Combined RAG / HREC Application Form

Instructions To The Researcher

UnitingCare Queensland is the health and community service provider of the Uniting Church. Our 15 000 staff and 9 000 volunteers care for and support people from all walks of life, including older people, people with a disability, children, families and Indigenous people. UnitingCare Queensland provides health and community services to thousands of people every day of the year through its service groups – UnitingCare Community, UnitingCare Health, Blue Care and more recently ARRCS (Australian Regional and Remote Community Services).

Research is important for our organisation in improving the quality of our services and the outcomes for those using them. UnitingCare Queensland therefore welcomes research proposals from both our staff and external researchers. We strongly encourage researchers to work in partnership with us by understanding our business, working with us, publishing results and identifying the implications of these findings for practice.

The following research approval process has been streamlined to make it easier for researchers to apply to conduct research and evaluation projects at UnitingCare Queensland. There are three steps:

Step 1: Gaining approval of the relevant service group/s

Researchers and their proposed research projects must:

1. meet the strategic priorities of the relevant service group;
2. not place unreasonable impost on staff and services, and
3. commit to report progress and results back to the organisation.

Each service group has its own process for approving research. Before applying, it is vital you discuss your proposal with a relevant representative:

- Blue Care: Benjamin Fox (Service Development Advisor, Research & Evaluation) P: 07 3253 4380 E: b.fox@bluecare.org.au
- UnitingCare Community: Chez Leggatt-Cook, Principal Researcher P: 07 3253 4509 E: chez.leggattcook@uccommunity.org.au

- UnitingCare Health: Sara Gottliebsen (UCH Coordinator, Wesley Hospital) P: 07 3232 7500 E: sara.gottliebsen@uchealth.com.au (Mon/Tue)

Once you've received permission to apply, applicants for Blue Care and UnitingCare Community only are required to fill out the Research Approval Group (RAG) Section of the form (but not the Human Research Ethics Committee section). Completed forms are to be sent to:

- Blue Care: HREC@bluecare.org.au
- UnitingCare Community: research@uccommunity.org.au

RAG in Blue Care or UnitingCare Community will make one of three decisions:

- Endorsed for submission to Human Research Ethics Committee (HREC)
- Amend in consultation with service group representatives taking account of the RAG comments, and resubmit to RAG
- Focus of this research not endorsed by the service group/s involved

Step 2: Gaining ethical approval

Following endorsement from RAG, the HREC section is filled out and sent to HREC@ucareqld.com.au**.** The whole form (including RAG application), consent forms, questionnaires, participant information sheets are to be sent to UCQ HREC. These must all be co-branded with the UCQ logo. All forms require the following statement on them:

> "This research has been approved by UCQ HREC, if you have any concerns, please refer them to: The Chair, UCQ HREC, Tel: 07 3253 4008."

HREC will not consider applications for research at Blue Care or UnitingCare Community without RAG endorsement.

For UCH the whole form is sent to HREC. The researcher is expected to have discussed the proposed research with appropriate contacts at the relevant hospital/s prior to submitting the application to gain support for the project.

The HREC meets the second Tuesday of each month, with applications due approximately a fortnight before the meeting date. For actual deadline dates please see refer to the UnitingCare Queensland website for the current Application Deadlines and Meeting Dates. Applicants are notified of the decision shortly after the meeting.

Step 3: Ongoing reporting

Once you have started the research you will be asked to submit reports each six months on the progress of your research. These reports are designed to comply with National Health and Medical Research Council (NHMRC) requirements, and to facilitate your communication with the service group for your research project. These forms will be forwarded to you by the HREC.

Complaints, Variations, Adverse Outcomes, Amendments to the approved research

The researcher is required to advise of any complaints, variations, adverse outcomes or amendments to the approved research to: HREC@ucareqld.com.au as soon as they occur or as near to as practicable and not wait until the next reporting period. Researchers will be notified of approval or asked for further details.

UnitingCare Queensland

Combined Research Approval Group / Human Research Ethics Committee

Application Form

RAG Section

RAG	Blue Care ☐	UnitingCare Community ☐

1. Project Title	

2. Details of the Investigators

Please list contact details of all researchers associated with the project. If there are more than four researchers, please include their details as a separate Word document attachment. Please place an asterix (*) beside the investigator responsible for correspondence in relation to RAG and/or HREC approval.

