

ELECTRONIC SUBMISSION FOR MATER HREC APPLICATIONS

All HREC submissions should be submitted by electronic media.

New studies:

1. Submit all documents either:
 - Electronically via email to research.ethics@mmri.mater.org.au.
 - On CD or DVD delivered to the Research Ethics Secretariat.
 - On a USB (memory stick) delivered to the Research Ethics Secretariat.
2. All documents must be received by the Research Ethics Secretariat by 4pm on the closing date.
3. Please be aware of the email limit of some servers (large files may need to be zipped or sent in several emails).
4. Provide a cover letter with the electronic submission which clearly states all the documents provided for review (please indicate date and version number of all documents).
5. Send all documents as Word documents or searchable PDF.
6. Once the documents are received by the Research Ethics Secretariat you will receive an email notification within 24 hours – if you have not received the email notification please contact the research secretariat by 4pm on the day after the closing date (For applications on a CD, DVD or USB please provide a contact email in the cover letter).
7. In addition to electronic submission please provide the originals of all documents PLUS four (4) hard photocopies (i.e. a total of five (5) hard sets of all documents) by 4pm on the closing date to the Research Ethics Secretariat, Room 55, Level 3, Quarters Building, Mater Health Services.
8. CTN, CTA and Indemnity forms are NOT required to be submitted electronically but must be submitted with the original hard documents.

Amendments:

1. Submit all documents either:
 - Electronically via email to research.ethics@mmri.mater.org.au.
 - On a CD or DVD delivered to the Research Ethics Secretariat.
 - On a USB (memory stick) delivered to the Research Ethics Secretariat.
2. All documents must be received by the Research Ethics Secretariat by 4pm on the closing date.
3. Please be aware of the email limit of some servers (large files may need to be zipped or sent in several emails).
4. Provide a cover letter with the electronic submission which clearly states all the documents provided for review (please indicate date and version number of all documents).
5. Send all documents as Word documents or searchable PDF.
6. Once the documents are received by the Research Ethics Secretariat you will receive an email notification within 24 hours – if you have not received email notification, please contact the research secretariat by 4pm on the day after the closing date. (For applications on a CD, DVD or USB please provide a contact email in the cover letter).
7. Provide all amended documents as one tracked copy and one clean copy.
8. In addition to electronic submission please provide the amended originals of all documents (tracked and clean) PLUS two (2) hard photocopies (i.e. a total of three (3) hard sets of all amended documents) by 4pm on the closing date to the Research Ethics Secretariat, Room 55, Level 3, Quarters Building, Mater Health Services.

SAE and Progress reports etc:

1. The Research Ethics Secretariat should be notified within 24 hours of all local Serious Adverse Events (SAEs).
2. All local SAEs, external SAE reports, protocol deviation notifications, letters from sponsors and progress letters etc are NOT required to be submitted electronically and should be submitted in paper form to the Research Ethics Secretariat, Room 55, Level 3, Quarters Building, Mater Health Services.

Low and Negligible risk application:

1. Submit all documents electronically via email to research.ethics@mmri.mater.org.au.
2. Please provide hard copies of originals of all documents PLUS 3 hard photocopies (i.e. a total of 4 hard sets of all documents) to the Research Ethics Secretariat, Room 55, Level 3, Quarters Building, Mater Health Services.

For any queries on this electronic submission process please contact the Research Ethics Secretariat at research.ethics@mmri.mater.org.au or Phone Joan Kairuz on (07) 3163 2392.