Human Research Ethics Application (HREA) Checklist

- Mater Misericordiae Ltd Human Research Ethics Committee (MML HREC)

The following checklist/guidance information is provided to assist with your HREA application; it is not to be included with your submission.

All research projects	
Signed HREA form - To be submitted via ERM (Ethical Review Manager)	☐
Protocol - Footer should include: Version number, date and page numbering in the format 'Page XX of XX'. - A Protocol template is available in the Resource Library (Mater Research website or SharePoint)	☐
CV - A brief bio-sketch only (2 pages) - Only the Principle Investigator's CV is required	☐
Other – submit if applicable to your project	
Participant Information Sheet and Consent Form (PICF) - Footer should include: Version number, date and page numbering in the format 'Page XX of XX'. - For multi-site projects, only the Master PICF is required with your submission. Site-specific PICFs should be submitted to the relevant site with your SSA submission. - PICF templates are available in the Resource Library (Mater Research website or SharePoint)	☐
Waiver of Consent (WoC) justification - Waiver of consent justification template is available in the Resource Library (Mater Research website or SharePoint)	☐
HREC-only indemnity* - For multi-site studies, the sponsor is required to provide indemnity to the HREC for its review - Please use the Medicines Australia HREC Indemnity form*	☐
Data collection tools - Eg. Case Report Form / Spreadsheet	☐
Questionnaires, surveys, interview and focus group questions, other instruments, tools and measures	☐
Advertising materials and communications - Including flyers, letters of invitation, letters to GP, transcripts of advertisements or phone calls.	☐
Participant diaries and wallet cards	☐
Other correspondence - Eg. FDA reviews, correspondence or approval from other HRECs, expert independent reviews or peer reviews.	☐
Drug/Device Information / Investigator's Brochure	☐

*For queries, please contact the Mater Research Ethics Office - Email: research.ethics@mater.uq.edu.au