

Guideline for requesting an exemption from Human Research Ethics (HREC) Review

Submission requirements

1. **Cover letter** that addresses the request for an exemption
 - Statement of what is being requested. For example:
 - *I am writing to seek an exemption from HREC review for the following quality initiative with intent to publish the findings*
 - *I am seeking an exemption from HREC review for a meta-analysis of published and non-identifiable data*
 - Brief summary of the activity with justification of why the submission should be exempt from ethical review
2. **Project plan** – a separate project plan containing the following
 - Descriptive title of the activity;
 - Staff involved; literature review including standards of care and relevant indicators;
 - Aim and Background: for example, Why is this activity being undertaken? What are the standards of care that apply in this case? If standards are not known, what is to be determined? How will the results be used?;
 - Method: Details on participants, or data, to be included (inclusion / exclusion criteria, numbers involved, relevant time periods); what, if anything, participants will be asked to do; variables to be reported on, including outcomes of interest; method of data collection (e.g. chart review); data/list of variables to be collected; methods used to maintain confidentiality / anonymity; the form the results will take (e.g. descriptive statistics); activity/study timelines; how the results might be fed back into an audit or quality improvement cycle; where the results are anticipated to be presented external to the institution; references (where relevant).
 - Associated documents if applicable such as Patient Satisfaction Questionnaires, Data Collection Sheet, etc.
3. **Head of Department approval**
4. Submit your request for review on the Qld Exemption Form via the [Ethical Review Manager \(ERM\) system](#). Please upload all supporting documentation for the exemption request into the Exemption Form. Once the application is complete, please sign the application and press 'Submit'.

Outcome

You will receive correspondence from the HREC with one of the following outcomes:

1. A letter of exemption from full HREC review;
2. A request for further information;
3. If considered a research activity, a request to submit via the research pathway will be made (i.e. completion of the Human Research Ethics Application [HREA]).