

Central Adelaide Local Health Network Human Research Ethics Committee

HREC Submission and Meeting Dates 2025

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

HREC Submission Deadline	HREC Meeting Date
06 January 2025	30 January 2025
20 January 2025	13 February 2025
03 February 2025	27 February 2025
17 February 2025	13 March 2025
03 March 2025	27 March 2025
17 March 2025	10 April 2025
07 April 2025	01 May 2025
14 April 2025	08 May 2025
28 April 2025	22 May 2025
12 May 2025	05 June 2025
26 May 2025	19 June 2025
10 June 2025	03 July 2025
23 June 2025	17 July 2025
07 July 2025	31 July 2025
21 July 2025	14 August 2025
04 August 2025	28 August 2025
18 August 2025	11 September 2025
01 September 2025	25 September 2025
15 September 2025	09 October 2025
29 September 2025	23 October 2025
13 October 2025	06 November 2025
27 October 2025	20 November 2025
10 November 2025	04 December 2025
24 November 2024	11 December 2025

The Central Adelaide Local Health Network Human Research Ethics Committee (CALHN HREC) will hold two meetings (excluding January) and two submission deadlines each month in 2025.

All phase 1 drug studies will require review by a Clinical Pharmacologist. 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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