

Research Support and Development

Standard operating procedures for researchers





Acknowledgement of Country

The Child and Adolescent Health Service (CAHS) acknowledges the Whadjuk and Binjareb people of the Noongar Nation as the Traditional Custodians of the land, sea and waters on which we work and live. We pay our respects to the Elders past and present.

Aboriginal people, as the First Peoples, have cared for this land for at least 65,000 years. We recognise and value their continuing cultural and spiritual connections to this land. CAHS acknowledges the diversity of Aboriginal people from across Western Australia who access the health services provided within CAHS.

CAHS recognises that the colonisation of this Country has come at a great cost to Aboriginal peoples and communities and the continued effects of colonisation impact on health and wellbeing today. We pay tribute to the strength, resilience, and courage of Aboriginal people who have survived the devastation of the recent past, to stand strong and proud today.

CAHS is committed to working towards a better future, where all cultures are respected and valued, and Aboriginal people take their rightful place as the First Australians.



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INTRODUCTION

This document provides staff of the Child and Adolescent Health Service (CAHS) and other external research colleagues, including students, the requirements for and processes of research support and development within CAHS. This document outlines the responsibilities and functions of the various stakeholders involved in these procedures. It is designed to promote good research practice, ensuring that CAHS complies with the <u>Australian Code for the Responsible Conduct of Research</u>, 2018 ('the Code') and the <u>National Statement on Ethical Conduct in Human Research</u> 2023 (National Statement).

RESEARCH SUPPORT AND DEVELOPMENT UNIT

The Research Support and Development Unit (RSDU) provides support to CAHS researchers across the researcher lifecycle. Support services include Consumer and Community Involvement (CCI), grants and funding opportunities (applications, opportunities, submissions, pre and post award coordination), preparing publications, protocol development, qualitative and quantitative data analysis, research education program and any other research related tasks. Researchers can request support by completing the CAHS Research Support Enquiry Form.

RSDU Vision

To provide streamlined support and development within the Research Department and contribute to CAHS being a world class research-active paediatric health service recognised for impactful research that transforms child and family health.

Mission

To equip and empower CAHS staff with the funding, education, mentorship, services and resources they need to build research skills, confidence, and capacity, to integrate high-quality research into clinical practice that improves health outcomes for children and families in Western Australia.

RSDU Actions

- Capacity Building provide training, mentorship, and practical support so staff gain the skills and confidence to design, lead, and complete research projects.
- Funding Enablement facilitate and manage internal and external funding opportunities, grant coaching, and grant administration to lower barriers to research.

- Research Integration embed research into clinical workflows and decision making so evidence generation informs and improves care.
- Awareness and Engagement raise staff awareness of research opportunities, successes, and pathways for involvement across CAHS.
- Excellence and Impact support rigorous methods, ethical practice, and knowledge translation to ensure research leads to measurable improvements in paediatric health.

PURPOSE

The purpose of this document is to detail the standard procedures and work instructions for researchers undertaking research and accessing research support and development services from the RSDU.

CONTACT

Research Support and Development Unit (RSDU)

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Office 5E, Perth Children's Hospital,
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Phone +61 8 6456 9769

Web https://cahs.health.wa.gov.au/Research

Emails

General enquiries <u>CAHS.Research@health.wa.gov.au</u>

Grants <u>CAHSResearchGrantsOfficer@health.wa.gov.au</u>

Research Education Program <u>researcheducationprogram@health.wa.gov.au</u>

The RSDU strongly recommends using the generic emails to ensure that queries can be attended to in a timely manner. These mailboxes are monitored by several team members to ensure continuity of service.

REFERENCE DOCUMENTS

The documents below are essential for any medical researcher working in Australia, WA and within the WA public health sector. It is also a requirement for researchers at CAHS to complete Good Clinical Practice (GCP) training prior to conducting any research activity. It is highly recommended that researchers also complete CCI training and involve consumers across the research lifecycle.

Understand your broad responsibilities as a researcher in Australia:

 National Health and Medical Research Council (NHMRC), Australian Research Council and Universities Australia <u>Australian Code for the Responsible Conduct of Research (2018)</u>

Understand your investigator responsibilities as a researcher in Australia:

• CAHS Investigator Responsibilities (health.wa.gov.au) policy

Read about how research is governed within WA Health:

• WA Department of Health Research Governance Policy and Procedures

Understand your investigator responsibilities for involving Consumers in research:

CAHS is committed to partnering with its consumers to help shape research by the people who will benefit from it the most. Researchers should seek input from the patients/clients, participants, parents, and carers who will be most affected by research advancements. It is suggested consumers be included across the research lifecycle, including proposal development, grants, protocol design, research project implementation, interpretation of results and dissemination.

- All consumer engagement at CAHS, regardless of affiliation, must comply with the <u>CAHS</u>
 <u>Consumer Representative Recruitment and Management policy</u>.
- Recruitment and onboarding processes <u>Consumer Representative Recruitment and Management Toolkit</u>.
- Free short e-modules are available to researchers <u>WAHTN CCI Training</u>.

Understand how to design and conduct ethically acceptable research:

- NHMRC <u>National Statement on Ethical Conduct in Human Research (2023)</u>
- World Medical Association <u>Declaration of Helsinki Ethical Principles for Medical Research</u> Involving Human Subjects (2018)

Understand the fundamentals of conducting clinical trials and all human research:

- Therapeutics Goods Administration <u>Australian Clinical Trial Handbook</u>
- Therapeutics Goods Administration Note for Guidance on Good Clinical Practice
- International Council for Harmonisation of Technical Requirements for Pharmaceuticals for Human Use (ICH) <u>Guidelines for Good Clinical Practice</u>
- WA Health Translation Network GCP in Australia online training

Understand the National Clinical Trials Governance Framework (NCTGF) requirements when conducting Clinical Trials research at CAHS:

Any clinical trials research conducted at CAHS must be compliant with the <u>NCTGF</u> which outlines the requirements in terms of clinical governance and consumer partnerships.

All questions regarding NCTGF standards at CAHS can be emailed to CAHS.clinicaltrials@health.gov.au.

Understand the principles to ensure research is safe, respectful, responsible, high quality and of benefit to Aboriginal and Torres Strait Islander people and communities:

- NHMRC Ethical Guidelines for Research with Aboriginal and Torres Strait Islander Peoples
- Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) <u>Code of Ethics</u>
 2020

Follow available guidance on NHMRC requirements on safety reporting and monitoring requirements:

- Safety Monitoring and Reporting in Clinical Trials involving Therapeutic Goods 2016
 - Risk-based Management and Monitoring of Clinical Trials involving Therapeutic Goods
 2018
 - o Reporting of Serious Breaches of GCP or Protocol for Trials involving Therapeutic Goods
 - Data Safety Monitoring Boards

Understand your responsibilities for publication and authorship as a researcher in Australia:

- CAHS <u>Publications (health.wa.gov.au)</u> policy
- NHMRC <u>Authorship</u>: A guide supporting the Australian Code for the Responsible Conduct of Research (nhmrc.gov.au)

ABBREVIATIONS

AE Adverse Event

CAHS Child and Adolescent Health Service

CACH Child and Adolescent Community Health

CAMHS Child and Adolescent Mental Health Service

CCI Consumer and Community Involvement

CPI Coordinating Principal Investigator

Col Conflict of Interest

CRG Collaborative or Cooperative Research Group

CRO Clinical Research Organisation / Contract Research Organisation

CTA Clinical Trial Application
CTN Clinical Trials Notification

CTRA Clinical Trial Research Agreement

CTS CAHS Clinical Trials Sub-Committee

CV Curriculum Vitae

DoH WA Department of Health

DSMB/C Data Safety Monitoring Board/Committee

EOI Expression of Interest
GCP Good Clinical Practice

GEKO Governance Evidence Knowledge Outcomes

FHRI Future Health Research Innovation Fund

FTE Full Time Equivalent

MRFF Medical Research Future Fund

HoD Head of Department

HREA Human Research Ethics Application
HREC Human Research Ethics Committee

National Statement on Ethical Conduct in Human Research, 2023

NHMRC National Health and Medical Research Council

NMHS North Metropolitan Area Health Service
ORCiD Open Researcher and Contributor ID

PCH Perth Children's Hospital

PCHF Perth Children's Hospital Foundation

PI Principal Investigator

PMH Princess Margaret Hospital
PRN Project Reference Number

QA **Quality Assurance**

QΙ Quality Improvement

RAC Research Advisory Committee

REG Research Ethics and Governance

Researcher a person who carries out academic or scientific research

RG Research Governance

RGO Research Governance Office **RGS** Research Governance System REP Research Education Program

RSD Research Support and Development

RSDU Research Support and Development Unit

SAE Serious Adverse Events

SOPs Standard Operating Procedures

SSI Significant Safety Issue

SUSAR Suspected Unexpected Serious Adverse Reactions

TKRI The Kids Research Institute Australia

TGA Therapeutic Goods Administration

USADE Unanticipated Serious Adverse Device Effect

USM Urgent Safety Measures

UWA The University of Western Australia

WAHTN Western Australian Health Translation Network

WAHEAF WA Health Ethics Application Form

WASM WA-Specific Module

WA Western Australia WI

Work Instruction

Working with Children's Check **WWCC**

PROCEDURES

Overview

The Research Support and Development (RSD) standard operating procedure document is one of three documents describing CAHS Research Department standard operating procedures.

