** AMSANT Pro-Forma for Assessing Health Research Proposals**

**Instructions**

This Pro-forma is to be filled out by organisations or individuals seeking support, feedback or engagement with respect to health research projects. It aligns with AMSANT Research Policy principles, and AMSANT Data Management principles.

See AMSANT *Aboriginal Health Research Policy* for further information about AMSANT’s health research assessment process (at [www.amsant.org.au](http://www.amsant)).

A completed pro-forma together with a covering letter outlining the purpose and nature of the request together with a copy of the full funding application including the project budget and ethics application along with any other relevant documents should be forwarded to:

Email: [researchadmin@amsant.org.au](mailto:researchadmin@amsant.org.au) CHECKLIST

Fax: (08) 89814825 ⃝ Full funding application

Post: AMSANT, GPO Box 1624 Darwin NT 0801. ⃝ Project budget

⃝ Feedback (p7)

⃝ Ethics Application

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| **Project Title:** |  |
| **Submitted by:** |  |
| **Date submitted:** |  |
| **Date response required by:** |  |
| **Contact details:** |  |
| 1. **OVERVIEW:**   Brief description of the project: Aims/research questions, research methodology, who is involved and how it is funded? |  |
| 1. **AMSANT/MEMBER SERVICES’ (ACCHSs’) PARTICIPATION:** What type and level of response or participation do you seek from AMSANT? |  |
| * 1. Letter of support for funding or ethics committee (state which). |  |
| * 1. Advice or feedback on research design (Please use AMSANT’s Early Research Pro-forma if research is at formative stage) |  |
| * 1. Advice regarding ACCHSs   Will this research require ACCHSs to participate? If so, how do you plan to approach and engage ACCHSs? |  |
| * 1. Research partnership |  |
| 1. **WHAT ARE THE BENEFITS OF THE RESEARCH?**   Please outline (as applicable) the benefits of the research to: |  |
| * 1. Aboriginal and Torres Strait Islander people in general; |  |
| * 1. ACCHSs’ service delivery or capacity; |  |
| * 1. ACCHSs’ clients in general; |  |
| * 1. individual participants in the project. |  |
| 1. **WHAT ARE THE RISKS OF THE RESEARCH?**   Please provide details of the possible risks to: |  |
| * 1. Aboriginal and Torres Strait Islander people in general; |  |
| * 1. Individual participants in the project; |  |
| * 1. ACCHSs in general; |  |
| * 1. participating ACCHSs. |  |
| * 1. What strategies will be employed to limit/reduce these risks? |  |
| **5. ABORIGINAL AND TORRES STRAIT ISLANDER PARTICIPATION:**  Please provide details of the involvement of Aboriginal and Torres Strait Islander people in the project’s: |  |
| 5.1 design; |  |
| 5.2 implementation; |  |
| 5.3 governance; |  |
| 5.4 monitoring and evaluation. |  |
| **6. CULTURAL SAFETY AND SECURITY:** Please provide details: |  |
| 6.1 Please provide details of Aboriginal and Torres Strait Islander researchers on the research team; |  |
| 6.2 Please outline the experience of the principal researcher or investigators team in Aboriginal and Torres Strait Islander research; |  |
| 6.3 Please outline the experience of the principal researcher or investigators team in Aboriginal and Torres Strait Islander primary health care or related areas? |  |
| 6.4 How will the research team gain advice locally to ensure the research is culturally safe, appropriate and understood by those involved? |  |
| **7. RESOURCING AND CAPACITY:** Please provide details: |  |
| 7.1 What is the funding source for the project? |  |
| 7.2 What is the total project budget? (please attach copy of budget if available) |  |
| 7.3 What are the estimated human resources, financial and operational impacts on participating ACCHSs? Please specify ACCHSs staff required, FTE and hours/frequency involved and any additional requirements such as rooms, vehicles, IT and other equipment. |  |
| 7.4 What resources are available to support or fund ACCHSs’ participation? |  |
| 7.5 Will the project cause disruption to the health services and /or community? Please provide details. |  |
| 7.6 Does the project provide opportunities for the employment and training of Aboriginal and Torres Strait Islander people (as researchers, interpreters, translators, cultural advisors and brokers, data specialists)? Please list resources allocated. |  |
| 7.7 How will the project develop the research capacity of the organisations involved? |  |
| **8. RESEARCH QUALITY/STANDARDS/ETHICAL ISSUES** Please provide details: |  |
| 8.1 How does the research methodology address cultural security and cultural safety? |  |
| 8.2 Is the timeframe of the research project achievable and adequate? |  |
| 8.3 Are there other specific aspects of the research which require special consideration (for example, does the project involve the collection of blood and tissue samples; or raise sensitive cultural issues?) |  |
| 8.4 How are community and individual consent issues being addressed? (attach relevant documents, consent forms if available) |  |
| 8.5 Has the project received approval from the relevant formal Ethics Committee? (Please attach ethics applications). |  |
| 8.6 How has the project addressed the issues of intellectual and cultural property rights? |  |
| **9. RESEARCH TRANSFER** Please provide details: |  |
| 9.1 Has the project produced a comprehensive research transfer strategy (see Section 3 ‘Principles’ of Policy document), including providing feedback and access to research results for ACCHSs and the communities affected? (Please provide details: How/how often results will be shared with participating ACCHSs, provision for on-site feed-back, resources allocated for interpreting/translating research results in a language and format relevant locally). |  |
| 9.2 What processes are included for the monitoring and evaluation of the research. |  |
| 9.3 What processes/structures are in place for ACCHSs to monitor and control the public dissemination of research findings (including appropriate timeframes, decision making processes, governance etc)? |  |
| **10. DATA GOVERNANCE/SOVEREIGNTY** Please provide details: |  |
| 10.1 Please describe how research data will be governed and how this will comply with relevant standards. |  |
| 10.2 Does this research need an MoU with AMSANT? If so, please provide details of what the MoU would cover. Does it require an MoU with ACCHSs? If so, what would this MoU cover? |  |

**Feedback on research assessment process**

Please respond to the following questions regarding the assessment process of health research proposals by AMSANT. Your feedback will enable AMSANT to improve this process and allow us to continue to engage in health research in a productive and collaborative way.

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| --- | --- |
| 1. Do you find the pro-forma was  a) easy to use/easy to access?  b) appropriate?  c) helpful? |  |
| 2. Are there ways AMSANT could improve its assessment process/engagement with health researchers? |  |