

The Prince Charles Hospital, Metro North Health Service District
Human Research Ethics Committee (HREC)
EC00168

Deadlines for submitting applications & Meeting Dates for 2012

CLOSING DATE Applications to be submitted by 12 midday last Thursdays of the month	Human Research Ethics Committee (HREC) Second Thursdays of the month
25 January	9 February
23 February	8 March
22 March	12 April
26 April	10 May
31 May	14 June
28 June	12 July
26 July	9 August
30 August	13 Sept
27 September	11 October
25 October	8 November
22 November	6 December

SUBMISSION OF DOCUMENTS	
POSTAL ADDRESS	PERSONAL DELIVERY
Research, Ethics and Governance Unit	Research, Ethics and Governance Unit
Lower Ground, Administration Building	Lower Ground, Administration Building
The Prince Charles Hospital	The Prince Charles Hospital
Rode Road	Rode Road
Chermside	Chermside
Queensland 4032	Queensland 4032
Australia	Australia

- For all studies other than Low & Negligible Risk Research a completed online NEAF with 'Submission Code' accessed from online NEAF website: <https://ethicsform.org/au/SignIn.aspx> should be submitted
- All supporting documents should be uploaded with the NEAF under the "Documents Tab" on the Online Forms website: <https://ethicsform.org/au/SignIn.aspx>
- All documents must be collated and contain version numbers, version dates and page numbers.
- Information on HREC site specific requirements e.g. the number of documents required to be submitted can be found on the REGU website: HREC & Research Governance Officer Contacts under 'Site requirements' http://www.health.qld.gov.au/ohmr/html/regu/hrec_contacts.asp
- The closing time for submissions is 12 midday. Please note: There are no exceptions to the closing time without prior agreement by the HREC Administrator
- All multi-centre research studies should be submitted through the QH Central Coordinating Service 07 323 40654. QH HREC should not accept direct submission of a multi-centre research study
- CV's for new researchers to be no more than **two pages** and **must be signed and dated**.