The current suite of CAHS Research Department standard operating procedures are:

- Research Ethics and Governance; <u>CAHS REG Standard Operating Procedures (May 2025).pdf</u>
- Clinical Trial Operations (including Clinic D Research)
- Research Support and Development for researchers (current document)

Procedure Explanations

The RSD standard operating procedure document outlines work tasks that guide and support researchers in their research activities across the research lifecycle within CAHS. This document aims to retain currency.

The RSD standard operating procedure document is divided into four (4) sections:

- 1. Data Analysis
- 2. Grants
- 3. Research Education Program
- 4. Support and Development

Within each section are related work tasks. Each work task has its own review cycle with review dates provided at the end of each work task. The following numbering classification is used to label each work task.

Table 0-1. SOP numbering and title

Section	Number	Revision	SOP Title
1	01	-01	Authorship affiliation by-line for research purposes

Section - Represents the section i.e. 1 Data; 2 Grants; 3 Research Education Program; 4 Support and Development

Number - Represents the work task unique number and begins from 01.

Revision - Represents the revision number. i.e. The original document is represented by -00, with subsequent revisions noted in numerical order.

The above example would display in the contents and the page header as '01-01 Authorship affiliation by-line for research purposes'. Work tasks are presented in number-revision order throughout the document and are reflected as such in the contents page.

Revisions

Individual work tasks within this SOP shall be reviewed whenever significant changes occur to associated processes, systems, or resourcing. Any resulting amendments will be documented within the SOP Review and Version Control Table located at the conclusion of the respective work task. Revision iterations are represented by the last two digits of the individual SOP version in consecutive order.

Table 0-2. Example SOP Review and Version Control Table

Version	Date Issued	Summary of Changes	Prepared by	Reviewed By
1-01-00	23/10/2025	Initial version	John Smith Clinical Research Facilitator	Jane Doe, Manager RSD

A comprehensive review of this SOP will be conducted at least once every two (2) years, or sooner if operational or regulatory changes require it. Revisions to the document will be identified by a version number, which will appear both on the front page and in the version control table at the end of the document (e.g., Version X.Y).

- Major revisions will be indicated by the number before the dot (i.e., X).
- Minor revisions will be indicated by the number after the dot (i.e., Y).

A full document review will result in an update to the major version number, while minor updates to work tasks will result in a change to the minor version number.

If there is information that is missing, requires updating or is erroneous, please provide details to us at CAHS.Research@health.wa.gov.au.

Policies, procedures and guidelines

Across the RSD standard operating procedure, the following policies, procedures and guidelines apply. Where there are specific additional policies, procedures and guidelines, these will be listed at the end of the specific standard operating procedure.

Related internal policies, procedures and guidelines

CAHS Investigator Responsibilities (health.wa.gov.au) policy

CAHS Publications (health.wa.gov.au) policy

CAHS Publication checklist

CAHS Research policy

Related external policies, procedures, guidelines and resources

Australian Code for the Responsible Conduct of Research

https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2007

Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) Code of Ethics 2020

NHMRC Authorship guidelines

Authorship: A guide supporting the Australian Code for the Responsible Conduct of Research (nhmrc.gov.au)

NHMRC Ethical Guidelines for Research with Aboriginal and Torres Strait Islander Peoples

NHMRC National Statement on Ethical Conduct in Human Research (2023)

National Statement on Ethical Conduct in Human Research 2023 | NHMRC

World Medical Association <u>Declaration of Helsinki - Ethical Principles for Medical Research Involving Human</u> <u>Subjects (2018)</u>

DATA PROCEDURES This page has been intentionally left blank.

1-01-00 Requesting biostatistical support

	PROCEDURE – 1-01-00 Requesting biostatistical support	
To describe the requirements and processes when requesting biostatistical support from CAHS Research		
Scope (Staff):	All researchers wishing to undertake research within CAHS requiring biostatistical support.	
Scope (Area):	CAHS staff are only eligible.	
	Research projects are only eligible for biostatistical support.	

Aim

To provide a consistent and transparent process for CAHS researchers to request and access biostatistical support for research projects, ensuring equitable and efficient allocation of resources which lead to high-quality research outcomes.

Background

Biostatistical input is essential throughout the lifecycle of a research project, from study design and protocol development, grant development, ethics and governance, data analysis, and reporting. Timely and appropriate statistical support enhances scientific rigor, ensures methodological validity, and increases the likelihood of successful grant applications and high-quality research outcomes.

CAHS researchers can access biostatistics support through the CAHS Research Department Senior Biostatistician and in partnership with the Biostatistics team at The Kids Research Institute (TKRI) Australia.

Services offered:

- Study design and analysis plan development and reviews.
- Power calculations.
- Statistical analysis documentation for grant and ethics applications.
- Data management and capture plan development reviews.
- Assistance with result interpretation.
- Data analysis, statistical methods, and results presentation.
- General biostatistical advice.

This SOP outlines the procedure for requesting biostatistical support, including eligibility, submission requirements, and review timelines.

Key Points

• Early engagement with biostatisticians is strongly encouraged.

- Bookable consultation sessions with analysis support (up to 15 hours per project at TKRI) or at the discretion of the RSDU.
- Requests must be submitted in advance of deadlines (e.g. at least 4-6 weeks before grant or ethics submissions are due).
- Support is prioritised based on strategic alignment, feasibility, research impact, and resource availability.
- Projects requiring substantial ongoing support may need a cost-recovery arrangement or in-kind commitment.
- CAHS employees undertaking research as part of a student project will only receive advice as per the requirements of their university degree program. Statistical analysis cannot be undertaken on their behalf.

Eligibility

- Available to current CAHS employees (must have a HE number).
- Active projects must be 'research' and have an ethics approved RGS number.
- Some QI/GEKO projects may be eligible for support at the discretion of the RSDU.
- No student QI/GEKO projects can be supported, please seek assistance from your enrolling university.
- The <u>CAHS Research Support Enquiry Form</u> must be submitted.

Procedure

Described here are the recommended steps for requesting statistical support.

1. Preparation

- Ensure your project has a clearly defined research question, objectives, and a basic methodology.
- Confirm key timelines (grant due date, ethics submission, etc.).
- Identify funding status (funded, unfunded, applying for funding).

2. Complete and submit the Request research support form and select the 'Biostatistics' option.

Include the following information in the 'Please summarise your research enquiry' section:

- Brief project summary with clear research question (max 250 words).
- Note any key dates/deadlines.

3. Triage and Review

- You will receive an automated email acknowledging receipt of your request. If you do not receive this autoreply, please email <u>CAHS.Research@health.wa.gov.au</u>.
- The request will be reviewed by the CAHS Senior Biostatistician as soon as possible.

4. Confirmation and Planning

You will be contacted by email by the biostatistician to organise a project meeting and for additional information/supporting material, or to notify your support query has been allocated a job with the Biostatistics team at TKRI.

5. Delivery and Follow-Up

- Work with the assigned biostatistician per the agreed timeline.
- Ensure appropriate acknowledgement in grants/publications.
 - As per the <u>NHMRC guidelines on authorship</u>, work undertaken by the biostatistician warrants co-authorship.
 - Please ensure the appropriate CAHS affiliation is used. Refer to 4-02-00 CAHS Authorship Affiliation by-line.
- Notify the assigned biostatistician of any changes in project scope, timelines, or funding.

Note: For support beyond the allocated time, contact CAHS.research@health.wa.gov.au to discuss options. Research teams are strongly encouraged to develop a scope of work (hours), apply and allocate sufficient grant funding for biostatistical services. The RSDU can provide support in developing your budget.

Responsibilities

Role	Responsibilities
Requestor (Researcher)	Prepares documentation, submits request, maintains communication
Student Researcher	If statistical analysis forms part of a degree program, the student is responsible for undertaking the statistical analysis under the guidance of the RSDU as per the degree program requirements.
Supervisor (for students)	Endorses request, supports quality of submission
RSDU Biostatistics Team	Reviews requests, provides support, undertakes the analysis (except for students), communicates timeframes
RSDU	Oversees SOP adherence, manages resource allocation, records outcomes

SOP Review and Version Control Table

Version	Date Issued	Summary of Changes	Prepared By	Reviewed By
1-01-00	23/10/2025	Initial version	Angela Jacques, Biostatistician	Paola Chivers, Manager RSD

		Paola Chivers, Manager RSD	
Additional related internal policies	, procedures and guid	delines	
Additional related external policie	s, procedures, guideli	nes and resources	

2. GRANTS PROCEDURES This page has been intentionally left blank.

2-01-00 Requesting Support to apply for Grant Funding

PR	OCEDURE – 2-01-00 Requesting Support to apply for Grant Funding
To describe the requested Research.	uirements and processes when requesting support to apply for grant funding from CAHS
Scope (Staff):	All researchers wishing to seek grant funding to undertake research within CAHS.
Scope (Area):	Only CAHS staff are eligible.

Aim

To provide a consistent and transparent process for CAHS researchers to request support to apply for grant funding from CAHS Research.

Background

Securing grant funding is a vital component of supporting research projects, programs, and initiatives across CAHS. To maximise the likelihood of successful grant applications, it is essential that CAHS staff have access to appropriate support during the grant application process. This may include assistance with identifying suitable funding opportunities, developing proposals, budget preparation, statistical analysis plans, and ensuring compliance with the funders' requirements. Establishing a clear and consistent procedure for requesting support helps streamline the application process, ensures accountability, and enhances the quality and competitiveness of grant submissions.

This SOP outlines the procedure for requesting grant support, including eligibility, submission requirements, and review timelines.

Eligibility

- Available to current CAHS employees (must have a HE number).
- The CAHS Research Support Enquiry Form must be submitted.

