

Far North Queensland HREC (EC00157) Human Research Ethics Application (HREA) Submission Advice and Process

Thank you for your enquiry concerning submitting a research application to the Far North Queensland HREC. Please allow yourself plenty of time to organise your application. It is important to read all the email attachments and the information provided in this document carefully prior to commencing your research application.

Your HREA must be submitted via Ethics Review Manager (ERM). The link to ERM is: <https://au.forms.ethicalreviewmanager.com/>. Instructions on how to submit a HREA via ERM are provided in the [FAQ section](#) of the ERM website.

The researcher's Quick Guide and training presentation can be found on the ERM website by clicking [here](#). Additional ERM system advice can also be located on the Health Innovation, Investment and Research webpage: https://www.health.qld.gov.au/hiiro/html/regu/regu_home/erm-ethics-review-manager/erm-quick-guides.

Please note that an application must be valid and complete by the submission closing date to be assigned to a meeting.

Documents required for submission:

- Completed **Research Study Checklist for Principal Investigators**.
- A detailed **Cover Letter** including the following information:
 - Project title
 - Brief description of the project
 - Study sites (the actual sites at which the project will occur)
 - A list of all the documents provided as part of the application including the version numbers and version dates.
- **HREA Form**.
 - The reference number must be in the footer of the form (Eg. HREC/2019/QCH/xxxx (Jan ver 1).
 - Please ensure that the study sites are listed under Q1.2 "Provide a summary of the research project in non-technical language".
- **Study Protocol / Plan**.
 - All study documents must include relevant logos, version numbers, document dates and page numbers in the footer or each document.
 - Please ensure the study sites (the actual sites at which the project will occur) are outlined in the protocol.
- **Information Sheets and Consent Forms** (if relevant).
 - All study documents must include relevant logos, version numbers, document dates and page numbers in the footer or each document.
 - Outline that the FNQ HREC has reviewed and granted ethical approval for this project and include the generic contact details for the FNQ HREC.
- **Data collection tool** (if relevant).
 - All study documents must include relevant logos, version numbers, document dates and page numbers in the footer or each document.
- **Pamphlets, posters, brochures** etc (if relevant).



- All study documents must include relevant logos, version numbers, document dates and page numbers in the footer or each document.
- **Letter/s of Support.**
- **CV for each investigator / student supervisor** (maximum of 5 pages).

Submitting to the FNQ HREC

Once the HREA has been submitted via ERM, please provide the following:

- **One (1) collated hard copy** of the application as submitted in ERM to the FNQ HREC Coordinator at the address below.

Physical Address:

HREC Coordinator
Research Ethics and Governance Unit
Level 7, William McCormack Place 2, 5B Sheridan Street
Cairns QLD 4870

Postal Address:

HREC Coordinator
Research Ethics and Governance Unit
PO Box 902 CAIRNS QLD 4870

Please do not submit applications as a rolling document. Each document can be printed double sided; however, each document must be separate. **Please ensure that each document is stapled or clipped together.**

- Send an **electronic copy** of the entire application via email to FNQ_HREC@health.qld.gov.au – this is recommended to alert the HREC Coordinator that you have submitted an application.