



Metro South Health

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

Full HREC Applications Closing Dates and HREC Meeting Dates 2023

Closing Date Applications to be submitted by 12 noon	Meeting Date 1st Tuesday of the month
19 January 2023	7 February 2023
16 February 2023	7 March 2023
16 March 2023	4 April 2023
13 April 2023	2 May 2023
18 May 2023	6 June 2023
15 June 2023	4 July 2023
13 July 2023	1 August 2023
17 August 2023	5 September 2023
14 September 2023	3 October 2023
19 October 2023	7 November 2023
16 November 2023	5 December 2023 12 December 2023 (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; or book a planning meeting with the team using this [link here](#).

Tips for Submission:

- All applications must be submitted via [Ethics Review Manager](#) (ERM)
- Please complete all research applications, regardless of risk level, using the HREA Form within ERM (**and NOT the NHMRC version**)
- Please upload all supporting documents to the ERM website under the “*Upload*” section of the HREA Form. Applications will be considered invalid if relevant documents are not uploaded.
- Incomplete applications will not be accepted and will be marked “invalid” until all submission requirements are met. Minimum submission requirements (depending on the type of research):
 - HREA Form with all questions completed in full using simple, lay language
 - Research protocol
 - Participant Information and Consent Form/s
 - Questionnaires/Surveys/Interview guides
 - Advertising materials
 - Data Collection Form
 - CV of Coordinating/Principal Investigator
 - Participant Diary/Instructions
 - Radiation Dosing/Risk reports for all sites
 - HREC Only Indemnity
 - MSH Research Fees Form (if a billable application, see [here](#))
 - Victorian Module (if Victorian sites to be included)
 - NSW Privacy Form (if NSW sites)
 - WA Module (if WA sites)
 - Inala Indigenous Jury letter of support for research involving Inala Primary Health Care
- The **closing time for applications is 12 midday** on closing date. Applications submitted after this time will not be accepted without prior agreement.
- 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 (HIRO) at https://www.health.qld.gov.au/hiro/html/regu/regu_home/erm-ethics-review-manager
- Metro South Research Page: <https://metrosouth.health.qld.gov.au/research/our-researchers>
- Email contacts for Metro South Research:
 - MSH-Ethics@health.qld.gov.au or MSH-RGO@health.qld.gov.au