Procedure

Described here are the recommended steps for requesting grant support.

To support you through the Grants procedure, we recommend you to use our Grants Checklist.

1. Preparation

Prepare your project ideas and desired outcomes. Consider:

- What is the research question (aims / hypotheses) or clinical problem you are trying to solve.
- What is it you need the funding for salaries, equipment etc.
- How long might you need funding for (realistically)?

Perth Children's Hospital and Neonatology | Community Health | Mental Health

- Have you thought about engaging early with a consumer?
- Do you need help with engaging a consumer?
- Do you need help to develop the research plan/protocol for the funding application?
- Do you need help with a statistical plan?

2. Complete and submit the Request research support form.

There are three grant specific options, and you can select more than one option:

- Grant opportunities (where to apply for funding)
- Grant application (early grant writing stage)
- Grant submission (late stage and ready to submit grant application)

3. Triage and Review

- You will receive an automated email acknowledging receipt of your request. If you do not receive this autoreply, please email CAHS.Research@health.wa.gov.au.
- The request will be reviewed by the CAHS Research Grants Coordinator as soon as possible.

4. Confirmation and Planning

You will be contacted by email by the Research Grants Coordinator to organise a project meeting and you may be referred to other members of the RSDU team for support or provided with additional information/ guidelines to help you.

5. Delivery and Follow-Up

You will work with the Research Grants Coordinator or other members of the RSDU team based on your needs.

Responsibilities

Role	Responsibilities
Requestor (Researcher)	Considers the project requirements and what grant support is required. Submits a request for support.
RSDU Team	Reviews requests, provides support, communicates timeframes
RSDU Grants Coordinator	Review applications, verify Full time Equivalent (FTE) costing with Finance, and organises relevant endorsement.
RSDU	Oversees SOP adherence, manages allocation, records outcomes

SOP Review and Version Control Table

Version	Date Issued	Summary of Changes	Prepared By	Reviewed By
2-01-00	23/10/2025	Initial version	Erika Sutanto, Research Grants Coordinator Sunalene Devadason, Senior Health Researcher	Paola Chivers Manager RSD

Additional related internal policies, procedures and guidelines
Additional related external policies, procedures, guidelines and resources

2-02-00 Applying for Project Grant Funding

PROCEDURE – 2-02-00 Applying for Project Grant Funding		
This SOP provides a standardised process for the preparation, review, approval, and submission of research funding applications at CAHS. It ensures consistency, compliance with internal and external requirements, and appropriate oversight of all research activities involving CAHS staff, resources, or in-kind contributions.		
Scope (Staff):	All CAHS employees and/or collaborators wishing to undertake research where CAHS staff, resources, and any in-kind commitments are required.	
Scope (Area):	This applies to both CAHS led, and non-CAHS led applications where CAHS staff, resources and any in-kind commitments are required.	

2-02 Table 1. Common grant schemes

Funding body	Funder
Perth Children's Hospital Foundation	Philanthropy
Perth Children's Hospital Foundation (PCHF) serves as the official and principal funder of the Perth Children's Hospital and the broader Child and Adolescent Health Service (CAHS), second only to government funding.	
Stan Perron Charitable Foundation The Stan Perron Charitable Foundation provides funding to various charitable initiatives, with a focus on health and wellbeing programs for children in Western Australia (WA).	Philanthropy
Telethon Trust The Channel 7 Telethon Trust supports research in medical, health and wellbeing and social welfare of sick, vulnerable and disadvantaged children in WA.	Philanthropy
Raine Medical Research Foundation The Raine Foundation supports top researchers and funds projects with strong potential to advance medical benefits and improve health outcomes.	State

Funding body	Funder
Brightspark The Brightspark	State
The BrightSpark Foundation funds early-stage Western Australian child health research to advance knowledge and improve children's wellbeing. Since 2015, BrightSpark has partnered with the Raine Medical Research Foundation to strengthen and advance child health research in WA.	
WA Child Research Fund	State
The WA Child Research Fund supports a wide range of research directly benefiting the health of children and adolescents in WA, aiming to improve health outcomes and foster collaboration across the research community.	
Future Health Research and Innovation Fund	State
The Future Health Research and Innovation (FHRI) Fund provides stable funding to support research, innovation, and commercialisation that improve the health and wellbeing of Western Australians, enhance the financial sustainability and economic prosperity of the State, and solidify Western Australia's leadership in health and medical research.	
National Health and Medical Research Council*	National
The NHMRC funds leading Australian health and medical research, operating under the principle that a diverse array of programs best advances the field.	
Medical Research Future Fund*	National
The Medical Research Future Fund (MRFF), a \$24 billion long-term investment, supports transformative Australian health and medical research to improve lives, strengthen the economy, and ensure the sustainability of the health system.	

^{*} National Category 1 funder. CAHS is unable to be an administering institution; therefore, the application needs to be submitted via Universities or Medical Research Institutions. The CAHS grant process must still be followed.

Procedure

Please refer to 2-02 Figure 1 Timeline: General Funding for an overview.

1. Identify the appropriate grant funding scheme.

Visit <u>CAHS Grants and funding information</u> for an overview.

• If you require help finding the appropriate grant scheme, complete and submit the Request research support form and select 'Grant opportunities'.

2. Grant development

- Check the grants eligibility requirements. Ensure your project and your research team meet the eligibility requirements.
- Applicants must complete:
 - <u>CAHS Grant Coversheet</u>. Completing the Grants coversheet will trigger support by the Research Grants Coordinator. They will support you through the submission process.
 - o FTE Costing Calculator.
- You are responsible for developing the grant application and ensuring alignment to the funder's requirements.
 - For grants where CAHS is the administering institution, the Research Department can provide
 advice on project planning, budgets, statistical plans and compliance. If support is required,
 complete and submit the <u>Request research support</u> form and select the relevant options (e.g. grants,
 biostatistics, protocol development).
- Seek prior approval of your research project from the relevant Head of Department (HoD).

3. Submit grant documents to RSDU.

Email the finalised grant documents to the Research Grants Coordinator

<u>CAHSResearchGrantsOfficer@health.wa.gov.au</u> (WA Health Employees only) by the internal CAHS deadline:

- No later than two (2) weeks prior for local funders deadline.
- No later than three (3) weeks prior for Category 1 National Funders deadline.

4. Final Check

The Research Grants Coordinator will provide a final check of your grant application to ensure the funder's requirements have been met. This includes:

- Application review
 - Note: Application review is not provided for NHMRC or MRFF grants submitted externally by non-CAHS staff that require a CAHS letter of support. Review will focus primarily on the requested budget for CAHS staff/resources and any in-kind support for the grant.
- Costing review with Finance.
- Endorsements obtained from HoD/Delegates/Executives depending on budget.
- CAHS-delegated authorisations and institutional letter of support, if required.

5. Submission of grant to funder

Depending on the funder specifications (refer to relevant Working Instructions).

Applications are submitted by Research Department for the applicant.
 OR

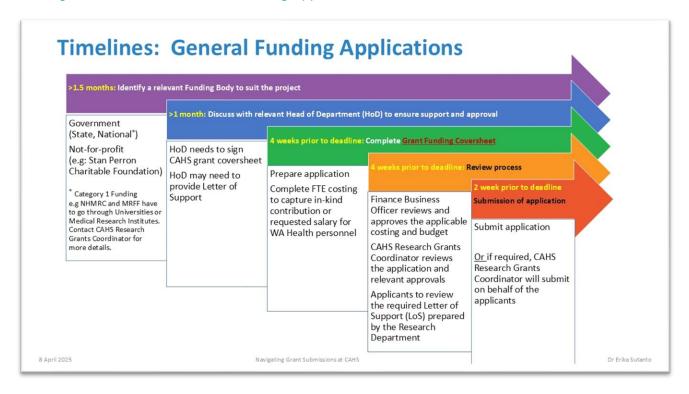
Applications are submitted directly by the investigator, or administering institution (Category 1 Grants),
 with a copy provided by email to <u>CAHSResearchGrantsOfficer@health.wa.gov.au</u>.

6. Compliance and Monitoring

If the grant is successful, where CAHS is the administering organisation, the Research Department will:

- Provide post award support.
- Notify the Research Governance team of the successful grant so they can assist with contracts and agreements.
- Ensure compliance is met with CAHS and any funder-specific policies, including progress/final reports.

2-02 Figure 1. Timelines: General Funding Applications.



Funder-Specific Procedures:

Detailed requirements and submission processes differ by funding body. Please refer to the relevant Working Instruction (WI) for the following funders.

- o WI Telethon Trust
- WI PCHF

Work Instruction - Telethon Trust

Background

Each year Telethon Trust opens a grant round to support organisations working for the health and well-being of children in WA. The application period typically runs from 1st of July to 31st of August. To ensure a fair and equitable process, each administering institution is invited to submit up to five (5) applications across three (3) categories: Programs, Equipment and Research.

As part of this process, CAHS selects the final applicants through an internal Expression of Interest (EOI) process. The deadline is typically set at least six (6) weeks before the opening of the Telethon Trust Grant round.

Procedure

Please refer to 2-02 Figure 2 Telethon Trust Grant Rounds for a timeline overview.

1. EOI call

Researchers should monitor research information bulletins for the internal call for EOI.

- Subscribe to the CAHS Research Support Newsletter by emailing a request to CAHS.Research@health.wa.gov.au.
- Monitor the CAHS Intranet for research announcements.
- The EOI generally opens at the end of May each year, with the selection process completed shortly
 after the Telethon Trust Grant round that opens on 1 July.

