

## ELECTRONIC SUBMISSION FOR MATER HREC APPLICATIONS

Commencing from August 2008 HREC meeting (closing date 17<sup>th</sup> July 2008) all HREC submissions should be submitted by electronic media.

### New studies:

1. Submit all documents either:
  - Electronically via email to [research.ethics@mater.org.au](mailto:research.ethics@mater.org.au)
  - On CD or DVD delivered to the research secretariat office
  - On a USB (memory stick) delivered to the research secretariat office
2. All documents must be received by the research 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
5. Send all documents as Word documents or searchable PDF
6. Once the documents are received by the research 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 4 hard photocopies (i.e. a total of 5 hard sets of all documents) by 4pm on the closing date to the Research Secretariat Room 235, Aubigny Place, 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@mater.org.au](mailto:research.ethics@mater.org.au)
  - On a CD or DVD delivered to the research secretariat office
  - On a USB (memory stick) delivered to the research secretariat office
2. All documents must be received by the research 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
5. Send all documents as Word documents or searchable PDF
6. Once the documents are received by the research 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. Provide all amended documents as one track copy and one clean copy.
8. In addition to electronic submission please provide the amended originals of all documents (tracked and clean) PLUS 2 hard photocopies (i.e. a total of 3 hard sets of all amended documents) by 4pm on the closing date to the Research Secretariat, Room 235, Aubigny Place, Mater Health Services

### SAE and Progress reports etc:

1. There is no change to this process
2. As per usual the research secretariat should be notified within 24 hours of all local SAE's.
3. 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 hard form to the Research Secretariat, Room 235, Aubigny Place, Mater Health Services as per usual

For any queries or feedback on this electronic submission process please contact the Research Secretariat Sue Jenkins-Manning at [research.ethics@mater.org.au](mailto:research.ethics@mater.org.au) or 07 3163 1585

**The Mater HREC requests your assistance with the trial of electronic submissions of HREC applications. After a period of 3 months this process will be reviewed and refined as required.**