Government of South Australia

SA Health

SA DEPARTMENT FOR HEALTH AND WELLBEING
HUMAN RESEARCH ETHICS COMMITTEE

ETHICS SUBMISSION CHECKLIST AND DUE DATES

RESEARCH GEMS APPLICATION
- **All DHW HREC ethics and governance applications must be submitted through Research GEMS**
- The national Human Research Ethics Application (HREA) form is a part of the Research GEMS submission.
- Research GEMS and the HREA are used for **all** DHW HREC applications (including low or negligible risk).
- In order to decrease duplication between the study protocol and the HREA, please include all the project details within the protocol, and when completing the HREA online, respond with 'Refer to section xxx in the protocol'.

ATTACHMENTS

☐ STUDY PROTOCOL
- A separate study protocol is mandatory for ALL studies regardless of the level of risk.
- If you do not have a protocol prepared, it is suggested you use the DHW protocol template.
- Existing protocols already prepared will be accepted, as long as the same level of detail is provided as guided by the DHW protocol template.

☐ PROJECT SUMMARY
- Attach a 400-word maximum explanation of the project's aims and methods in lay person language.
- It is suggested you use the DHW HREC plain English summary template to assist with the summary.

☐ CURRICULUM VITAE
- Attach a short (2-3 pages) CV of the Coordinating Principal Investigator.
- Please note that students completing a research project as part of their studies cannot be listed as the Coordinating Principal Investigator.

☐ DATA CUSTODIAN SUPPORT
- Evidence of in-principle support from any data custodian(s) providing data for a project must be sighted by the HREC before full approval is granted.
- For SA Health held data, data custodian support via a Research GEMS site specific assessment (SSA) will be accepted by the DHW HREC.
- For non-SA Health held data, data custodian support must be provided as part of the submission (email evidence is acceptable).
- If using the services of SA NT DataLink, attach their letter of feasibility.

INDIGENOUS RESEARCH
- If your study has an indigenous focus, including where your cohort may have a high population of indigenous people, or where you are analyzing indigeneity as part of your study, you will need to provide evidence of approval or exemption from your state Aboriginal Research Ethics Committee.
- The SA Aboriginal Health Research Ethics Committee is the local committee for South Australia.

○ Please include evidence of approval of exemption as evidence with your application, unless you have stated in your Study Protocol that your project will not have an indigenous focus, high population of indigenous people, and will not be analyzing by indigeneity.

☐ PARTICIPANT INFORMATION AND CONSENT FORMS

○ NHMRC PICF Templates are recommended and are available on NHMRC website.

☐ ADVERTISEMENTS OR OTHER RECRUITING MATERIAL

○ Submit all invitation letters/email templates, recruitment flyers, telephone scripts, etc.

☐ QUESTIONNAIRES

○ Attach any interview templates, questionnaires, focus group moderator guides, etc.

☐ PEER REVIEW REPORT

○ An independent peer review report is encouraged when submitting an ethics application
○ If the study has undergone a competitive grant review process, please provide evidence of grant approval.
○ If the study is part of a PhD project which has been assessed by a university panel, please provide evidence of panel review.
○ See peer review guidelines for more information on selecting an independent reviewer.

DOCUMENT FOOTERS

ALL study documents submitted for review must be labeled with version numbers and date.
ALL study documents submitted for review must contain pagination in document footer.

ELECTRONIC SUBMISSION

File names should be in the format 'Brief description – version – date'
e.g. Protocol – 1.0 – 01.01.2023 or PISCF – 2.1 – 31.01.2023
Ensure the version control in the document's footer matches the file name

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DHW HREC CONTACT DETAILS:

Executive Officer, Human Research Ethics Committee, SA Department for Health and Wellbeing

Phone: (08) 7117 6635

Email: Health.HumanResearchEthicsCommittee@sa.gov.au

Web: DHW HREC webpage

☐ GOVERNANCE / SITE-SPECIFIC ASSESSMENT (SSA)

○ Once you have submitted your ethics application, Research GEMS will autopopulate some details in order to commence preparation of the governance/SSA application.
○ Governance/SSA applications are required for EVERY state public health institution where the study is occurring (including data release only).
○ This is a separate process from ethics – and mandatory before the study can commence within individual sites.
○ Visit the SA Health Research Governance webpage or for more information.

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2023/2024 ETHICS SUBMISSION AND MEETING DATES

SUBMISSION CLOSE DATE	HREC MEETING DATES 4:00 PM to 6:00 PM
Wednesday 24 January 2024	Thursday 8 February 2024
Wednesday 28 February 2024	Thursday 14 March 2024
Wednesday 27 March 2024	Thursday 11 April 2024
Wednesday 24 April 2024	Thursday 9 May 2024
Wednesday 29 May 2024	Thursday 13 June 2024
Wednesday 26 June 2024	Thursday 11 July2024
Wednesday 24 July2024	Thursday 8 August 2024
Wednesday 28 August 2024	Thursday 12 September 2024
Wednesday 25 September 2024	Thursday 10 October 2024
Wednesday 30 October 2024	Thursday 14 November 2024
Wednesday 27 November 2024	Thursday 12 December 2024

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 DHW Ethics Submission Checklist
Version dated February 2024