2. Eligibility

Check eligibility by ensuring that:

- The primary applicant is a current CAHS employee: Perth Children's Hospital (PCH), CAHS, Child and Adolescent Mental Health Service (CAMHS), or Child and Adolescent Community Health (CACH).
- The research project will be delivered at a CAHS-approved site.
- The same research project will not be submitted to another organisation for the same Telethon Trust grant round.

3. Submit your EOI

 Email the EOI form to Research Grants Officer (<u>CAHSResearchGrantsOfficer@health.wa.gov.au</u>) by the advertised deadline.

4. Pre-screening for eligibility

CAHS Research will pre-screen eligibility prior to review by the CAHS Grants Panel.

5. Panel review

- An independent CAHS Grants Panel will assess and rank the EOI applications.
- Panel members will be screened for any conflict of interest prior to the review.
- The top EOIs will be selected based on merit and alignment with the <u>CAHS Research Strategy</u> as well
 as the Telethon Trust priorities.

6. Shortlisting

Notification will be sent out to shortlisted applicants to submit a full application by the internal deadline.

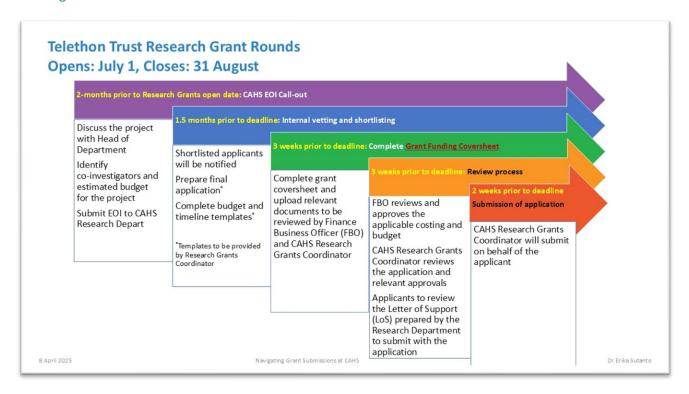
7. Prepare full application

Successful shortlisted applications can then refer to 2-02 Applying for Project Grant Funding following steps 2-5 (submitting a grants application). This includes completing the <u>CAHS Grant Coversheet</u>; <u>FTE Costing Calculator</u>. Note a **CAHS letter of support** will be arranged to accompany your final submission.

8. Submit application to funder

The Research Grants Coordinator will submit your application via the Telethon Trust Portal.

2-02 Figure 2. Telethon Trust Research Grant Rounds



Work Instruction – Perth Children's Hospital Fund (PCHF)

Background

Perth Children's Hospital Foundation (PCHF) is the official and primary funder of PCH and CAHS. Its grant program enables CAHS clinicians and researchers to deliver transformative paediatric health initiatives. Funding focuses on pioneering research, advanced equipment and technology, innovative education and training, world-class expertise, and improving patient and family experiences. Applicants must be CAHS or PCH employees, address unmet needs, and propose projects that deliver significant change.

Procedure

Please refer to 2-02 Figure 3 Timelines: PCHF Funding Applications overview.

1. Monitor research information bulletins

- Researchers should monitor research information bulletins for the <u>Grants Sub-Committee (GSC)</u> <u>meeting's schedules</u> and note the recommended submission dates for the specific GSC meeting at which they wish their application to be considered
- Subscribe to the CAHS Research Support Newsletter by emailing a request to CAHS.Research@health.wa.gov.au.

2. Check eligibility

- The primary applicant is a current CAHS employee: PCH, CAHS, CAMHS, or CACH.
- The project will be delivered at a CAHS-approved site.

3. Contact the Foundation's Grants team

• Discuss the research project, review its eligibility and obtain any relevant support for the application by contacting the PCHF Grants team.

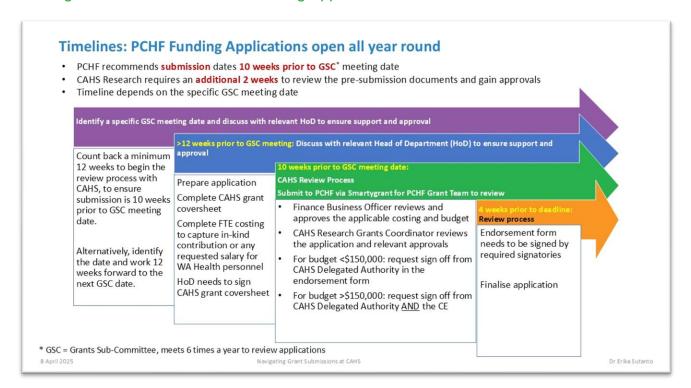
4. Prepare a full application

- Researchers need to refer to 2-02 Applying for Project Grant Funding following steps 2-5 (submitting a
 grants application). This includes completing the CAHS Grant Coversheet; FTE Costing Calculator.
- Applications must be <u>received no later than 12 weeks prior</u> to a specific <u>PCHF GSC meeting</u>. The Research Grants Coordinator will coordinate endorsement as follows, based on the budget threshold:
 - <\$500k: HoD, CAHS Delegate endorsement
 - ≥\$500k: HoD, CAHS Delegate and EDMS endorsement
 - ≥\$1M: HoD, CAHS Delegate, EDMS and CE endorsement

5. Submit application to funder

 Once the endorsement form is complete, the applicant can submit their application online via the <u>SmartyGrants</u> located on the PCHF website.

2-02 Figure 3. Timelines: PCHF Funding Applications



Responsibilities

Role	Responsibilities
Applicant (Researcher)	Prepare the grant cover sheet, grant application including research proposal, budget costing, identify team members and obtain/request required approvals within timelines and submit the application via online portal when it's ready.
RSDU Grants Coordinator	Review applications, verify FTE costing with Finance, and organise relevant endorsement.
Finance Business Officer	Confirm budget and costing accuracy.
Executive/Delegates	Provide required authorisations depending on funding thresholds.

SOP Review and Version Control Table

Version	Date Issued	Summary of Changes	Prepared By	Reviewed By
2-02-00	23/10/2025	Initial version	Erika Sutanto, Research Grants Coordinator Sunalene Devadason, Senior Health Researcher	Paola Chivers Manager, RSD

Additional related internal policies, procedures and guidelines		
Additional related external policies, procedures, guidelines and resources		

2-03-00 Telethon Trust Fellowship

PROCEDURE – 2-03-00 Telethon Trust Fellowship - External		
To provide instructions on the process for preparing a Telethon Trust Fellowship application in accordance with CAHS Research guidelines.		
Scope (Staff):	This program is available for any CAHS employee (Medical, Allied Health, Nursing)	
Scope (Area):	All disciplines – Medical, Allied Health, Nursing	

Background:

The Telethon Trust Fellowship Program is submitted annually by CAHS to the Telethon Trust for funding. It is designed to support clinicians within CAHS in gaining experience and skills in clinical research. The Fellowship is primarily aimed at early-career clinician-researchers. The program aims to support the integration of research into clinical training, helping to build research capacity across CAHS by offering a structured opportunity to undertake a clinically relevant research project.

Procedure

1. Review eligibility and fellowship guidelines

- Ensure you are an advanced trainee or at an early stage of your research career within CAHS.
- Read the Fellowship Guidelines to understand the expectations, eligibility criteria, and assessment process.

2. Application preparation.

- Complete the Fellowship Application Form (available via flyer, email or Healthpoint Research announcement).
- Prepare a Curriculum Vitae (CV).
- · Receive a signed Letter of Support from your HoD.
- Prepare a research proposal (maximum of 5 pages, including Figures and Tables) outlining the aims, methods, and expected outcomes of a project to be completed within 12 months, or up to 2 years if undertaken part-time.
- Outline the proposed timeline and supervision plan.

3. Submit your application

- Submit your completed application by emailing your application to CAHS Research (cahsresearchgrantsofficer@health.wa.gov.au) by the deadline stated in the call-out.
- Late or incomplete applications will not be considered.

4. Selection process

- All applications will be reviewed and scored by an independent CAHS Grants Panel. Panel members will be screened for any conflict of interest prior to the review.
- The CAHS Grants Panel will assess and rank applications.
- The top applications will be selected for shortlisting based on merit and alignment with the CAHS Research Strategy as well as the Telethon Trust priorities.
- Shortlisted candidates will be contacted to attend an interview.

5. Interview and Outcome

- Interviews will be scheduled shortly after the application review period.
- Up to three (3) successful applicants will be selected to receive a Letter of Offer outlining the terms of the Fellowship.

Responsibilities

Role	Responsibilities
Requestor (Researcher)	Prepares documentation, submits request, maintains communication
Supervisor (for students)	Endorses request, supports quality of submission
Research Grants Coordinator	Review applications, verify FTE costing with Finance, and organise relevant endorsement.
RSDU	Oversees SOP adherence, manages allocation, records outcomes

SOP Review and Version Control Table

Version	Date Issued	Summary of Changes	Prepared By	Reviewed By
2-03-00	23/10/2025	Initial version	Erika Sutanto, Research Grants Coordinator Sunalene Devadason, Senior Health Researcher	Paola Chivers, Manager RSD

Additional related internal policies, procedures and guidelines		
Additional related external policies, procedures, guidelines and resources		

2-04-00 CAHS Clinician Researcher PhD Pathway

PROCEDURE – 2-04-00 CAHS Clinician Researcher PhD Pathway		
To provide instructions on the process for applying for the CAHS PhD pathway in accordance with CAHS Research guidelines.		
Scope (Staff): This program is available for any CAHS employee (Medical, Allied Health, Nursing)		
Scope (Area):	All disciplines – Medical, Allied Health, Nursing	

Background:

The CAHS Clinician Researcher PhD Pathway is a five (5)-year program designed to support CAHS clinicians in pursuing a PhD while maintaining a clinical role. Supported by CAHS, the PCHF, and TKRI, with PhD stipend contributions from The University of Western Australia (UWA) and Curtin University, this initiative aims to build long-term research capacity within the clinical workforce.

