

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

**Full HREC Applications Closing Dates and HREC Meeting Dates 2021**

<b>Closing Date Applications to be submitted by 12 noon</b>	<b>Meeting Date 1<sup>st</sup> Tuesday of the month</b>
14 January 2021	2 February 2021
11 February 2021	2 March 2021
18 March 2021	6 April 2021
15 April 2021	4 May 2021
13 May 2021	1 June 20201
17 June 2021	6 July 2021
15 July 2021	3 August 2021
19 August 2021	7 September 2021
16 September 2021	6 October 2021
14 October 2021	2 November 2021
18 November 2021	7 December 2021 14 December 2021 (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 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 “*Documents Tab*”. 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
  - 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 deadline day. 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](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](mailto:MSH-Ethics@health.qld.gov.au) or [MSH-RGO@health.qld.gov.au](mailto:MSH-RGO@health.qld.gov.au)