	PRINCIPAL INVESTIGATOR	ASSOCIATE INVESTIGATOR
Title		
Name		
Student Course Title		
Organisation		
Mailing Address		
Email Address		
Telephone		
Alternative Telephone		
Alternative Email		

	ASSOCIATE INVESTIGATOR	ASSOCIATE INVESIGATOR
Title		
Name		
Student Course Title		
Organisation		
Mailing Address		
Email Address		
Telephone		

3. Location/s of the Research				
3.1 Service Group	Blue Care ☐ UnitingCare Community ☐ UnitingCare Health ☐ Wesley Mission Brisbane ☐			
3.2 Target Service Group Regional Area/s (from old forms)	**Blue Care**			
	Brisbane Metro North (to Sunshine Coast)	☐	Brisbane Metro South	☐
	Sunshine Coast	☐	South Coast	☐
	Far North Queensland	☐	South West Queensland	☐
	North Queensland	☐	West Moreton	☐

	Central Queensland	☐	Fraser Coast	☐
	Central Support	☐		
	UnitingCare Community			
	Disability Services	☐	Out of Home Care	☐
	Crisis	☐		
	Metro South and West Moreton Region (covers all South of Brisbane, Gold Coast and Ipswich)	☐	Metro North and Coast Region (Covers Brisbane, Sunshine Coast and Moreton Bay)	☐
	Central Queensland Region (Covers Bundaberg, Gladstone, Rockhampton, Emerald, Fraser and Kingaroy)	☐	North Queensland Region (covers Townsville, Mackay, Whitsundays, and Far North Queensland)	☐
	UnitingCare Health			
	The Wesley Hospital	☐	St Andrew's War Memorial Hospital	☐
	The Sunshine Coast Private Hospital	☐	St Stephen's Hospitals	☐
	Wesley Mission Brisbane			
	Aged Care	☐	Community Centre	☐
	Adult and Youth Services	☐	Child Care Centre	☐
	Day Therapy	☐	Work Solutions	☐
	Emergency relief service	☐	Family Day Care and In-home Care	☐
	Wesley Uniting Employment	☐	Youth at Risk Alliance	☐
	Youth Support Coordinator Program	☐		

	Other Lifeline Darling Downs ☐

4. Proposed Research Project Timeline
   Provide an overview of the proposed timeline for the project. Be sure to include a commencement date and a completion date. Also include proposed timeframes for data collection and analysis.

5. What is the aim of the research? (Include background literature of 1-2 pages to support why this research is needed)

6. What are the actual or potential outcomes and benefits of the project (for the relevant UnitingCare Queensland service group or the Wesley Mission Brisbane?)

7. **Outline the research plan including**:

- Who will be the research participants? How many?
- What data are you going to collect?
- Who will collect the data?
- Will the data collection involve before and after measures of interventions?
- Describe your Research Method (e.g. interviews, focus groups, controlled before and after trials, etc.)
- What will you be asking the participants to do? Please include completion of assessment forms, participation in interviews, and the expected time involved.
- What will you be asking staff to do? Which staff would be involved and how many? Will you require any organisational help to analyse data? Please include completion of any assessment forms, participation in interviews etc. in calculating the expected staff time involved.
- Is there a specific intervention associated with the project?

8. Will the project require unsupervised researcher interaction with participants in focus groups, interviews etc? (clearance will be required to conduct unsupervised interaction with children, older people, and people with disability)

No ☐

Yes ☐

Please indicate who will have clearances and for which groups of participants?

9. Will there be back fill for the organisation or other remuneration for use of staff time in undertaking the research?

No ☐

Yes ☐

If yes, then please provide further details:

10. If this research is approved, then do you and the entire research team commit to following the organisation's probity requirements and professional registration for children, older people, and adults with a disability?

No ☐

Yes ☐

RAG Recommendation		
Endorsed for submission to to HREC ☐ Amend and Resubmit to RAG ☐ Not endorsed ☐	Signed	Date

Human Research Ethics Committee (HREC) Section

To be completed only after RAG endorsement is given for projects in Blue Care and UnitingCare Community

11. Other HREC Approval (has the research received approval from the HREC of any other institution? If so, please provide details and attach to your application)	

12. Funding source and amount (if applicable)	

13. Low Risk Assessment	Yes ☐ No ☐

Low risk assessment

All social research undertaken under the auspices of UnitingCare Queensland requires some level of review in order to ensure it conforms to the requirements of the National Statement (2007).