The pathway structure includes:

- Year 1: 0.2 FTE protected research time.
- Years 2 to 4: 0.8 FTE protected research time, and 0.2 FTE protected clinical time.
- Year 5: 0.2 FTE protected research time.

Procedure

Review eligibility and guidelines

- Current CAHS employees (PCH & Neonatology, CAHS, CAMHS, or CACH) who are interested to develop research career alongside their clinical role.
- Read the Clinician Researcher PhD Pathway Guidelines to review eligibility criteria, application requirement and assessment process.

Application preparation

- Complete the PhD Pathway application form (available via flyer, email or Healthpoint Research announcement).
- Outline of the proposed research project (maximum 3 pages) outlining the aims, significance of research, methodology, a reference list and details of potential supervisor.
- Prepare a resume/curriculum vitae including list of authored research publications (if any).
- Supply electronic copies of previous research dissertation or thesis if available
- Letter from referees with one (1) of them meeting the criteria as an Academic Referee or Current Clinical Supervisor.

Submit Application.

- Submit your completed application by emailing your application to CAHS Research (<u>cahsresearchgrantsofficer@health.wa.gov.au</u>) by the closing date.
- Late or incomplete applications will not be accepted.

Selection Process

- CAHS Research will pre-screen eligibility prior to review by the CAHS Grants Panel.
- An independent CAHS Grants Panel with representatives from each stakeholder (CAHS, TKRI, UWA and Curtin University) will review and score applications.
- Panel members will be screened for any conflict of interest prior to the review.
- The top applications will be selected for shortlisting based on merit and alignment with the <u>CAHS</u> Research Strategy.
- Shortlisted applicants will be invited to attend an interview.

Interview and Outcome

- Interviews are scheduled shortly after the application review period.
- Two (2) successful applicants will be selected to receive a Letter of Offer outlining the terms of the PhD Pathway support.

Responsibilities

Role	Responsibilities
Applicant (Researcher)	Prepare and submit the grant application before the scholarship closing deadline.
RSDU Grants Coordinator	Coordinate the panel review including the selection of the review panel, evaluate conflicts of interest, coordinate meetings, communicate outcomes with grant applicants.
Area Director Research	Endorse the outcomes from the review panel, sign any MOU with stakeholders which includes PCHF, The Kids, UWA and Curtin University

SOP Review and Version Control Table

Version	Date Issued	Summary of Changes	Prepared By	Reviewed By
2-04-00	23/10/2025	Initial version	Erika Sutanto, Research Grants Coordinator Sunalene Devadason, Senior Health Researcher	Paola Chivers, Manager RSDU

Additional related internal policies, procedures and guidelines
Additional related external policies, procedures, guidelines and resources

3. RESEARCH EDUCATION PROGRAM PROCEDURES
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3-01-00 Accessing the CAHS Research Education Program

PROCEDURE – 3-01-00 Accessing the CAHS Research Education Program		
To describe the process for accessing the Research Education Program (REP).		
Scope (Staff):	The REP is open to any CAHS, other health service employees, universities or interested community members locally, nationally and internationally.	
Scope (Area):	Any health researcher, consumer or interested community member.	

Aim

The aim of this SOP is to provide clear instructions on how to access the REP. This SOP outlines the steps required for clinicians, students, researchers, and consumers to access the program's educational resources, subscribe to the REP newsletter, and attend live events. By following this procedure, individuals can gain access to the relevant research education opportunities that support the development of high-quality research within CAHS.

Background

The REP is an open-access initiative delivered by CAHS Research, with generous support from the PCHF. Since its launch in 2013. The REP has engaged a wide audience of clinicians, students, and researchers from all clinical disciplines including medical, nursing, allied health, and support services; and across major hospitals, research institutes, and universities locally in WA, nationally, and internationally, as well as accessed by consumers. Designed to foster high-quality, impactful research, the program offers free educational resources such as skills-based seminars and workshops. These sessions aim to build research capability and confidence among health professionals and students, thereby enhancing the standard and scope of child and adolescent health research in the region.

The REP team is supported by a Research Education Fellow and the Administration and Events Officer. Live events are held at Perth Children's Hospital and seminars are live streamed on Microsoft Teams for researchers in all locations to watch online and engage with questions.

Key Points

- Live annual events calendar of seminars and workshops.
- Recordings and resources from past events.
- Newsletter subscription.

Eligibility

Anyone interested in child and adolescent health research.

Procedure

1. Access REP information via the internet

• Information about the REP can be found at the <u>CAHS Research Education Program Homepage</u>.

2. Mailing list

• Sign up to the <u>Research Education Program</u>'s mailing list to receive notification of upcoming seminars and professional development opportunities, including our Research Skills Seminar Series.

3. Training available

- Specific training resources for REDCap (database/survey tool of choice) are available. See <u>REDCap</u>
 <u>Training Resources</u>. REDCap training workshops are held several times a year, every year.
- Sign up for upcoming seminars or watch past recordings here.
- Sign up for upcoming workshops or watch past recordings here.

4. New sessions and presenting

- Contact the REP team at ResearchEducationProgram@health.wa.gov.au to:
 - Suggest new topics for seminars or workshops
 - Offer to present a seminar or workshop

Responsibilities

Role	Responsibilities
Clinicians, students, researchers and consumers	To subscribe to the research education program newsletter and register for events.
Research Education Program Team	Maintain and update the research education program web pages, manage the newsletter subscription list, and undertake the activities related to the program development and delivery of the program seminars and workshops.

SOP Review and Version Control Table

Version	Date Issued	Summary of Changes	Prepared by	Reviewed By
3-01-00	23/10/2025	Initial version	Jacqui Fullam Research Admin & Events Officer Hannah Benschop, Research Education Fellow	Paola Chivers, Manager RSD

Related internal policies, procedures and guidelines
Related external policies, procedures, guidelines and resources

4. SUPPORT AND DEVELOPMENT PROCEDURES
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4-01-00 - Request Research Support

PROCEDURE – 4-01-00 Request Research Support			
The CAHS Research Support Enquiry Form is to be completed by CAHS staff who wish to request research support from the RSDU.			
Scope (Staff):	All researchers at CAHS seeking research support.		
Scope (Area):	Any CAHS research utilising CAHS patients, patient information and/or CAHS facilities.		

Aim

The aim of this SOP is to provide a standardised process for managing and triaging research support requests submitted through the CAHS Research Support Enquiry Form. This ensures that requests from CAHS staff are directed to the RSDU for timely and appropriate support across key areas.

Background

CAHS Research is committed to fostering high-quality research that improves health outcomes for children, young people, and families. To streamline access to research expertise and resources, the CAHS Research Support Enquiry Form was established as a central entry point for staff seeking assistance. The RSDU plays a pivotal role in supporting staff by providing expert guidance and practical assistance in biostatistics, data analysis, consumer and community involvement, grant and funding applications, publication preparation, protocol development, qualitative methods, and a wide range of research-related activities. This SOP outlines the standardised procedure for handling enquiries, ensuring that requests are efficiently triaged, prioritised, and addressed to facilitate successful research outcomes across CAHS.

Key Points

- The CAHS <u>Research Support Enquiry Form</u> is the single entry point for staff to request research-related assistance.
- All enquiries are received, logged, and triaged by the RSDU.
- Support is available in (but not limited to):
 - Biostatistics and data analysis
 - Consumer and Community Involvement
 - Grant and funding opportunities, applications, and submissions
 - Publication preparation and manuscript support
 - Protocol and study design development
 - Qualitative research methods
 - Other research-related activities as required

- Requests are assessed to determine urgency, complexity, and the most appropriate staff member(s) to provide support.
- Clear communication and timely responses are essential to ensure effective support and continuity of research activities.
- All support is provided in alignment with CAHS research governance, ethics requirements, and institutional priorities.
- Anyone emailing the RSDU for support will be redirected to submit a formal request for support using the CAHS Research Support Enquiry Form.

Eligibility

- Requests for support must be made using the CAHS <u>Research Support Enquiry Form</u>.
- Research support is available to:
 - All CAHS employees engaged in research activities.
 - CAHS-affiliated staff, including clinicians, allied health professionals, nursing and midwifery staff, researchers, and administrative staff with research responsibilities. *Note* affiliate students are not eligible.
 - CAHS employed and enrolled to undertake a research placements or higher degree research projects at CAHS, including HDR internships.
 - External collaborators may be considered on a case-by-case basis where a formal CAHS research partnership or project affiliation exists.
- Requests must relate to research activities that align with CAHS's mission, strategic research priorities, and governance requirements.
- Access to support is subject to RSDU capacity and may be prioritised based on project timelines, strategic importance, and available resources.

Procedure

To request research support from the RSDU the following process is required.

1. Submission of Request.

Complete and submit the CAHS <u>Research Support Enquiry Form</u> providing sufficient detail on the nature of the request, timelines, and any relevant project information.

2. Receipt and Acknowledgement.

- The RSDU receives and logs all incoming requests.
- An automated acknowledgement of receipt (email) is sent to the requester. If this is not received, please contact <u>CAHS.Research@health.wa.gov.au</u>.

