

Central Adelaide Local Health Network Human Research Ethics Committee

HREC Submission and Meeting Dates 2024

All applications submitted for review must meet the requirements set out below.

HREC Submission Deadline	HREC Meeting Date
Monday, 18 December 2023	Thursday, 18 January 2024
Monday, 08 January 2024	Thursday, 01 February 2024
Monday, 05 February 2024	Thursday, 29 February 2024
Monday, 12 February 2024	Thursday, 07 March 2024
Monday, 04 March 2024	Thursday, 21 March 2024
Tuesday, 12 March 2024	Thursday, 11 April 2024
Monday, 25 March 2024	Wednesday, 24 April 2024
Monday, 15 April 2024	Thursday, 09 May 2024
Monday, 29 April 2024	Thursday, 23 May 2024
Monday, 13 May 2024	Thursday, 06 June 2024
Monday, 27 May 2024	Thursday, 20 June 2024
Monday, 11 June 2024	Thursday, 11 July 2024
Monday, 24 June 2024	Thursday, 25 July 2024
Monday, 15 July 2024	Thursday, 08 August 2024
Monday, 29 July 2024	Thursday, 15 August 2024
Monday, 12 August 2024	Thursday, 05 September 2024
Monday, 26 August 2024	Thursday, 19 September 2024
Monday, 09 September 2024	Thursday, 10 October 2024
Monday, 23 September 2024	Thursday, 24 October 2024
Monday, 14 October 2024	Thursday, 07 November 2024
Monday, 28 October 2024	Thursday, 21 November 2024
Monday, 11 November 2024	Thursday, 05 December 2024
Monday, 25 November 2024	Thursday, 12 December 2024

The Central Adelaide Local Health Network Human Research Ethics Committee (CALHN HREC) will hold two meetings and two submission deadlines each month in 2024.

All phase 1 drug studies will require review by the CALHN HREC Investigational Drug Sub-Committee (IDSC). The IDSC will now operate an ongoing Clinical Pharmacology review model. Studies can be submitted on any of the above submission dates. Studies involving early phase trial of investigational medicinal products require review and approval from both the Clinical Pharmacology review and the CALHN HREC.

Applications may be submitted through the Research GEMS portal

<https://gems.sahealth.sa.gov.au/omniNet>

Submission queries can be submitted to CALHN HREC via email

Health.CALHNResearchEthics@sa.gov.au



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Study Documents

- All documents should have a simple and concise file name without symbols or characters.
For example: DocumentType V# Date
- All documents submitted for review must contain the document label, version number, date, page number, and total number of pages in the footer.
- Upload all documents in a searchable PDF format.
- All documents must be uploaded as a separate attachment. Zip files are not accepted or merged PDFs.

Submission Cover Letter

- All **Phase 1** submissions to the CALHN HREC must have a CALHN Human Research Ethics Committee Submission Covering Letter - Phase 1 Clinical Trials.
- All **Sponsored Clinical Trial** (Phase 2/3/4>) submissions to the CALHN HREC must have a CALHN Human Research Ethics Committee Submission Covering Letter - Sponsored Clinical Trials
- All **Investigator Initiated Study** submissions must have a CALHN Human Research Ethics Committee Submission Covering Letter – Investigator Initiated Studies.

CALHN Governance and Ethics Invoicing fee form

- A CALHN Governance and Ethics invoicing fee form must be submitted for all sponsored studies.

Investigators and Contacts

- To ensure that all relevant individuals receive copies of correspondence, it is important to register them on GEMS as an editor or submitter. By doing so, they will automatically be included in all future correspondence.

The submission templates and Invoicing fee form are available on the [RAH Website](#).

For more information

CALHN Research Office

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