Research Proposal Application

Project Management

Title of Research Project

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Researcher names (w phone/email)

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Principal Contact (w phone/email)

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

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Name/s of sponsoring research institution/s

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Have you read Neami National’s Research and Evaluation Framework?  Yes  No

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. If you do not have access to a formal ethics process through an academic institution or health service, please demonstrate how your project aligns with and will adhere to NHMRC Guidelines for Ethical Conduct in Human Research

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

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2. Brief summary description of the research project – 1 or 2 paragraphs.

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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. We recommend researchers review the revised Statement on Consumer and Community Involvement in Health and Medical Research (2016) https://www.nhmrc.gov.au/guidelines-publications/s01, and pay particular attention to the table on page 9 in preparing their response to this question.

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 proposal 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)* |
| **Data Management** *(including safe storage methods, how and when data will be disposed, plans in case of data breach)* |
| **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 project update processes** |
| **Managing Ethical Considerations** |

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

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8. 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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9. 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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10. Who will own any intellectual property generated as a result of this project?

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11. 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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12. 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.

Neami will be notified of any deviation from the research’s risk management protocol

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 this application together with any other relevant supporting information, including research instruments to be used and Certificate of Ethics Approval to Neami’s Research Coordinator - [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…………….…………………………………………………………………….