Research that carries low risk and/or negligible risk will be reviewed by a subcommittee of the UnitingCare Queensland HREC. This review can be undertaken at times outside of the formal committee meeting times to facilitate timely review for the applicant.

All research that involves more than low risk; and involves research outlined in sections 3.3; 3.5; 3.6; 4.1; 4.4 4.5; 4.7 and certain sections of 4.6 of the National Statement (2007) must be reviewed by the full UnitingCare Queensland HREC.

'Negligible risk' research describes research in which there is no foreseeable risk of harm or discomfort, and any foreseeable risk is not more than inconvenience.

'Low risk' research involves research in which the only foreseeable risk is one of discomfort.

Using the National Statement (p.16) as a guide please indicate whether you believe this research is likely to only cause inconvenience or discomfort to research participants:

Inconvenience ☐ Discomfort ☐

Please provide a short rationale for your decision:

14. Ethical issues
Please indicate which of the following ethical issues are relevant to the proposed project. You must provide a response to every question. Where you have indicated Yes to any of the questions you must provide a detailed explanation based on the National Statement (2007) of how each issue will be addressed. Space is provided on the following pages.

1. Is it possible for an individual (client or staff member) or the organisation to be identified by any published data?		10. Will any aspect of the study cause any physical pain or psychological distress (above that to be considered normal) either during or after the research period?	
2. Does the study involve the collection of data from client records without gaining prior consent?		11. Are study participants offered any form of inducement to participate in the study?	
3. Will the study involve the collection, use or disclosure of information subject to privacy legislation?		12. Will the study seek sensitive information about participants that might cause them to feel embarrassed, or uncomfortable?	
4. Does the study involve participants who may be unable to give or are incapable of giving informed consent?		13. Will the study involve participation of Aboriginal or Torres Strait Islanders, or other peoples from identifiable cultural, ethnic or minority groups?	
5. Does the study involve participants who may be in a dependent relationship or situation?		14. Does the study use any kind of deception?	
6. Does the study need to address social, cultural, religious or other sensitive issues?		15. Will the study involve any tape recordings or video recordings?	
7. Will any drugs, placebos, therapeutic/ medical or other invasive procedures be administered to participants?		16. Does the research involve external sponsorship or funding?	

8. Will the study involve the collection of blood, body fluid or tissue samples?		17. Are there any other ethical issues relevant to this project that warrants consideration?	
9. Is any part of the intervention defined as invasive?		18. As the researcher will you be conducting interventions requiring a current registration of clinical competency?	

15. Please provide details of each ethical issue identified on the previous page, paying particular attention to how these issues will be addressed.
16. How will you analyse the data?
17. Please provide details of how confidentiality of the information collected for the study will be protected during the study and in the publication of findings. Indicate how data security will be maintained and the length of time data will be stored for

18. Please provide an anticipated completion date for the project

Declaration

I/We the undersigned declare that:

1. I/We have carefully considered the ethical implications of this research proposal and that the protocols we propose comply with the NHMRC endorsed National Statement on Ethical Conduct in Research involving Humans, Statement on Human Experimentation (2007) and Supplementary Notes and all policies and procedures relating the to conduct of research within UnitingCare Queensland.

2. I/We will notify UnitingCare Queensland immediately of any adverse effects arising from the research (such as unexpected adverse outcomes, unexpected community/participant risk factors or complaints).

3. I/We will not diverge from the protocols set out in this proposal, unless authorised in writing by UnitingCare Queensland to do so.

4. I/We will provide regular reports and a final report as requested by UnitingCare Queensland.

5. I/We will provide UnitingCare Queensland with copies of any reports or published papers arising from this research for perusal prior to dissemination into the public domain.

6. All of the information contained in this proposal is true and correct to the best of my/our knowledge, information and belief.

Principle Investigator ……. Date…….

Associate Investigator …….. Date……

Associate Investigator ……. Date……

Associate Investigator ……. Date……

Associate Investigator ……. Date……