

**Metro South Hospital and Health Service  
Human Research Ethics Committee (EC00167)**

**Full HREC Application Closing Dates and HREC Meeting Dates 2020**

<b>Closing Date – 2020 Applications to be submitted by 12 noon</b>	<b>Meeting Date – 2020 1<sup>st</sup> Tuesday of the month</b>
16 <sup>th</sup> January	4 <sup>th</sup> February
13 <sup>th</sup> February	3 <sup>rd</sup> March
19 <sup>th</sup> March	7 <sup>th</sup> April
16 <sup>th</sup> April	5 <sup>th</sup> May
14 <sup>th</sup> May	2 <sup>nd</sup> June
18 <sup>th</sup> June	7 <sup>th</sup> July
16 <sup>th</sup> July	4 <sup>th</sup> August
13 <sup>th</sup> August	1 <sup>st</sup> September
17 <sup>th</sup> September	6 <sup>th</sup> October
15 <sup>th</sup> October	3 <sup>rd</sup> November
12 <sup>th</sup> November	1 <sup>st</sup> December 8 <sup>th</sup> December (second meeting if high number of applications)

We encourage all applicants to contact our office prior to submission for guidance if you are unsure about any aspects of your proposed study – 07 3443 8049

## **Tips for Submission:**

- All applications must be submitted via [Ethics Review Manager](#) (ERM)
- Please complete the *Human Research Ethics Application* (HREA) within ERM (**and NOT the NHMRC version**) for both Greater than Low Risk and Low Risk applications; the 'QLD Only LNR Form' is no longer accepted.
- Please upload all supporting documents to the ERM website under the "*Documents Tab*". *Applications will be considered invalid if all documents are not uploaded.*
- Incomplete applications will not be accepted and will be marked "invalid" until all submission requirements are met.
- The **closing time for applications is 12 midday** on closing day.
- This deadline applies only to Greater than Low Risk/Full applications; Negligible or Low Risk applications can be submitted at any time.

For further details on submission requirements, please refer to:

- FAQ section within ERM under the *HELP* tab
- Department of Health: Health Innovation, Investment and Research Office (HIIRO) at [HIIRO\\_REG@health.qld.gov.au](mailto:HIIRO_REG@health.qld.gov.au)  
[https://www.health.qld.gov.au/hiiro/html/regu/regu\\_home/erm-ethics-review-manager](https://www.health.qld.gov.au/hiiro/html/regu/regu_home/erm-ethics-review-manager)
- [Helpdesk@infonetica.net](mailto:Helpdesk@infonetica.net)
- [MSH-Ethics@health.qld.gov.au](mailto:MSH-Ethics@health.qld.gov.au) or [MSH-RGO@health.qld.gov.au](mailto:MSH-RGO@health.qld.gov.au)