Research Approval Checklist

Project Management

Title of Research Project

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Name of researcher(s)

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Contact details (Phone/email)

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Name of sponsoring institution

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Principal Contact (email)

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What are the credentials and competencies of those involved to conduct the proposed research?

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Has the project received approval from a Human Research Ethics Committee? ❒ Yes ❒ No

If yes please provide a copy of the Ethics Approval letter

If no provide details as to when ethics approval is expected

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Name of associated Neami program/service

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Why has Neami been approached to participate in this research project?

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Has the Neami program or service site that will be associated with the research been consulted and given its approval? ❒ Yes ❒ No

Is funding from Neami required for this research? ❒ Yes ❒ No

If so, give details:

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If the research is part of a degree requirement, please indicate type and year of degree:

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Anticipated commencement and conclusion:

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When do you need approval for this research?

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Key Contact at Neami (must be at Manager level or above)

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Project Details

1. Brief summary description of the research project (please attach further documentation if required)

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2. What is the purpose of the research, and how will this benefit consumers and/or staff of Neami’s services?

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3. What is the background literature relevant to this project? Is there a gap in current knowledge in this area, and if so, to what extent will this project add to our knowledge?

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4. Have you reviewed the National Health and Medical Research Council (NHMRC) Statement on Consumer and Community Participation in Research? If so, please describe how consumers have been involved in the design of the proposed project and their ongoing role in relation to:

* Deciding what to research
* Deciding how to do the research
* Carrying out the research
* Letting people know the results

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5. Briefly outline the project goals in relation to:

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| **Recruitment Method** *(Please**attach copies of recruitment communications, information & consent documents)* |
| **Data to be Collected** *(Please attach copies of all questionnaires and measures)* |
| **Analysis & Results** *(including process for Neami review of results & interpretations)* |
| **Dissemination Plan** *(i.e. planned reports, articles, presentation with inclusion of one page summary as standard. Include process for Neami review of material to be published/presented)* |
| **Partnership decision making, consultation, review and update processes** |
| **Managing Ethical Considerations** |

6. How will Neami consumers be involved in the research? i.e. critical reference group, co-researchers, participants?

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7. How will Neami staff be involved in the research? i.e. advertising study and recruiting participants, as participants of the research itself?

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8. In total how many study participants do you anticipate being involved? i.e. consumers or staff of Neami?

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9. Are there any issues regarding *participants’* safety and/or wellbeing that might be associated with this research project? What steps have you taken to address these issues?

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10. Are there any issues regarding *researchers’* safety and/or wellbeing that might be associated with this research project? What steps have you taken to address these issues?

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11. Do you anticipate any conflicts of interest arising in relation to this project? If so, how do you intend to address them?

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12. Who will own any intellectual property generated as a result of this project?

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13. How can Neami use the intellectual outputs of this project to improve outcomes for consumers? E.g. knowledge sharing, recommendations, program development? Are there any legal limits to how Neami can use the outputs?

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14. Do you agree to the following?

* All effort will be made to ensure that the intellectual outputs of this project will be utilized for the benefit of mental health consumers.
* The collection and management of any information gathered through the course of this project will be carried out in a manner that protects and maintains the interests of Neami consumers, staff and organization in relation to privacy, confidentiality, acknowledgement of contribution, dignity, rights and reputation.
* That confidential information will not, without the consent of Neami, be disclosed to third parties or used in any other manner than as agreed between the parties as necessary for this project.
* Each publishing party must give the other party opportunity to review any proposed publication and must provide a copy of the proposed publication along with a reasonable amount of time to review prior to submission date. The non-publishing party may, within a reasonable time, do one or more of the following:
  + Provide comments for the publishing party to consider
  + Require the publishing party to remove specified confidential or personal information from the publication
  + Request a delay of submission if required in order to discuss and resolve any issues of concern.

Signature of Principal Contact/Investigator (please also print name)

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Date

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Please forward the checklist together with any other relevant supporting information, including research instruments to be used and Certificate of Ethics Approval to Keren Wolstencroft, Research Coordinator, [keren.wolstencroft@neaminational.org.au](mailto:adam.zimmermann@neami.org.au) or [research@neaminational.org.au](mailto:research@neaminational.org.au)

**Internal use only**

Manager …………………………………………………………………………….

Date…………….…………………………………………………………………….

State/Regional Manager……………………………………………………. Date……………...…..

Recommended by General Manager Service Development Yes / No

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Approved by Research Committee

Date…………….…………………………………………………………………….