Queensland Health

Human Ethics Committee (EC00305)

2022 Meeting dates and site requirements

Submission date	Human Ethics Committee meeting dates
3 February	17 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 HEC Co-ordinator at FSS_HEC@health.qld.gov.au
- There are no exceptions to the closing date without prior agreement by the HEC Co-ordinator.

Please note: Incomplete submissions will not be accepted.

Queensland Health Forensic and Scientific Services HEC site requirements

Research application checklist for coordinating principal investigators

	A) Mandatory components for all submissions to FSS HEC	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 HEC application • List of supporting documents submitted and uploaded onto ERM	
2	Complete the **Human Research Ethics Application (HREA)** accessed from Ethical Review Manager (ERM). The HEC 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 Committee prefers the use of the FSS LNR project description template for low risk projects or the standard NHMRC project description for greater than low risk projects. When revisions occur during the research, a revised project description document will need to be submitted with your amendment request. 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 to the FSS Research Office 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			

	B) Other items that may be required depending on the research project application being submitted	Yes	No	N/A
8	All documents that will be used by participants or to recruit them, including advertising materials, letter of invitation to participate, participant diaries, information pack			
9	Other correspondence, e.g. FDA reviews, correspondence from other HRECs, expert independent reviews, peer review etc.			
10	**Research using gene technology** Institutional Biosafety Committee (IBC) approval			
11	Licence for dealings with a Genetically Modified Organism (GMO)			
12	**Research which is using radiological procedures that are performed specifically for research** 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			
13	**Research using coronial material** Genuine Researcher Application (s.53 *Coroners Act Queensland 2003*)			