

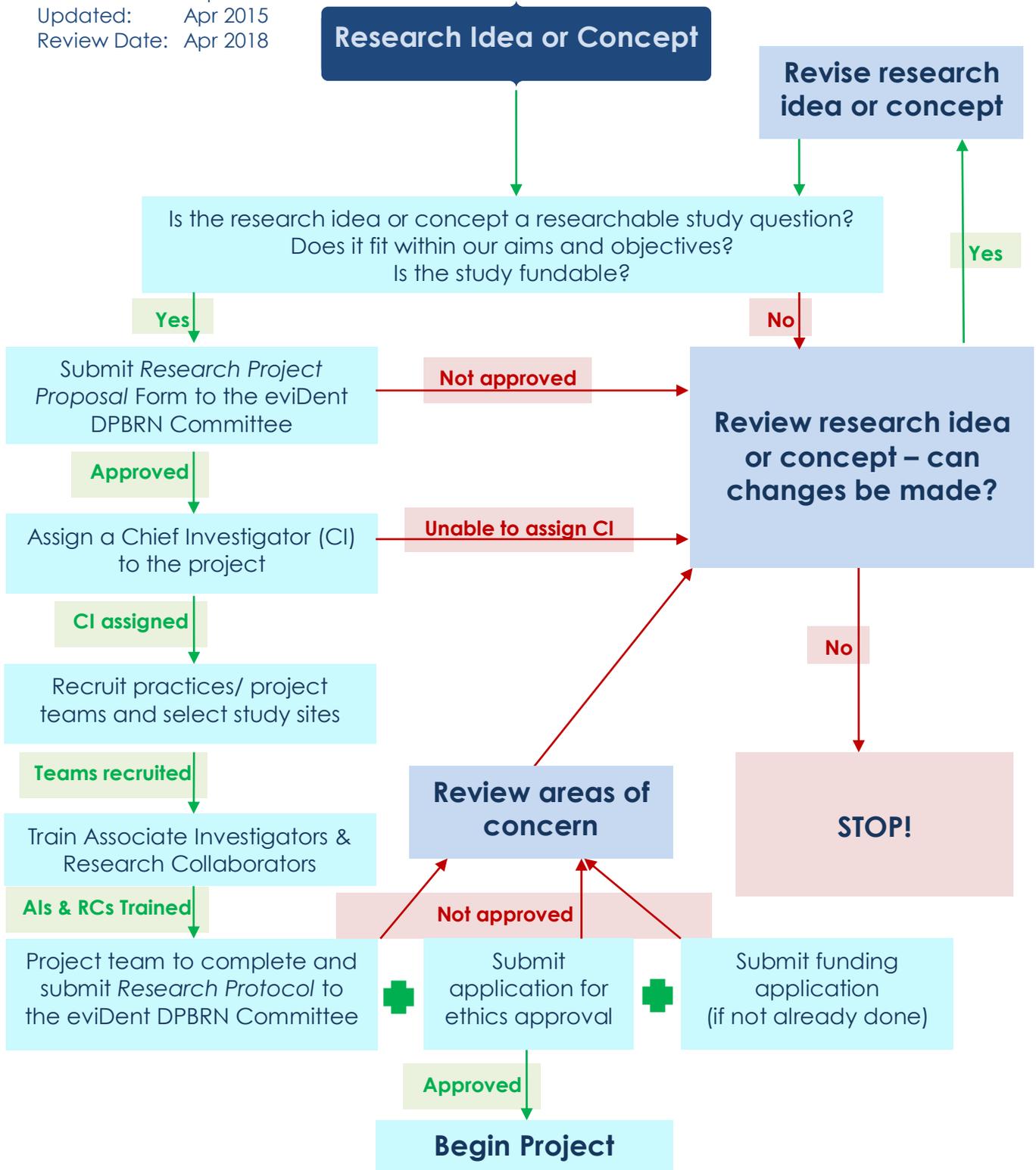
Research Project Selection and Approval Process

Procedure No: EPR001

Issue Date: Sept 2009

Updated: Apr 2015

Review Date: Apr 2018



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Research Idea or Concept

You have a problem or research idea/ concept that you would like to explore further.

**Is the research idea or concept
a researchable question?
Does it fit within our aims and
objectives?
Is the study fundable?**

Is the research idea or concept clear and concise?

Does the idea fit within one or more of eviDent's aims and objectives, i.e.:

- enhance the translation of research results into oral health care practice and policies by targeting research topics and themes of interest and concern to both practitioners and policy makers
- enhance the evidence base supporting oral health public policy, so that policy is practicable and relevant to dental practitioners
- facilitate the implementation, and translation of new oral health research studies into evidence-based daily practice of dentists
- sharing of research findings via peer-learning education of the wider oral health profession through seminars, workshops and conference presentations
- establish interdisciplinary networks for projects that address the relationship between oral and general health e.g. diabetic patient needs, smoking cessation

Is there money available to fund this project?

