

**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 2020

Closing Date for Submissions Applications to be submitted by 12 Noon	Human Research Ethics Committee Meeting	Meeting Location: DH = Dawson House, The Park Centre for Mental Health IH = Ipswich Hospital Time: 08:30 to 10:30
27 January 2020	11 February 2020	DH Level 3 Auditorium
2 March 2020	17 March 2020	IH Mcfarlane Room Cribb House
13 April 2020	28 April 2020	DH Level 3 Auditorium
25 May 2020	9 June 2020	IH Mcfarlane Room Cribb House
6 July 2020	21 July 2020	DH Level 3 Auditorium
24 August 2020	1 September 2020	IH Mcfarlane Room Cribb House
28 September 2020	13 October 2020	DH Level 3 Auditorium
9 November 2020	24 November 2020	IH Mcfarlane Room Cribb House

POSTAL ADDRESS

West Moreton Hospital and Health Service (HREC)

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Chair WMHHS HREC
A/Prof Thomas Meehan

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Research Ethics and Governance Officer:
Sharleen Young

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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		No. of hard copies required
1.	Cover letter, signed by Coordinating Principal Investigator with: <ul style="list-style-type: none"> ○ 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 	1
2.	HREA completed online via Ethical Review Manager (ERM) 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: 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.