Central Coordinating Service
Allocation of Multi-Centre Research Studies for Ethical Review

Research Ethics & Governance Unit
Office of Health and Medical Research
The Central Coordinating Service (CCS) has been developed to:

• support districts in the transition to a single review system for multi-centre research through central allocation of studies for review by QH HRECs

• provide industry sponsors a central point of contact for early alert of new trials
The CCS will provide:

A telephone booking service which identifies and allocates applications to a NHMRC certified HREC.
What research does the CCS apply to?

- all types of research involving humans (clinical and non-clinical research)
- conducted at more than one centre across ethical jurisdictions
- under the old system required submission to more than one HREC in the QH system
Two Phases of introduction

- Phase 1 – Intrastate QH only
- Phase 2 – Interstate under HoMER
Submission of Multi-Centre Research for Ethical Review via the CCS

• Must be submitted by the Coordinating Principal Investigator or delegate.

• Applications may not be submitted by a sponsor or contract research organisation on behalf of the Coordinating Principal Investigator.
Applications

- Must be submitted on the online National Ethics Application Form (NEAF) or for ‘low risk’ QH low and negligible risk form

- Include uploading of all supporting documentation
Applications - 2

- CPI/delegate must still submit the required number of copies of the application and supporting documentation to the HREC.

- The CPI must specify all known Australian sites at which the research study is to be conducted.

- Additional sites may be added at a later stage if required.
Applications 3

- Completed NEAF with a submission code and signed by all relevant parties

- Supporting documentation is complete and uploaded onto the online forms

- All documents must bear version numbers and dates

Advance bookings will not be accepted
Application Process – Step 1

- At least 5 business days before the application is ready to submit, prepare to call the CCS line for allocation.

- Consult the standard checklist for CPIs (to be uploaded late June) and ensure the required documents are available for submission.

- Identify the HREC categories and fields of research that apply to your study from the list.
HREC Certification Categories

- Aboriginal and Torres Strait Islander Research (ATSI)
- Alcohol and Drugs Research
- Clinical Intervention
- Clinical Trials
- Data Linkage
- Health Services Research
- Justice Health
- Mental Health
- Molecular Biology and Pathophysiology
- Paediatrics
- Public and Population Health
- Qualitative Research
- Rural and Remote ATSI
- Sexual Health Research
Field of Research

Aboriginal and Torres Strait Islander Research (ATSI)
Addiction and Substance Abuse
Adolescent Health
Aged Care
Ageing
Allergy
Alzheimer's Disease and Other Dementias
Arthritic Conditions and Osteoporosis
Asbestos Related Disease (inc Mesothelima)
Asthma
Autism spectrum disorders
Autoimmune Disorders
Application Process – Step 2

• Call the CCS if your HREC application is ready to submit or will be ready to submit to a reviewing HREC in approximately 5 business days time.

• **CCS line: 07 3234 0654**

• 1300 number is being set up
Application Process – Step 3

• Series of questions relating to the research study

• Need to provide relevant information

• The call will take approximately 15 minutes.

• Ensure you have a copy of the NEAF available as questions may require referral to the documentation.
Examples of Questions

- Sites for Study
- Role of the caller in the study
- Employing site of CPI
- Status of documentation
Questions - 2

- Commercial Sponsorship
- HREC Certification Categories and Field of Research
- Whether the study involves children
Questions - 3

• Whether the study has been submitted previously

• Whether study is an amendment
Questions contd - 4

- A previous rejection

- New study but related to another study
Questions contd - 5

- Preference for a particular committee
Application Process – Step 4

• Suitable certified HRECs identified by software

• Study will be submitted to either:
  – Next available meeting; or
  – Associated HREC; or
  – Researcher HREC Preference
Application Process – Step 5

• CPI, caller, HREC and RGO will receive an email confirming the allocated HREC.

• CPI/or delegate must communicate with the reviewing HREC Coordinator regarding all subsequent matters relating to the application.
Contact Details

- Heather Hawkins – 07 3234 0654
- CCS Line 07 3234 0654 (10.00-16.00)
- QHCCS@health.qld.gov.au
  (available from 18th June)