Mid North Coast Local Health District

Research Management Plan Template

Version 1.1 FINAL

30 September 2016

Health
Mid North Coast
Local Health District
Quality and Excellence in Regional Healthcare

Contents

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Research Management Plan

I. Purpose of this document

This document is designed for the research team to discuss, clarify and document relevant details at the outset of the project.

Note: Research conducted within Public Health Organisations must adhere to NSW Ministry of Health Policy Directives regardless of the employer of the researcher. These include, ***but are not limited to*** *the following:*

- *"Intellectual Property Arising from Health Research - Policy – NSW Department of Health" (PD2005_370) (http://www0.health.nsw.gov.au/policies/PD/2005/PD2005_370.html) .*
- *Conflicts of Interest: http://www0.health.nsw.gov.au/policies/pd/2015/PD2015_045.html*
- *Research Ethics and Governance Policy Index: http://www.health.nsw.gov.au/ethics/Pages/re-and-g-policies.aspx*

II. Scope

This Research Management Plan (The Plan) may be used for any projects involving Mid North Coast Local Health District employees. Partner organisations in the research project may use their own Research Management Plan/Research Agreement, in lieu of this Plan, however it is the responsibility of the Chief Investigator to ensure that the 'Partner Plan/Agreement' includes all Sections of this document.

III. Instructions

1. This Plan should be completed in consultation and agreement of all members of the research team.
2. It is the decision of the team whether ALL sections are completed. If a section is not completed, a statement describing why should be included, or 'Not Applicable'.
3. Where extra pages are needed, **eg Section VI – Funding Details**, add pages as required.
4. If amendments in the Plan are required during the course of the project, complete **Section IV**, the **appropriate section** of the Plan **and Section XV - Signatures** eg where additional funding is received complete Section IV, VI & XV; for changes in the research team – IV, V & XV etc
5. The Chief Investigator is responsible for the storage, filing and distribution of a copy of the Plan (initial and amendments) to all research team members, the MNCResearch Operations Office (MNCResearch@ncahs.health.nsw.gov.au) and the MNCLHD Research Governance Officer.

IV. Project Summary

Project Title					
Project Summary *(150 words max)*					
Project Start Date:			5. Project End Date:		
Is this the initial plan (i.e. at the initiation of the project) or an amendment to the plan?	Initial *(proceed to Section B)*		Amendment (s) *(List the Section(s) included in this amendment)*		

V. Project Team Details (Summary)

Name	Organisation	Role in Project *(eg Project Lead, Statistical Analysis etc)*

VI. Funding Details: Monetary and 'In-kind'

Does the research project have funding? Yes (complete the table(s) below) ☐ No ☐ (go to Section D)

Funding Source and Grant Name	Grant Identification Code *(eg RSGP 2016-01)*	Amount *(AUD exc GST)*	Location of funds *(eg MNCLHD CC 1234567)*	Additional Comments *(eg. Funding time limit)*

Identify how these funds will be used:

Amount	Resource *(eg Joe Bloggs' salary, equipment, etc)*	Description *(eg. Joe will be providing statistical analysis)*

Funding Source and Grant Name	Grant Identification Code *(eg RSGP 2016-01)*	Amount *(AUD exc GST)*	Location of funds *(eg MNCLHD CC 1234567)*	Additional Comments *(eg. Funding time limit)*

Identify how these funds will be used:

Amount	Resource *(eg Joe Bloggs' salary, equipment, etc)*	Description *(eg. Joe will be providing statistical analysis)*

Describe any 'In-kind' funding

Resource *(eg Jill Smith's salary, equipment, etc)*	Description and Amount if required by the team *(eg. Jill will be providing assistance with the methodology)*

VII. Roles and Responsibilities

Who will be responsible for the following? (add tasks as required)

Task	Person(s)/Role(s) responsible	Additional Comments
Protocol development		
Ethics – includes completion of the appropriate form(s), submission, query resolution, reporting and ongoing amendments		
Research Governance– includes completion of the appropriate form(s), submission, query resolution, reporting and ongoing amendments		
Reporting to Funding Bodies (as applicable)		
Data Analysis		
Report/ article drafting		
Report/article review/editing		
Documentation of authorship agreements		

Task	Person(s)/Role(s) responsible	Additional Comments

VIII. Communication Strategy

Describe the Communication Strategy for the Research Team

Mode *(eg. Face-to-face, Teleconference/Videoconference, Email)*	Frequency *(eg. Weekly, Fortnightly, Monthly, As Required)*	Organised by? *(eg. Project Lead, Secretariat of Steering Committee)*

IX. Intellectual Property

All MNCLHD staff and external researchers involved with this project must be familiar with "Intellectual Property Arising from Health Research - Policy – NSW Department of Health"(PD2005_370) (http://www0.health.nsw.gov.au/policies/PD/2005/PD2005_370.html).
Adherence to this Policy Directive is mandatory for all NSW Health employees.

