

ANZSPM Research Study Promotion Request

POLICY

In line with ANZSPM's strategic initiatives to promote research and to support its members, ANZSPM supports the distribution of requests for participation in research studies which are relevant to palliative medicine, which further the ANZSPM Purpose to improve health outcomes for every person with a life limiting illness living in Australia and New Zealand, and which deliver against its Mission to improve health outcomes by working with and influencing the system and community around the person with a life-limiting illness.

APPLICATION

Requests should be made on the designated ANZSPM Research Study Promotion Request Form and be accompanied by any associated documentation as outlined on the Form.

APPLICANT AGREEMENT

The applicant agrees to:

1. acknowledge ANZSPM's cooperation in distributing the research study participation request
2. provide a synopsis of results of the research for publication on ANZSPM website/publications (where possible, subject to any copyright limitations)
3. recognise that ANZSPM is under no obligation to distribute research study requests received.

COSTS

Member requests are free of charge.

Non-member requests will attract a fee for distribution as set from time to time by ANZSPM Council (currently \$275 including GST).

METHOD OF DISTRIBUTION, APPROVAL LEVEL AND TIMEFRAME LIMITATIONS

Your study information will be distributed to members with reference to the following broad guidelines. The form of distribution for your study will be at the discretion of ANZSPM. It should be noted that if a number of requests are in process at any one time, distribution of requests for study participation will be staggered.

Method of distribution	Approval Level	Approval Process	Timeframe Limitations
Direct email to members	<ol style="list-style-type: none"> 1. Council approval as required for <i>Out of Session</i> decision (currently 6 votes) 2. Evidence of appropriate ethics approval (where applicable) 	ANZSPM Council members vote yes or no , and if no , optionally provide brief sentence only, re decision.	<ol style="list-style-type: none"> 1. Not more than 2 per month 2. 1 reminder only sent unless extenuating circumstances (e.g. technical problem)

Website listing	At discretion of ANZSPM CEO (liaising with President where necessary)	At discretion of ANZSPM CEO
ANZSPM Publication (e.g. ANZSPM ENEWS or ANZSPM Newsletter)	At discretion of ANZSPM CEO (liaising with President where necessary)	At discretion of editor in consultation with ANZSPM CEO

ANZSPM Research Study Request Form

Please complete this form and return with appropriate documentation as detailed below to info@anzspm.org.au

Date of Request:	
Name:	
Contact email:	
Contact phone:	
Financial Member (Y/N)	

APPLICANT AGREEMENT

By completing this form and submitting to ANZSPM I agree to:

1. Acknowledge ANZSPM's cooperation in distributing the research study, as appropriate, on study documentation and publications arising
2. Provide a synopsis of results of the research study for possible publication on ANZSPM website/publications (where possible, subject to any copyright limitations)
3. Recognise that ANZSPM is under no obligation to distribute-research studies received.

Type of Study:

Survey: Focus Group/s: Interviews: Panel Establishment:

Other: Please provide details: _____

Research Study Title:	
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Overview: (100 words)	<i>Please clearly describe your study aims in plain English. This information may be used on various of our communications platforms.</i>
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Background Information: (up to 500 words)	<i>This information will be used by ANZSPM Council members to assess whether your study is appropriate for distribution to members.</i>
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Invitation to participants: (300 words)	<i>You <u>must</u> include information indicating your target group (country/ies; age group/s being studied; any other information about the respondents you wish to reach) so that members can easily assess, from the email request, whether their particular input to the study is sought.</i>
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Web link	
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Ethics approval number	<i>Your study request will not be distributed to members unless it has received ethics approval. If you are yet to receive ethics approval, please provide details as to when this is likely to occur. If you have received a waiver, please provide details of waiver.</i>
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Required attachments (as appropriate for your study):

- full copy of (as appropriate to your study):
 - survey
 - interview guide
 - focus group invitation/s
 - details of panel purpose, composition and guidelines
- Ethics approval/waiver notice

If you are conducting a **survey** please provide the following additional information:

Number of participants targeted:	
Estimated time to complete	
No. of questions to be asked	
Has the survey been piloted for readability and length?	

If you are conducting **focus groups** please provide the following additional information:

Number of focus groups:	
Focus group duration:	

If you are conducting **interviews** please provide the following additional information:

Number of interviews sought:	
Estimated duration:	

If you are seeking to establish a **Research Panel** please provide the following additional information:

Anticipated Panel size:	
Likely lifetime of the Panel:	

Please select one of the following

- Distribute to All Members
- Distribute to Australian members only
- Distribute to New Zealand members only

Please provide any additional comments/requests in relation to this request here:

If you have questions or require further information about this service, please contact the ANZSPM Secretariat at info@anzspm.org.au.