3. Triage and allocation.

- The RSDU reviews the request to determine the type of support required (e.g. biostatistics, CCI, grant application).
- Requests are assessed for urgency, complexity, and alignment with CAHS research priorities.
- The enquiry is assigned to the most appropriate RSDU team member or specialist for follow-up.

4. Provision of Support

- The allocated RSDU staff member contacts the researcher to clarify details, confirm timelines, and outline the support.
- Support is provided through consultation, direct assistance, or referral to relevant resources.
- Support may be once off or involve ongoing interactions in-person, via MS TEAMS or via email.
- Where necessary, collaboration with other CAHS departments or external experts may be arranged.
- In some instances, multiple members of the RDSU may assist a research enquiry to ensure the right support is provided.

5. Closure of Request

- Once support has been delivered, the request is formally closed in the RSDU tracking system.
- The requester may be asked to provide feedback to support continuous improvement of the service.

6. Additional Support.

If the researcher wishes to seek further support for <u>another project</u>, they must complete a new CAHS <u>Research Support Enquiry Form</u>.

Responsibilities

Role	Responsibilities
Researcher	To complete and submit the CAHS Research Support Enquiry Form
RSDU Team	To received, log, and triage all enquiries and assign a team member to provide the relevant support to the researcher.

SOP Review and Version Control Table

Version	Date Issued	Summary of Changes	Prepared by	Reviewed By
4-01-00	26/10/2025	Initial version	Paola Chivers, Manager RSD	Paola Chivers, Manager RSD

Related internal policies, procedures and guidelines
Related external policies, procedures, guidelines and resources

4-02-00 - CAHS Authorship Affiliation by-line

PROCEDURE – 4-02-00 CAHS Authorship Affiliation by-line			
To provide an authorship affiliation guideline to researchers on listing CAHS affiliation on research outputs such as reports, journal articles, presentations and other research dissemination outputs including applications for funding/grant submissions and student research projects and to acknowledge that these outputs align with the CAHS values.			
Scope (Staff):	Any CAHS staff member including affiliated / honorary CAHS staff members involved in research using CAHS patients, data or infrastructure.		
Scope (Area):	Any research-related activity output that was conducted within CAHS utilising the CAHS site, resources and/or CAHS facilities in which a report, journal article, presentation or other research dissemination output is created including applications for funding/grant		

Aim

This procedure aims to:

- Ensure all CAHS research-related outputs duly acknowledge CAHS: The Child and Adolescent Health Service in the by-line affiliation.
- Ensure there is a consistency in affiliation use across CAHS divisions and departments of CAHS.
- Enable an efficient mechanism to track CAHS reportable research dissemination outputs.

submissions and student research projects.

Background

Disseminating research outcomes is important for communicating evidence-based practice for patient and client outcomes. Affiliations can be highly beneficial for both individuals and organisations, including enhanced credibility, visibility, and consistency in the dissemination of research outcomes. Specifically:

- Being affiliated with reputable organisations can boost individual credibility and reputation in research. It signals to others that you meet certain standards and are recognized by respected entities.
- Affiliations can enhance individual and organisational visibility within your industry or community. Being
 part of a larger network can help you reach a broader audience and increase your influence.
- Affiliation standards help ensure reporting consistency for the ability to collect, track and report aggregated information on research outputs.
- Affiliation standards also help to demonstrate that the research dissemination outputs aligns with the CAHS values (compassion, collaboration, accountability, respect, excellence, and equity).

Key Points

- All research dissemination outputs (e.g. journal article) resulting from research conducted by CAHS staff, at a CAHS site, or using CAHS resources, must include "The Child and Adolescent Health Service" in the publication by-line and be compliant with CAHS Publications (health.wa.gov.au) policy.
- Except for journal articles (where journals dictate publication standards), publications must be registered via the CAHS Publication Registration Form and must follow the publication checklist.
- All authors must approve their affiliations and contribution of authorship (including authorship order) as outlined by the NHMRC authorship guidelines.
- All authors must approve the final version of the publication before it is submitted to the target journal and confirm their affiliations.

Procedure

All research dissemination outputs, including funding/grant submissions and student research projects must use the affiliation base structure as described at *4-02 Table 1* unless there is an agreement that CAHS does not want to be listed. An affiliation line example is provided for the base structure and example. Specific examples are provided at *4-02 Table 2*.

A quick guide can be provided to researchers on request. Please email <u>CAHS.Research@health.wa.gov.au</u> to request the PDF version.

4-02 Table 1. CAHS affiliation

Base structure	Example
Department/Area (if available)	Research Department
Division(s) (e.g. PCH, CAMHS, CACH)	Perth Children's Hospital
Health Service Provider	Child and Adolescent Health Service
Department Suburb (if required)	Nedlands
State (if required)	Western Australia

Order of affiliation by-line:

[Department/Area], [Division], [Health Service Provider], [Department suburb], [State].

Example affiliation by-line:

Research Department, Perth Children's Hospital, Child and Adolescent Health Service, Nedlands, Western Australia.

4-02 Table 2. Specific examples of CAHS affiliations

Base structure	Allied Health	CACH	CAHMS	Nursing	PCH NICU	KEMH NICU
Department/Area	Physiotherapy	-	CAMHS	-	Neonatology	Neonatology
(if available)	/ Hospital in		Eating			
	the Home		Disorders			
			Service			
Division(s) (eg.	Perth	Child and	Child	Perth	Perth	King Edward
PCH, CAMHS,	Children's	Adolescent	Adolescent	Children's	Children's	Memorial
CACH,	Hospital	Community	Mental	Hospital	Hospital	Hospital
Neonatology)		Health	Health			
		Service	Service			
Health Service	Child and	Child and	Child and	Child and	Child and	Child and
Provider	Adolescent	Adolescent	Adolescent	Adolescent	Adolescent	Adolescent
	Health	Health	Health	Health	Health	Health
	Service	Service	Service	Service	Service	Service
Department	Nedlands	Nedlands	Nedlands	Nedlands	Nedlands	Subiaco
Suburb (if required)						
State (if required)	Western	Western	Western	Western	Western	Western
- ······ (··· · · · · · · · · · · · · ·	Australia	Australia	Australia	Australia	Australia	Australia
				-		

Responsibilities

Role	Responsibilities
CAHS employees, affiliates, and students	To use the prescribed affiliation format on all CAHS related research outputs.
RSDU Team	To promote and support the use of the CAHS affiliation and affiliation guide.

SOP Review and Version Control Table

Version	Date Issued	Summary of Changes	Prepared by	Reviewed By
4-02-00	26/10/2025	Initial version	Amanda Timler, Clinical Research Facilitator Paola Chivers, Manager RSD	Paola Chivers, Manager RSD

Related internal policies, procedures and guidelines
CAHS <u>Publications (health.wa.gov.au)</u> policy

Related external policies, procedures, guidelines and resources

4-03-00 - ORCiD Registration

PROCEDURE – 4-03-00 ORCiD Registration		
To describe the Open Researcher and Contributor ID (ORCiD) registration and integration requirements for researchers required on research output such as journal articles.		
Scope (Staff):	Any CAHS staff member including affiliated / honorary CAHS staff members involved in research.	
Scope (Area):	CAHS Researchers	

Aim

To provide step-by-step instructions for CAHS researchers, faculty, and staff on how to register for an ORCiD and update their ORCiD profile.

Background

Open Researcher and Contributor ID (ORCiD) is a free, unique, persistent identifier for researchers across the globe to use to identify the research, scholarship, and innovation activities that they are undertaking. It is a tool used to connect researchers to their research. This tool is used as a researcher identity validation to protect research integrity and to prevent the risk of fraught and misrepresentation of the researcher's identity. ORCiD is a tool used to ensure there is trust and verifiability in the work being produced by the scientific community. All researchers are encouraged to maintain an ORCiD. Up to date ORCID profile may be an eligibility requirement for some grants, and is highly recommended for CAHS grants.

Key Points

- Registering for an ORCiD helps to protect researchers to the research dissemination outputs (e.g. journal articles) that they are creating.
- Updating an ORCiD helps to keep the researcher's information current and relevant.

Procedure

ORCiD is a tool to help protect research dissemination outputs, particularly for journal article submissions. This tool has been created to ensure trust in the scientific work being created by researchers. The procedures to register, update information, and connect an ORCiD to an institution are described below.

Register for an ORCiD

- 1. Go to ORCiD (https://orcid.org).
 - Click "Register" on the homepage.

2. Fill in the required information:

- First Name, Last Name
- Email Address (use institutional email if possible)
- Create a password

3. Set visibility preferences

- recommended: "Everyone" for maximum discoverability
- 4. Accept the terms and conditions and click "Register".
- 5. Confirm your email by clicking the link sent to your email inbox.

Update Your ORCiD Record

1. Log in to your ORCiD account at Sign in - ORCID (https://orcid.org/signin).

2. Add or update the following sections:

- Employment (current position at your institution).
- Education.
- Funding.
- Works (publications, presentations, datasets, etc.).

3. Use the "Add Works" button:

- · Add manually.
- Import from other databases (CrossRef, Scopus, etc.).
- Use BibTeX file upload if available.

Responsibilities

Role	Responsibilities
CAHS Researchers	To register for an ORCiD and include in research outputs.
RSDU Team	To promote and support the use of the ORCiD in processes e.g. online support form, grant cover sheet.

