

This document need not accompany the submission

Notes for Submission of Initial Application for Ethics Approval for Research Involving Humans

Who should use this form:

This form is to be used for applications to UnitingCare Health Human Research Ethics Committee (UCH HREC) for research projects requiring human ethics approval for the following hospitals:

The Wesley Hospital, Brisbane
St Andrew's War Memorial Hospital, Brisbane
Sunshine Coast Private Hospital
St Stephen's Hospital, Maryborough

Human research projects to be:

- conducted by staff of UnitingCare Health Hospitals;
- conducted by research higher degree students enrolled at universities in Queensland; or
- conducted at UnitingCare Health Hospitals by researchers external to those hospitals.

Human research projects that:

- are to be conducted in UnitingCare Health facilities;
- involve recruitment of patients or staff from UnitingCare Health facilities; or
- involve examination of medical records or other data of the UnitingCare Health facilities/services.

Projects that require human ethics approval:

For any research involving human participants, human tissue, personally identifiable records, or unpublished human research data, ethics approval must be sought from UnitingCare Health HREC before the research can commence in UnitingCare Health facilities.

For all research to be conducted at all Uniting Church Qld Hospitals, approval must be sought from the relevant Hospital Manager or Director Medical Services

For all research to be conducted at St Andrew's War Memorial Hospital, approval must also be sought from the St Andrew's Medical Institute Research Committee.

(note: this process can be conducted simultaneously with the UnitingCare Health HREC submission).

Preparation of your application:

- Applicants must read the Guidelines for the application form before commencing. It will not be possible to submit an acceptable application without reference to the Guidelines.
- Applications must be collated into sets in the order of Checklist, Application, Appendix A, Information Sheets, Consent Forms, then other relevant attachments as called for in the Application. Include Appendix A (Clinical Trials) only if you are required to complete it.
- Applications must be photocopied double-sided, however, please keep each section (ie Checklist, Application, Appendix A, Information Sheets, Consent Forms, Surveys, Clinical Protocols, etc) as a separate document.
- Include on your covering letter the project title, chief investigator, invoicing details (if applicable) and a list of all documents with version numbers and dates that need to be cited on the approval letter.

Submission of applications:

All medical research projects undertaken at UnitingCare Health facilities require prior approval from the Ethics Committee, the Wesley – St Andrew’s Research Institute Research Committee and the relevant Hospital Manager or Director of Medical Services for their approval.

Please submit the completed, collated and double-sided Initial Application for Ethics Approval for Research Involving Humans and attachments to:

- UnitingCare Health Human Research Ethics Committee (for ethical review of project/trial)
- Wesley – St Andrew’s Research Institute Research Committee (to assess scientific quality of project/trial)
- Director of Medical Services / Hospital Manager (to assess risk/use of hospital resources in project/trial)

The following documents need to be sent for approval as per below:

- Checklist and Application form
- Participant Information Sheet and Consent Form
- Protocol, questionnaires, advertisements, study materials for patients etc.
- Indemnity (if required)
- Investigator Brochure (if applicable)

Send to: UCH HREC	Send to: Wesley – St Andrew’s Research Institute Research Committee	Send to Director of Medical Services or Hospital Manager of relevant hospital
<p>X1 electronic copy</p> <p>Original + 9 copies of the Checklist & Application form, Participant Information Sheet, consent form and protocol, questionnaires, advertisements etc.</p> <p>2 original Indemnity forms (if required, include the following details: Uniting Church in Australia Property Trust Q, Ground Floor Moorlands House, The Wesley Hospital, 451 Coronation Drive, Auchenflower, QLD, Australia 4066 (“The Indemnified Party”))</p> <p>1 copy Investigator brochure (if applicable)</p>	<p>X1 electronic copy</p> <p>A covering letter of explanation and 1 copy of the Checklist & Application form, Participant Information Sheet, consent form and protocol, questionnaires, advertisements etc.</p> <p>2 original indemnity forms (if required, include the following details: The Wesley-St. Andrew’s Research Institute Research Committee ACN 066 149 666 East Wing, The Wesley Hospital, Level 8, 451 Coronation Drive, Auchenflower QLD 4066 PO Box 499, Toowong QLD 4066 (“the Indemnified Party”))</p> <p>1 copy Investigator brochure (if applicable)</p>	<p>X1 electronic copy</p> <p>A covering letter of explanation and 1 copy of the Checklist & Application form, Participant Information Sheet, consent form and protocol, questionnaires, advertisements etc.</p> <p>The indemnity form (if required) and investigator brochure (if applicable)</p>
<p>UnitingCare Health Human Research Ethics Committee PO Box 499 TOOWONG QLD 4066</p> <p>Tel: 07 3232 7500</p> <p>E: ethics@uhealth.com.au</p>	<p>The Wesley-St. Andrew’s Research Institute Research Committee PO Box 499, TOOWONG QLD 4066</p> <p>Tel: 07 3232 1500</p> <p>E: research@wesleyresearch.com.au</p>	<p>The Director of Medical Services The Wesley Hospital PO Box 499 TOOWONG QLD 4066</p> <p>The Director of Medical Services St Andrew’s War Memorial Hospital 457 Wickham Terrace BRISBANE QLD 4000</p> <p>The Director of Medical Services Sunshine Coast Private Hospital Syd Lingard Drive BUDERIM QLD 4556</p> <p>The General Manager St Stephen’s Private Hospital 172 John St MARYBOROUGH QLD 4650</p>

APPLICATIONS CLOSE ON:

6 January 2015	30 June 2015
3 March 2015	25 August 2015
28 April 2015	6 October 2015

These are the last dates on which we can ensure that submissions will be considered at the next meeting, but please do not hold applications until that date. Submit them as soon as completed. The review process is begun immediately and proceeds on a continuous basis. Expedited review may be possible if urgent approval is requested.