



Ethics Application Submission Instructions

Department of Health WA Human Research Ethics Committee (DoH HREC) meet for the review of ethics applications on the second Wednesday of every month, excluding January when the DoH HREC does not hold application review meetings.

Ethics applications must be submitted by 4:00 pm three weeks prior to the review meeting date in order to be placed on the meeting Agenda. Applications submitted after this time will be placed on the Agenda for the following meeting. Please refer to the Meeting Calendar [here](#). Applications must be submitted via the [Research Governance Service](#) (RGS).

Applications for submission must be clear, concise and complete. Applications not completed to a satisfactory standard will not be placed on the meeting Agenda until they have been amended.

Please note, the process and requirements for research vs non-research applications differs and are therefore managed by separate teams. Your first point of contact should be:

1. the Research Data Services Team (DataServ@health.wa.gov.au) for all research projects; or
2. the Information and System Performance Directorate (ISPD) Client Services Team (ISPDClientServices@health.wa.gov.au) for non-research projects (e.g. evaluations).

Application

Applications for ethics review should include the following:

Research Projects

- WA Health Ethics Application Form (WAHEAF) for WA specific projects only or Health Research Ethics Application (HREA) form + Western Australian Specific Module form for projects at a national level only.
- Application for Data Form, Variable List Forms, Data Services Forms and a Data Management Plan if the project is using data.
Forms accessed through: <https://www.data linkage-wa.org.au/resources/application-forms/>
- Research Protocol.
- Feasibility letter as evidence of in-principle support from the Research Data Services Team.
- Copies of any supporting documentation (e.g. letters to participants, participant information sheets, consent forms, information about data collections external to Department of Health).
- Copies of documentation regarding approval from any other Human Research Ethics Committee.
- WA Health Student Research and Confidentiality Declaration form for any students that are part of the project team.
Form accessed through: <https://rgs.health.wa.gov.au/Pages/Document-Templates.aspx>



Non-research Projects

- WA Health Ethics Application Form (WAHEAF) for WA specific projects only or Health Research Ethics Application (HREA) form + Western Australian Specific Module form for projects at a national level only.
- Application for Data Form, Variable List Forms, and Data Services Forms.
- Protocol.
- Feasibility letter as evidence of in-principle support from the ISPD Client Services Team.
- Copies of any supporting documentation (e.g. letter of project support from your organisation, letters to participants, information about data collections external to Department of Health).
- Copies of documentation regarding approval from any other Human Research Ethics Committee if applicable.

For further information

HREC Executive Officer | *Phone:* 9222 4278 | *Email:* hrec@health.wa.gov.au