HealthSupport Queensland
Forensic and Scientific Services

Queensland Health Forensic and Scientific Services
Human Research Ethics Committee (HREC) EC00305

HREC application submission dates, HREC meeting dates & HREC site requirements 2020

Closing Date Applications to be submitted by 12 midday, 2 weeks prior to the next meeting date	Human Research Ethics Committee (HREC) Third Tuesday of the month 2020
4 February	18 February
3 March	17 March
7 April	21 April
5 May	19 May
2 June	16 June
7 July	21 July
4 August	18 August
1 September	15 September
6 October	20 October
3 November	17 November
1 December	15 December

- All applications for ethical review and site authorisation are to be submitted via Ethical Review Manager (ERM).
- Supporting documents should be uploaded against the ethics application form. Please ensure all documents contain version numbers, version dates and page numbers.
- Please direct any queries to the HREC Co-ordinator at FSS_HEC@health.qld.gov.au
- **The closing time for submissions is 12 midday.** There are no exceptions to the closing date or time without prior agreement by the HREC Co-orindator.
- Please note: *Incomplete submissions will not be accepted.*

Queensland Health Forensic and Scientific Services HREC Site Requirements

Research Application Checklist for Coordinating Principal Investigators

A) Mandatory components for all submissions to an HREC		YES
1.	**Cover letter**, signed by Coordinating Principal Investigator with: ○ Brief description of project, including phase of study if a clinical trial ○ List of all sites where study is to occur, applicable to this HREC application ○ List of supporting documents submitted and uploaded onto online forms ○ HREC reference number ○ For commercially sponsored studies the name and address of the sponsor organisation/CRA for the HREC review invoice (must be Australian address) must be included in the cover letter	☐
2.	Complete the **Human Research Ethics Application (HREA**) accessed from Ethical Review Manager (ERM). The HREC will automatically be notified of your application once submitted.	☐
3.	**Project Description/Protocol** – a project description is a mandatory component of a submission using the HREA. The purpose of a project description is to provide the scientific and academic background and context of a research project. It is the formal design or specific plan for the research. Researchers may choose to submit an existing document (such as a protocol or project description that has already been developed) instead of developing a new document. Please do not submit a grant proposal in place of a project description. The section headings in the Project Description template on the HREA website represent the structure for presentation of information about a research project that meets the needs of an ethics review body. When revisions occur during the research, a revised project description document will need to be submitted as an amendment. This document must include a revised version date/number and all changes must be highlighted or tracked. Please submit both a tracked version and clean version.	☐
4.	**CV** for researchers who have not submitted a CV within the last 2 years	☐

B) Other items that may be required depending on the research project application being submitted		YES	NO	N/A
5.	Data collection tool(s) e.g. CRF	☐	☐	☐
6.	Participant Information Sheet and Consent Form (PICF)	☐	☐	☐
7.	Questionnaires/other instruments	☐	☐	☐
8	For industry sponsored studies: Form of indemnity if HREC is not located at a participating site.	☐	☐	☐
9.	Advertising materials (e.g. a copy of transcript for advertisement, e-mail, website, letter or telephone call)	☐	☐	☐
10.	Letter of invitation/Letter to GP, etc.	☐	☐	☐
11.	Participant diaries	☐	☐	☐
12.	Participant wallet card	☐	☐	☐
13.	Other correspondence, e.g. FDA reviews, correspondence from other HRECs, expert independent reviews, peer review etc.	☐	☐	☐
Research using gene technology				
14.	Institutional Biosafety Committee (IBC) approval	☐	☐	☐
15.	Licence for dealings with a Genetically Modified Organism (GMO)	☐	☐	☐
Research which is using radiological procedures that are performed specifically for research				
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	☐	☐	☐
Research using coronial material				
17.	Genuine Researcher Application (s.53 Coroners Act Queensland 2003)	☐	☐	☐