Ethics Application Submission
Instructions for Unlinked Data

Meetings of the Department of Health WA Human Research Ethics Committee (DOH HREC) take place on the second Wednesday of each month, except January when the committee is in recess. New applications must be received by the closing date for receipt of new business, which is normally two weeks before the scheduled meeting. The meeting calendar is available from the Research Governance Service (RGS) website.

Applications must be clear, concise and complete. Applications that are not completed to a satisfactory standard will not be tabled to the DOH HREC until they have been amended.

All projects must be discussed with, and receive in principle support by, the relevant Custodians prior to submission of application documents to DOH HREC.

Application

The application must include all of the documentation outlined below:

- Signed WA Health Ethics Application form (WAHEAF) or Health Research Ethics Application (HREA) form with the Western Australian Specific Module (WASM) attached
- Signed Application for Data form, including the Data Services and Variable Lists forms. These forms can be accessed through http://www.datalinkage-wa.org.au/forms.
- Research Protocol
- Feasibility Letter
  This letter needs to be obtained from the relevant Custodian(s).
- Copies of any supporting documentation
  For example, letters to participants, participation information sheets, consent forms, information about data collections from outside of the Department of Health.
- Copies of documentation regarding approval from any other Human Research Ethics Committee.
- Declaration of Confidentiality for all researchers involved in the project.
  This is to be completed in the RGS system

Submission

All applications must be submitted through the RGS, which can be accessed through this website: https://rgs.health.wa.gov.au/Pages/Home.aspx.

For further information

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