

# GEMS CALHN HREC Submission Guide

## 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.

## Links

[Submission Templates](#)

[Invoicing fee form](#)

## For more information

CALHN Research Services  
T: (08) 7117 2229  
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