

Enquiries to: Metro South
Human Research Ethics Committee
Phone: 07 3443 8049
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HREC Ref: HREC/15/QPAH/298
E-mail: EthicsResearch.PAH@health.qld.gov.au

Prof Carolyn Mountford
Radiology
C/ Translational Research Institute
37 Kent Street

Dear Prof Mountford

HREC Reference number: HREC/15/QPAH/298
Protocol title: MR to Manage Breast Cancer

Thank you for submitting the above research protocol to the Metro South Human Research Ethics Committee for ethical and scientific review, on behalf of the following Principal Investigators (see appendix). This protocol was reviewed by the Chair of the Human Research Ethics Committee (HREC) as an expedited review.

I am pleased to advise that on behalf of the HREC, the Chair has granted approval of this research protocol.

You are reminded that this letter constitutes ethical approval only. You must not commence this research protocol at a site until separate authorisation from the Metro South Chief Executive or Delegate of that site has been obtained.

A copy of this approval must be submitted to the Research Governance Office(r)/Delegate of the relevant institution with a completed Site Specific Assessment (SSA) Form for authorisation from the Chief Executive or Delegate to conduct this research at the sites listed in the Appendix below.

If this study currently receives grant funding, please remember to forward a copy of this approval letter to the relevant Grants Office of the Administering Institution(s) for the grant.

The documents reviewed and approved include:

Document	Version	Date
MSF31 Metro South HREC Submission Checklist Form		11 May 2015
NEAF		7 May 2015
Information Statement for the Research Project	1	21 April 2015
Consent Form for the Research Project	1	21 April 2015
Copy of Approval from Hunter New England HREC (for noting)		2 August 2015
Email communication in respect to HREC comments		19 May 2015

This HREC approval is valid from 14 May 2015 until 14 May 2020.

Please note the following conditions of approval:

1. The Coordinating Principal Investigator will immediately report anything which might warrant review of ethical approval of the protocol in the specified format, including unforeseen events that might affect continued ethical acceptability of the protocol. Serious Adverse Events must be notified to the HREC as soon as possible. In addition the Investigator must provide a summary of the adverse events, in the specified format, including a comment as to suspected causality and whether changes are required to the

Patient Information and Consent Form. In the case of Serious Adverse Events occurring at the local site, a full report is required from the Coordinating Principal Investigator, including duration of treatment and outcome of the event.

2. Amendments to the research protocol which may affect the ongoing ethical acceptability of a protocol must be submitted to the HREC for review. Amendments should be accompanied by all relevant updated documentation and a cover letter from the Coordinating Principal Investigator, providing a brief description of the changes, the rationale for the changes, and their implications for the ongoing conduct of the study. Hard copies of the cover letter and all relevant updated documents, with *tracked changes*, must also be submitted to the HREC office as per standard HREC SOP. (Further advice on submitting amendments is available at http://www.health.qld.gov.au/ohmr/documents/researcher_userguide.pdf <http://www.health.qld.gov.au/pahospital/research/amendments.asp>)
3. Amendments to the research protocol which only affect the ongoing site acceptability of the protocol are not required to be submitted to the HREC for review. These amendment requests should be submitted directly to the Research Governance Office/r.
4. Proposed amendments to the research protocol which may affect both the ethical acceptability and site suitability of the protocol must be submitted firstly to the HREC for review and, once HREC approval has been granted, then submitted to the Research Governance Office/r.
5. Amendments which do not affect either the ethical acceptability or site acceptability of the protocol (e.g. typographical errors) should be submitted electronically (track changes) and in hard copy (final clean copy) to the HREC Coordinator. These should include a cover letter from the Coordinating Principal Investigator providing a brief description of the changes and the rationale for the changes, and accompanied by all relevant updated documents with tracked changes.
6. The HREC will be notified, giving reasons, if the protocol is discontinued at a site before the expected date of completion.
7. The Coordinating Principal Investigator will provide an annual report to the HREC and at completion of the study in the specified format.
8. If you require an extension for your study, please submit a request for an extension in writing outlining the reasons. Note: One of the criteria for granting an extension is the compliance with the approval's conditions including submission of progress reports.
9. Any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects on health outcomes ([WHO / ICMJE 2008 definition](#)) should be registered, including early phase and late phase clinical trials (phases I-III) in patients or healthy volunteers ([WHO Recommendation / ICMJE policy](#)). If in doubt, registration is recommended. All studies must be registered prior to the study's inception, i.e. prospectively. <http://www.anzctr.org.au/>

Should you have any queries about the HREC's consideration of your protocol please contact the Metro South HREC Office on 07 3443 8049

Please note that the Metro South HREC is constituted and operates in accordance with the National Health and Medical Research Council's (NHMRC) *National Statement on Ethical Conduct in Human Research (2007)*, *NHMRC and Universities Australia Australian Code for the Responsible Conduct of Research (2007)* and the *CPMP/ICH Note for Guidance on Good Clinical Practice*.

The HREC Terms of Reference, Standard Operating Procedures, membership and standard forms are available from the following websites:

<http://www.health.qld.gov.au/pahospital/research/gov/default.asp>
http://www.health.qld.gov.au/ohmr/html/regu/regu_home.asp

Once authorisation to conduct the research has been granted, please complete the Commencement Form (Attached) and return to the Metro South Human Research Ethics Committee.

The Metro South HREC wishes you every success in your research.

Yours sincerely,



A/Prof Richard Roylance
Chair
Metro South Hospital and Health Service
Human Research Ethics Committee (EC00167)
Centres for Health Research
Princess Alexandra Hospital

1915 115

C.c. Ms Valerie Graves, TRI

Appendix:

List of Sites Approved

No.	Sites
1.	Princess Alexandra Hospital
2.	Mater Medical Centre



