



Important notice for Non Drug Study Review Committee researchers

As an initiative to reduce the amount of paper required for ethics submissions, the NDSRC are trialling an electronic submission process.

If you do intend to submit a new protocol to the NDSRC please advise Eva Booth on (03) 9496 4090. This will allow you to be placed on a list for studies going to a particular meeting. There is a maximum of 12 studies that can be reviewed at each NDSRC meeting.

Please submit **all** submission documents electronically to ethics@austin.org.au before the deadline. In your email please clearly identify the study title and the principal investigator and declare your intention to submit to the NDSRC.

Submission documents may include the following:

- o DHS module(s)
- o Site specific documents
- o Participant Information and Consent Form(s) if applicable
- o Any questionnaires, advertising, patient letters etc
- o Ethics payment form ****Please note that any submissions without an ethics payment form will not be accepted.***

Please note that **original signatures** are still required and must be forwarded by mail to the Research Ethics Unit. Please clearly identify the study title and the principal investigator on the signature pages.

The preferred format for submissions is PDF but we will also accept word documents.

Please also be aware that the HREC **will** require paper copies. The letter sent to you by the NDSRC will specify how you are to reply to queries and the number of hard copies required. It is the aim of the NDSRC that you will be able to incorporate any requested NDSRC changes in your hard copy submissions.

This is the preferred method of submission. However, if you have any problems or any queries about the process, please call Eva Booth (9496 4090).