SOP Review and Version Control Table

Version	Date Issued	Summary of Changes	Prepared by	Reviewed By
4-03-00	26/10/2025	Initial version	Paola Chivers, Manager RSD	Paola Chivers, Manager RSD

Related internal policies, procedures and guidelines	

Related external policies, procedures, guidelines and resources

ORCiD Website: ORCID (https://orcid.org)

ORCiD Help Center: ORCID (https://support.orcid.org)

CAHS Library: <u>Home - CAHS Library - Library at Child and Adolescent Health Service</u>

4-04-00 - Consumer and Community Involvement Scholarship Program

PROCEDURE – 4-04-00 Consumer and Community Involvement (CCI) Scholarship Program			
To provide instructions on the process for application process and post award expectations of the CCI scholarship program.			
Scope (Staff):	All researchers at CAHS wanting to learn how to work with consumers.		
Scope (Area):	CAHS researchers who are actively involved in research utilising CAHS patients, patient information and/or CAHS facilities who wish to build capacity in CCI in health research.		

Aim

To provide professional development to researchers to build their capability for CCI in medical research. A major component of this scholarship focuses on researcher training for CCI in health research, research project ideation, and research grant development. This initiative has been designed in collaboration with the Western Australia Health Translation Network (WAHTN) and a consumer representative.

Background

CCI in health research provides the perspective of lived experience to the research process from the initial conception and innovation, design, implementation, research outcomes and dissemination. The CCI scholarship program addresses two (2) key aspects: 1) research capability development through a professional development program and 2) consumer capacity building.

The program is described below and depicted at 4-04 Figure 1. Consumer and Consumer scholarship program pathway.

1. Researcher Professional Development Program

The CCI scholarship program includes the registration fee for the researcher recipient to attend three (3) (3-hour) Masterclasses on CCI in research through the WAHTN CCI program.

- Introduction to CCI Masterclass Online | CCI program
- Writing in Plain Language Masterclass (for researchers) Online | CCI Program
- CCI and Successful Grant Writing Masterclass (for researchers) Online | CCI Program

The WAHTN run the Masterclass series twice a year, alternating from online to in-person each Semester.

2. Consumer Capacity Building

The consumer capacity building package comprises of two parts.

i. CCI Coordinator from the WAHTN will provide two (2) hours of support to the researcher to refine their consumer engagement needs (such as identify the type of consumer, involvement role, key project

- elements) and co-develop the information to develop the marketing information to process and select consumers to support the researcher and their project.
- ii. Consumer engagement. Consumer(s) are paid to work with the researcher on their project to meet their goals (e.g. co-design for a research idea, research design and development and project/research grant development). Up to fifteen (15)-hours of support will be provided within the grant.

Key Points

- The CCI scholarship program is available to researchers across CAHS (eligibility criteria available in procedures below) and must include approval by HoD.
- The CCI scholarship is a 12-month professional development program.
- Interim and final reporting requirements are required by scholarship holders and is emailed to CAHS.Research@health.wa.gov.au.
- CAHS researchers who have been successful for the CCI scholarship previously cannot re-apply for the scholarship.

Procedure

1. Researcher Eligibility:

- CAHS employee with a minimum fractional appointment of 0.4 FTE.
- Completion of the two (2) FREE introductory e-courses in CCI (certificate of completion evidence):
 - o Consumer and Community Involvement in Health Research (retprogram.org) (30 minutes)
 - Consumer and Community Involvement and Grant Writing (retprogram.org) (30 minutes).
- Completed or has a current Good Clinical Practice (GCP) certification. In Australia, a certificate of completion is valid for three (3) years. A free course is also available here <u>Good Clinical Practice (GCP)</u> in <u>Australia (retprogram.org)</u> (4.5 hour e-course).

2. Application form and process:

The application form includes the following sections:

- · Personal details and department area
- How the CCI Scholarship program will contribute to your research development (250 words)
- How the research area could benefit from partnering with consumers (100 words)
- How the project aligns with the <u>CAHS Consumer Engagement Strategy 2023-26</u> (maximum 100 words)
- Plain language summary of the research project
- · Declaration of approvals, including sign off by the researcher's head of department
- Submit completed application with certificate attachments via email to; CAHS.Research@health.wa.gov.au within the allocated application submission phase.
- A member of the RSDU will review the application and will confirm receiving the application via CAHS.Research@health.wa.gov.au email.

3. Review process:

- All applications are independently reviewed and scored. The Grant Review Panel comprising of the Research (or delegate/Chair), a Researcher representative, a Consumer representative, and a CAHS or WAHTN CCI coordinator representative will meet to discuss each application and determine the successful Scholarship holders.
- This review process will occur once the application phase has concluded and for scholarship round (e.g. twice per year, unless advised otherwise).

4. Post award:

- All applicants will be notified on the outcome of their application approximately two (2)-weeks from submission.
- Unsuccessful applicants are encouraged to seek feedback and reapply for the next round of CCI scholarships.
- Successful scholarship holders are required to:
 - Respond to the outcome email and return a signed copy of the CCI Scholarship acceptance letter to accept the scholarship program offer within one (1)-week of receiving the letter.
 - Register and attend the three (3) (3-hour) masterclasses on consumer and community involvement in research through the WAHTN CCI program (approximately run in Q1 and Q3), which include:
 - Introduction to CCI masterclass Online / Face to face.
 - Writing in plain language masterclass (for researchers) Face to face.
 - CCI and successful grant writing masterclass (for researchers) Online.
- Complete the onboarding survey and attend a meet and greet with other CCI Scholarship holders, the
 CCI coordinator from the WAHTN and the CAHS Clinical Research Facilitator.
- Meet 1-on-1 with a CCI coordinator to discuss the type of consumer (involvement role, key project elements) and co-develop the information to develop the marketing information to process and select consumers to support the researcher and their project.
- Create promotional materials to attract consumers with the CCI coordinator from the WAHTN. This
 material will then be reviewed by the Communications Coordinator (research) and the CAHS Consumer
 Coordinator Research (Consumer engagement, CAHS.Consumers@health.wa.gov.au).

5. Onboarding consumers:

- Scholarship holders interview consumers for their project. This includes:
 - o Interviewing four consumers and then identifying one (1) or two (2) consumers to onboard.
 - Follow the CAHS <u>Consumer Representative Recruitment and Management Toolkit</u> to onboard consumers.
 - Review the <u>Consumer representative guidelines</u> manual and checklist.

- Check if the consumer has previously been onboarded with the CAHS consumer team;
 CAHS.Consumers@health.wa.gov.au, while cc'ing in CAHS.Research@health.wa.gov.
- o If the consumer has not been a part of the consumer program at PCH previously.
 - The consumer will also need to complete a Statement by a supplier form, a Working With Children's Check (WWCC; only needed if the consumer will be working on wards or leading events with children), and receive a police clearance organised through CAHS (Consumer engagement, CAHS.Consumers@health.wa.gov.au).
 - The consumer will also need to attend a two (2)-hour onboarding induction run by the CAHS consumer team (within 3 months of starting).
 - The additional costs associated with WWCC, police clearance.
 - The payment for these onboarding processes will be covered through the CCI scholarship program and be deducted from the fifteen (15)-hours of honorarium provided.

6. Paying consumers

- Honorarium payments for a consumer are prepared by the scholarship holder.
- Scholarship holders complete a AP3 Consumer Participation Payment Request EForm and follow the CAHS <u>finance support framework</u>. A copy of the completed <u>AP3 form</u> with an attached copy of the <u>statement by a Supplier form</u> is then sent to <u>CAHS.Research@health.wa.gov.au</u> for approval and processing.

7. Reporting requirements:

- Completion of onboarding and post program evaluation surveys (link sent via REDCap) are required for program evaluation purposes.
- Interim (6-month) and final (12-month) reports are submitted using the template to the RSDU via the CAHS.Research@health.wa.gov.au. These reports include:
 - Summary of meeting and attendance with consumers.
 - Activity and summary of key milestones.
 - o Other activities.
 - o Future consideration with consumer-led research.

Responsibilities

Role	Responsibilities
Applicant (Researcher)	Prepare the CCI application including the prerequisites and submit the application via CAHS.Reserach@health.wa.gov.au . Participate in all scholarship program activities. Complete reporting requirements. Recruit consumer and follow onboarding (if applicable)
Clinical Research Facilitator	To promote and support the CCI scholarship program processes. Guide and support scholarship holders in their CCI professional development journey.
WAHTN CCI Program	Provide the Scholarship program as per the contract agreement.
CAHS Consumer Engagement Team	Support CAHS Research in advertising and engaging consumers in research.