Is there a separate agreement relating to the intellectual property arising from this project?	Yes		No	
If 'Yes' attach a copy of the signed agreement to the end of this document. *If 'No', Answer the next question.*				
Is there the opportunity of commercial gain from this research project?	Yes		No	
Explain below how the intellectual property and commercial gains (if applicable) from this project will be managed.				

X. Additional Human Resources

List additional departments/individuals (not research team members) that may be required during the project eg. Health Information Services – pulling 100 medical records for review

Department / Person(s)	Task	Additional Comments

XI. Authorship and Publication

Refer to the following for guidance on publication and dissemination:

1. Section 2.4 NSW MOH Policy GL2011-001 Research Governance in NSW Public Health Organisations
2. Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals (ICMJE). In summary, authorship on publications should be based on substantial contribution in a combination of:
    a. conception and design;
    b. analysis and interpretation of data;
    c. drafting significant parts of the work or critically revising it so as to contribute to the interpretation.

Where research is to be published, the responsible or lead author will be required to complete and submit the following:

1. MNCLHD Approval Form for Conference Presentations and Journal Abstract Submissions (for MNCLHD staff only)
    a. Approval must be obtained from the Department Head, Executive Director and Chief Executive
    b. Submission to MNC Research Office
2. Statement of Authorship form
    a. The original version of this form is to be filed with the research data and materials.
    b. A completed copy of this form is to be forwarded to the MNC Research Office.
    c. Copies of all documentation to be held at least by the executive author.
3. Notify the MNC Research Office of publications, posters or abstracts to be included on the MNCLHD 'Celebration of Research Staff' website (MNCLHD staff only).

If required, use the following table to describe **potential** articles and that may arise from this project and responsibilities of co-authors:

Topic	Intended Publication	Team Member	Responsibility etc *(eg. State Primary/Co authorship, draft article, review article)*

XII. Management of Research Materials and Data

When research is carried out at multiple organisations, agreement must be reached in writing and these must clearly specify the principles of storage and retention of research data within each organisation in accordance with the Australian Code for the Responsible Conduct of Research ("The Code"). In some instances, researchers may be bound by the requirements specified by a funding body or external agency unless those agencies or bodies stipulate a period of retention less than that required by the law.

Options for recording the location and storage of data are as follows:

1. Complete the Location of Research Materials and Data Declaration form or similar and attach at the end of this document, **OR**
2. Complete the table below

Is the location and storage of data attached to this document?	Yes		No	
If 'No', Indicate where and for how long the primary data for this research project will be stored:				

XIII. Project Risk

It is important that the team consider and discuss the operational risks and mitigation strategies for the project.

#	Risk	Mitigation Strategy

XIV. Conflicts of Interest

List any real or perceived conflicts of interest at the commencement of the project and document below how those conflicts will be managed.

NB: Where conflicts of interest are identified and:

- *the Chief Investigator is an employee of the MNCLHD, a copy of this Plan must be lodged with their Line Manager.*
- *the Chief Investigator is NOT an employee of the MNCLHD, a copy of this plan should be provided to the Line Manager of a nominated MNCLHD employed research team member*

#	Conflict (include team member name and conflict)	Management

XV. Signatures

By signing this document, we, the undersigned agree to the conditions and information presented in this Research Management Plan.

Name	Signature	Date

The Chief Investigator is responsible for the storage, filing and distribution of a copy of the Plan (original and amendments) to:

- All research team members
- MNCLHD Research Operations office (MNCResearch@ncahs.health.nsw.gov.au)
- MNCLHD Research Governance Officer (Maureen.Lawrence@ncahs.health.nsw.gov.au)
- *If applicable (if Section I Conflict of Interest is completed):* Line Manager
  Line Manager Name:
  Line Manager Email: