Queensland Government

Queensland Health
Central Queensland Hospital and Health Service
Human Research Ethics Committee (HREC)
EC00173

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

Closing Date	Human Research Ethics Committee (HREC) Meeting
20 January 2020	30 January 2020
17 February 2020	27 February 2020
16 March 2020	26 March 2020
20 April 2020	30 April 2020
18 May 2020	28 May 2020
15 June 2020	25 June 2020
20 July 2020	30 July 2020
17 August 2020	27 August 2020
14 September 2020	24 September 2020
19 October 2020	29 October 2020
23 November 2020	3 December 2020

- All research proposals are to be submitted via the ERM: https://www.health.qld.gov.au/hiiro/html/regu/regu_home

- Supporting documents should be uploaded against the ethics application form. Please ensure that all submissions include a protocol and Merit, Integrity and Review Form. Please contact the Secretariat (cqhhshrec@health.qld.gov.au) if you require these documents. Please note that Incomplete submissions will not be validated

- The closing time for submissions is 12 midday. Please note: There are no exceptions to the closing time without prior agreement by the HREC Administrator

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Research Study Checklist for Coordinating Principal Investigators

A) Mandatory components for all submissions (Ethical Review or SSA)		**YES**	**No. of copies required**
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 the HREC application ○ List of supporting documents submitted and uploaded ○ HREC reference number (for SSA) ○ 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	☐	1
2.	For low and negligible risk (LNR) research studies – Completed LNR application form and all supporting documentation	☐	1
3.	Study protocol ((Although the protocol may have the same information as the NEAF or LNR application form, the protocol is the study working document. It is the formal design or specific plan for the research. When revisions occur during the course of the research you will need to submit a revised protocol as an amendment. The protocol should include a version date/number which is changed as the document is updated)	☐	1
4.	CV for researchers	☐	1
5.	Merit, Integrity and Review Form (Please contact the Secretariat if you require this document)	☐	1

B) Other items that may be required depending on the particular research project application being submitted		**YES**	**NO**	**N/A**	**No. of copies required**
5.	Data collection tool(s) e.g CRF	☐	☐	☐	1
6.	Master Participant Information Sheet and Consent Form (PICF)	☐	☐	☐	1
7.	CTN/CTX form(s)	☐	☐	☐	1
8.	Investigator's Brochure	☐	☐	☐	1
9.	Questionnaires/other instruments	☐	☐	☐	1
10.	For industry sponsored studies: Form of indemnity (Medicines Australia HREC Review Only form) if HREC is not located at a participating site.	☐	☐	☐	1
11.	Advertising materials (including a copy of transcript for advertisement, e-mail, website, letter or telephone call)	☐	☐	☐	1
12.	Letter of invitation/Letter to GP, etc.	☐	☐	☐	1
13.	Participant diaries	☐	☐	☐	1
14.	Participant wallet card	☐	☐	☐	1
15.	Other correspondence, e.g. FDA reviews, correspondence from other HRECs, expert independent reviews, peer review etc.	☐	☐	☐	1
Research using gene technology					
16.	Institutional Biosafety Committee (IBC) approval	☐	☐	☐	1
17.	Licence for dealings with a Genetically Modified Organism (GMO)	☐	☐	☐	1
Research which is using radiological procedures that are performed specifically for research					
18.	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