SOP Review and Version Control Table

Version	Date Issued	Summary of Changes	Prepared by	Reviewed By
4-04-00	26/10/2025	Initial version	Amanda Timler, Clinical Research Facilitator	Paola Chivers, Manager RSD

Related internal policies, procedures and guidelines

- CAHS Consumer Engagement Strategy 2023-26
- Consumer Representative Recruitment and Management Toolkit
- CAHS Consumer Representative <u>recruitment and management</u>
- CAHS Finance support framework

Related external policies, procedures, guidelines and resources

WAHTN: Western Australian Health Translation Network

Online training:

- Consumer and Community Involvement in Health Research (retprogram.org) (30 minutes)
- How to Involve Consumers in Health and Medical Research (retprogram.org) (30 minutes)
- Consumer and Community Involvement and Grant Writing (retprogram.org) (30 minutes).
- Good Clinical Practice In Australia certificate (valid for 3 years, certificate of completion evidence)
 Free course Good Clinical Practice (GCP) in Australia (retprogram.org) (4.5 hour e-course)

4-04 Figure 1. Consumer and Consumer scholarship program pathway

Apply for CCI Scholarship Complete pre-requisite e-courses CCI in Health (30 minutes) CCI in grant (30 minutes) Pre-requisite Good Clinical Practice certification (4.5 hours) Scholarship holder attend Scholarship holder begin Scholarship holders complete Writing in Plain Language recruiting consumer/s final report Masterclass Scholarship holder attend Grant application includes Scholarship holders attend costings to support future CCI introduction to CCI and Applciations reviewed by Introduction to CCI successful Grant Writing honorariums and scaling as scholarship review panel Masterclass Masterclass needed Scholarship holder develop Scholarship holders coordinate Scholarship holders complete promotional materials and Scholarships Awarded honouriuam payments for onboarding survey plain language statemnent to consumers, approved by RSDU start to onboard consumers Scholarship holderenrol in masterclasses: Scholarship holders meet with Consumers support project Introduction to CCI Masterclass Writting in Plain Lanugage CCI program cooridinator from ideation, planning and Scholarship holders complete the WAHTN and CAHS Clincal development and review grant interum report Introdcution to CCI and successful Grant Writing Research Facilitator application etc.

4-05-00 - Consumer and Community Involvement Bank

PROCEDURE – 4-05-00 Consumer and Community Involvement Bank				
To provide instructions on the process for applying for funding to engage a consumer in research (CCI bank).				
Scope (Staff):	All CAHS staff wanting to involve consumers in research activities.			
Scope (Area):	AHS researchers who are actively involved in research utilising CAHS patients, patient formation and/or CAHS facilities who want to involve consumers in health research.			

Aim

To provide CCI support to researchers across CAHS to receive up to fifteen (15)-hours of honorarium support per project to involve a consumer in research activities.

Background

Involving consumers in research is important as it provides the perspective of lived experience to the research process from the initial conception and innovation, design, implementation, research outcomes and dissemination. Consumers provide a unique perspective and provide researchers with the opportunity to discuss key ideas and practicalities about the direction and scope of their research project. This can improve awareness of the study, recruitment, data collection, and study direction/aim(s). The CCI bank provides researchers with start-up funding to be able to work with consumers to help develop their research idea, project and grant.

Key Points

- The CCI bank is available to CAHS researchers to provide fifteen (15)-hours of honorarium to consumers on a specific research project (eligibility criteria available in procedures below) and must include sign off by their head of department.
- Approval for the CCI bank will be granted to successful recipients through the RSDU and the <u>CAHS.Research@health.wa.gov.au</u> email.
- Each CCI bank application is reviewed by a member of the research department. The CAHS Clinical Research Facilitator will act as the executive officer for the CCI Bank process.
- CAHS staff can apply for the CCI bank at any point throughout a financial year.
- The CCI bank is valid for a one (1)-year duration and is provided with written conditions of approval.
 - o Interim and final reporting requirements are required by CCI bank holder and is emailed to CAHS.Research@health.wa.gov.au.
 - CAHS researchers who have been successful for the CCI bank previously cannot re-apply for the scholarship until the next financial year.

The procedure for accessing funds to engage a consumer are detailed below and depicted at **4-05 Figure 1.** CCI bank approval pathway.

Procedure

1. Researcher Eligibility:

- CAHS employee with a minimum fractional appointment of 0.4 FTE.
- Completion of two (2) FREE introductory e-courses in CCI (certificate of completion evidence):
 - o Consumer and Community Involvement in Health Research (retprogram.org) (30 minutes)
 - o Consumer and Community Involvement and Grant Writing (retprogram.org) (30 minutes).
- Completion of or holding a current GCP. In Australia, a certificate of completion is valid for three (3) years.
 A free course also available here <u>Good Clinical Practice (GCP) in Australia (retprogram.org)</u> (4.5 hour ecourse).

2. Application form and process:

- Personal details and department area.
- Describe how the CCI bank will contribute to your research development (250 words).
- Describe how the research area could benefit from partnering with consumers (100 words).
- Describe how the proposal aligns with the <u>CAHS Consumer Engagement Strategy 2023-26</u> (maximum 100 words).
- Describe outcomes and feasibility (maximum 100 words).
- Describe how the funds will be used (Budget up to a total of 15-hours or equivalent). Note. induction, WWCC and police clearance cost for onboarding of new consumers must be within the 15 hours equivalent cost).
- Declaration of approvals, including approval by the researcher's HoD.
- Complete and attach prerequisite certifications with final application.
- Applications are submitted through the Consumer Bank Request Form and can be submitted at any time.
- Conformation for each submitted application will be send to the applicants.
- A member of the RSDU team will review the application and further communication will via <u>CAHS.Reserach@health.wa.gov.au</u> email.

3. Review process:

• All applications are independently reviewed by a member of the Research Department. The outcome of each application will be communicated via CAHS.Research@health.wa.gov.au.

4. Post award:

- All applicants will be notified on the outcome of their application approximately two (2)-weeks from submission.
- Unsuccessful applicants are encouraged to seek feedback and resubmit their application to the CCI bank.
- Successful CCI bank holders are required to;
 - Respond to the outcome email and return a signed copy of the CCI bank acceptance letter within two (2)-weeks of receiving the letter.
 - o Communicate with the CAHS CRF via CAHS.Reserach@health.wa.gov.au.
 - o If the CCI Bank holder wishes to create promotional materials to attract consumers, this material will need to be reviewed by the Communications Coordinator (research) and the CAHS consumer coordinator (Consumer engagement, CAHS.Consumers@health.wa.gov.au).

5. Onboarding consumers:

- Grant holders interview consumers for their project. This includes:
 - o Interviewing four consumers and then identifying one (1) or two (2) consumers to onboard.
 - Follow the CAHS <u>Consumer Representative Recruitment and Management Toolkit</u> to onboard consumers.
 - Review the <u>Consumer representative guidelines</u> manual and checklist.
 - Check if the consumer has previously been onboarded with the CAHS consumer team;
 CAHS.Consumers@health.wa.gov.au, while cc'ing in CAHS.Research@health.wa.gov.
 - o If the consumer has not been a part of the consumer program at PCH previously.
 - The consumer will also need to complete a Statement by a supplier form, a Working With Children's Check (WWCC; only needed if the consumer will be working on wards or leading events with children), and receive a police clearance organised through CAHS (Consumer engagement, <u>CAHS.Consumers@health.wa.gov.au</u>).
 - The consumer will also need to attend a two (2)-hour onboarding induction run by the CAHS consumer team (within 3 months of starting).
 - The additional costs associated with WWCC, police clearance.
 - The payment for these onboarding processes will be covered through the CCI scholarship program and be deducted from the fifteen (15)-hours of honorarium provided.

6. Paying consumers

- Honorarium payments for a consumer are prepared by the grant holder.
- Grant holders complete a AP3 Consumer Participation Payment Request EForm and follow the CAHS
 <u>finance support framework</u>. A copy of the completed <u>AP3 form</u> with an attached copy of the <u>statement by</u>
 <u>a Supplier form</u> is then sent to <u>CAHS.Research@health.wa.gov.au</u> for approval and processing.

7. Reporting requirements:

- Interim (6-month) and final (12-month) reports are submitted using the template to the RSDU via the CAHS.Research@health.wa.gov.au. These reports include:
 - Summary of meeting and attendance with consumers.
 - o Activity and summary of key milestones.
 - o Other activities.
 - o Future consideration with consumer-led research.

Responsibilities

Role	Responsibilities
Applicant (Researcher)	Prepare the CCI application including the prerequisites and submit the application via CAHS.Reserach@health.wa.gov.au . Recruit the consumer and follow onboarding processes. Complete grant reporting requirements.
Clinical Research Facilitator	To promote and support the CCI bank program. Guide and support grant holders.
CAHS Consumer Engagement Team	Support CAHS Research and grant holders in advertising and engaging consumers in research.

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- Good Clinical Practice In Australia certificate (valid for 3 years, certificate of completion evidence)
 Free course Good Clinical Practice (GCP) in Australia (retprogram.org) (4.5 hour e-course)

4-05 Figure 1. CCI bank approval pathway

Promotional materials can be Applications are completed and created, but need to be Honorarium payment for a submitted via the Consumer approved by consumer is prepared by the Bank Request Form (REDCap) Communications and the CCI bank holder and Consumer engagement approved by CAHS.Research. coordinator A total of 15-hours is avalible Automatic emails are sent to CCI bank holder onboard for a researcher to work with dthe applicant thier consumer(s) a the consumer(s). Offer and unsuccessful Successful applicants confirm Interim (6-month) and final letters are emailed via via email if they accept the (12-month) reports are CAHS.Research within 2-CCI Bank offer within 2required to be submitted by weeks of application. weeks of receiving the letter. CCI bank holder.

This document

can be made available in alternative formats on request for a person with a disability.

SOP Whole Document Version Control

Document	Manager, Research Support and Development					
Owner:						
Approver	Director, Research Operations					
Amendments:	Change Details	Version #	Date			
	New (initial version) Research Support and Development SOP.	1.0	Oct 2025			
Last Full		Next Full	2027			
Review:		Review:				
Approved by:	Director, Research Operations	Date:	Oct 2025			
Standards	NCTGF Standards: 1 & 2					
Applicable:	NHMRC National Statement and The Code					
Approval	I have reviewed and approve this Standard Operating Proceudre document.					
Statement,						
Name, Signature & Date	Alexandra Roberston					
	CAHS Director of Research Operations					
	AAA					
	30 th October 2025					
Printed or personally saved electronic copies of this document are considered uncontrolled						