

Far North Queensland HREC (EC00157)

2020 Submission Closing Dates and FNQ HREC meeting dates

Submission Closing Dates: (Applications to be submitted by 12:00pm)	FNQ HREC meeting dates: (Every 5 weeks)
02 nd January	23 rd January
5 th February	27 th February
11 th March	2 nd April
15 th April	7 th May
20 th May	11 th June
1 st July	30 th July
5 th August	27 th August
16 th September	8 th October
14 th October	5 th November
11 th November	3 rd December

Submission of Applications	
Postal Address	Office / Internal Mail Address
FNQ HREC Coordinator PO Box 902 Cairns QLD 4870	FNQ HREC Coordinator Level 7, William McCormack Place 2 5b Sheridan Street, Cairns QLD 4870

- All applications are to be submitted online via Ethical Review Manager (ERM). The ERM website is <https://au.forms.ethicalreviewmanager.com/>.
- All supporting documents should be uploaded within the HREA via ERM. The study site/s must be listed in the cover letter, protocol and Q1.2 of the HREA.
- **Please note the following:**
 - Do not submit hard copies as a rolling document. Each document can be printed double sided; however, each document must be separate.
 - All documents must include the appropriate logos in the document header and the version number, version date and page numbers in the document footer.
 - Do not bind the documents.
 - There are no exceptions to the closing time without prior agreement by the FNQ HREC Coordinator.
 - Incomplete submissions will not be accepted.