12 midday**	**Meeting Date - 2022** **2nd Wednesday of the month**
27th January	9th February
24th February	9th March
31st March	13th April
28th April	11th May
26th May	8th June
30th June	13th July
28th July	10th August
1st September	14th September
29th September	12th October
27th October	9th November
24th November	14th December

SUBMISSION OF DOCUMENTS
Online via Ethical Review Manager (ERM)

- **For all applications, please access Ethical Review Manager (ERM) at** https://au.forms.ethicalreviewmanager.com
- Not Requiring Ethical Review (NRER) quality assurance applications are to be completed using the Ethics Exemption application option on ERM.
- All research projects are to be completed and submitted on the Human Research Ethics Application (HREA) form.
- Please upload all supporting documents against the ethics application form. **Please note a Protocol is required with every submission**. (Templates available on the Darling Downs Health Research page on QHEPS)
- All documents require a document identifier ie. version numbers, version dates and page numbers in the footer.
- There are no closing dates for Low Risk submissions – you may submit at any time.
- This document is for information only and is not required to be submitted with your application.

Please note: ***Incomplete applications will not be placed before the HREC for consideration.***

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Research Application Checklist

Ethics Submission

A HREC submissions – mandatory items	YES
Cover letter *(addressed to HREC Chair, brief description of study, study sites and list of attachments)*	☐
Ethics Application (HREA) – completed online at http://au.forms.ethicalreviewmanager.com	☐
Protocol *(This is the specific plan for the research. Must have a version number and date)* Template and Guide available at https://qheps.health.qld.gov.au/darlingdowns/html/research	☐
CV's of all investigators who have not submitted a CV to the HREC within the last 2 years	☐

B Study documents (possible appendices required for your study) *All documents must have a version number, date and page number in the footer*	YES	NO	N/A
Data collection tool(s)	☐	☐	☐
Participant Information and Consent Form (PICF) *(include researcher and HREC contact info)* *NB: Multi centre studies must have MASTER version*	☐	☐	☐
Questionnaire/Survey/Interview Guide or other instruments	☐	☐	☐
Advertising materials e.g. transcript for ad, e-mail, website, letter or phone call	☐	☐	☐
Letter of invitation/Letter to GP etc.	☐	☐	☐
Other correspondence e.g. participant diary, peer review etc.	☐	☐	☐

C Study specific documentation	YES	NO	N/A
Clinical Trial			
Certificate of Insurance	☐	☐	☐
Investigator's Brochure	☐	☐	☐
Radiological procedures outside standard practice that are performed specifically for research			
Independent assessment report by a Medical Physicist or District Radiation Safety Officer	☐	☐	☐
Study taking place in Victoria			
Victorian Specific Module https://www2.health.vic.gov.au/about/publications/FormsAndTemplates/Victorian%20Specific%20Module%20Guidelines	☐	☐	☐

When and Where to submit: All documents must be uploaded in ERM

Submit anytime: Low or Negligible Risk research

Submit to HREC meeting: All other research

Ethics and Research Governance Office

DDHHS-Research@health.qld.gov.au

Questions? Contact (07) 4616 6696 or DDHHS-Research@health.qld.gov.au

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Research Application Checklist

Governance (SSA) Submission

D Governance submissions – mandatory items	YES	N/A
Cover letter *(address to Research Governance Officer, brief description of study, study sites and list of attachments)*	☐	
Site Specific Assessment (SSA) Application – completed online at http://au.forms.ethicalreviewmanager.com *(A Sub-form of the HREA)*	☐	
Protocol	☐	
CV of Site Principal Investigator	☐	
Master/Site Participant Information and Consent Form (PICF)	☐	☐
Study Documents *(copy of documents provided to HREC as per section B)*	☐	☐
Copy of HREC Approval letter	☐	☐

E Study specific documentation – for Governance	YES	NO	N/A
Study agreement (if applicable) *Please contact the RGO for advice*	☐	☐	☐
Clinical Trial			
Clinical Trials Research Agreement	☐	☐	☐
Indemnity	☐	☐	☐
Notification of submission of CTN/CTX from (TGA Clinical Trial Notification or Clinical Trial Exemption)	☐	☐	☐
Certificate of Insurance	☐	☐	☐
Investigator's Brochure	☐	☐	☐
QCAT approval for adults with impaired capacity to consent	☐	☐	☐
Tests / Data / Samples outside standard practice that are performed specifically for research			
Quote and approval from relevant department (e.g. Pathology Queensland, DDHHS Pharmacy etc)	☐	☐	☐
Radiological procedures outside standard practice that are performed specifically for research			
Independent assessment report by a Medical Physicist or District Radiation Safety Officer	☐	☐	☐
Confirmation that study has been added to Radiation Risk License	☐	☐	☐
Waiver of consent			
Public Health Act approval: https://www.health.qld.gov.au/hiiro/html/regu/aces_conf_hth_info *There are other permissions that can allow access to confidential data without consent that may be appropriate. Please contact the RGO for advice.*	☐	☐	☐
When and Where to submit: All documents must be uploaded in ERM			
Ethics and Research Governance Office DDHHS-Governance@health.qld.gov.au			

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