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Submit Research Project Proposal Form to the eviDent DPBRN Committee

eviDent members or potential members are invited to submit their research idea or concept to the eviDent DPBRN Committee for consideration using a very simple form that asks:

- Contact information
- Proposed project team/ Associate (practitioner) Investigators
- How many additional Associate Investigators would the project require
- A brief description of the problem/ research idea or concept
- What the practitioner hopes to learn from the study
- How the practitioner believes the project could be implemented within a practice setting

Once the form has been submitted, the eviDent DPBRN Committee will consider the proposal against the following criteria:

- Is the research idea or concept a researchable question?
- Does it fit within our aims and objectives?
- Is the study fundable?
- Are there resources available to support the project?

If the proposal meets the criteria, interest will be invited from eviDent's Chief Investigators to lead the project team.

Review/ revised the idea or concept

If the research proposal is not accepted by the Committee, feedback will be provided as to why the project cannot proceed as is, and advice and guidance offered on how (if at all) the idea can be revised so that it fits the Committee's criteria.

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<p>Assign a Chief Investigator (CI) to the project</p>	<p>If the proposal meets the criteria, interest will be invited from eviDent's Chief Investigators to lead the project team. Without the agreement of a CI to lead the project team, the project will NOT proceed.</p>
<p>Recruit practices/ project teams and select study sites</p>	<p>Associate Investigators (AIs) should consider the impact of the research project on the practice team. Is the practice 'practice ready' to undertake a research project?</p>
<p>Train Associate (Practitioner) Investigators (AIs) and Research Collaborators (RCs)</p>	<p>eviDent requires that all AIs and RCs complete training covers the following components:</p> <ul style="list-style-type: none"> a) Australian Code for the Responsible Conduct of Research b) Good Clinical Practice c) human research ethics (including gaining approval, using Plain Language Statements and Consent Forms) d) informed consent e) confidentiality f) data collection and management <p>Having completed the training, AIs and RCs will be encouraged to discuss any queries with the Chief Investigator(s) assigned to their project.</p> <p>It should be recognised that Associate Investigators and Research Collaborators may require <i>project specific</i> training. This will be determined by the individual project teams.</p>

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<p>Train Associate (Practitioner) Investigators (AIs) and Research Collaborators (RCs) cont...</p>	<p>In addition to the minimum training requirements, eviDent members are encouraged to reflect upon their skills and knowledge to identify any skills gaps.</p> <p>eviDent will provide an additional <i>voluntary</i> training component that includes the following components:</p> <ul style="list-style-type: none"> a) research question design b) literature reviews c) research methods d) protocol writing e) evaluation of data f) turning findings into practice
<p>Project team to complete and submit Research Protocol to the eviDent DPBRN Committee</p>	<p>Your research protocol will be assessed, and if approved, you will be able to commence your Research Project (subject to ethics approval and funding). If the eviDent DPBRN Committee proposes to refuse your Research Protocol you will be invited to make submissions to the eviDent DPBRN Committee about your Research Protocol. The CI may be requested to attend a meeting with members of the eviDent DPBRN Committee.</p>
<p>Review areas of concern</p>	<p>If the research protocol is not accepted by the Committee, the Chief Investigator will be invited to address the committee's concerns with a view to overcoming them rather than starting the process from the start. If the committee's concerns cannot be overcome through such a discussion then the Committee will provide the Chief Investigator with advice and guidance on how (if at all) the idea can be revised so that it fits the Committee's criteria.</p>

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<p>Submit application for ethics</p>	<p>Does the project require ethics approval? Does the project have ethics approval? The CI assigned to the project will advise as to whether ethics approval is required, and if so, will work with the project team to complete and submit an application to the Melbourne University Human Research Ethics Committee. Prior to submitting the application, project teams are advised to refer to the guide provided by the Office for Research Ethics and Integrity http://www.orei.unimelb.edu.au/content/completing-application-humans</p>
<p>Submit funding application</p>	<p>Does the project have funding? How much funding does the project need? The CI assigned to the project must sign all funding applications. If seeking commercial support, projects are reminded to refer to Policy EP005, Commercial Support.</p>
<p>STOP</p>	<p>Unfortunately your project does not meet eviDent's requirements and you may not commence your project with eviDent.</p>
<p>Begin Project</p>	<p>Congratulations, you have met eviDent's requirements and may commence your project!</p>