**Application to THH Community Research Endorsement Panel**

**for Approval**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Project title:** |  | |
|  | **Chief Investigator(s) of project:** |  | |
|  | **Contact person:** |  | |
|  | Address |  | |
|  | Phone |  | |
|  | Email |  | |
|  | **Contact person at THH** (if appropriate) |  | |
|  | **What do you want THH to do?** |  | |
|  | 1. Endorse the project | |  |
|  | 1. Use premises | |  |
|  | 1. Provide advice on recruitment | |  |
|  | 1. Assist with distribution and promotion | |  |
|  | 1. Other (please specify) |  | |

1. **Qualifications and experience of the chief investigator(s), Associate Investigators(s) and other researchers involved in this project.**

(Add more cells to table as required.)

|  |  |  |
| --- | --- | --- |
| **Name**  (Chief/Associate/Other) |  |  |
| **Current appointment** |  |  |
| **Department/School/ Other Institution** |  |  |
| **Highest Academic Qualification** |  |  |
| **Other qualification(s)/ experience relevant to this project** |  |  |

1. **Project summary**

Provide a summary of the project that is no more than 250 words in length. The summary should be intelligible to a lay reader, and presented in clear and concise terms.

1. **Relevance of this project to THH, and the communities we work with**

Provide a brief account of how this project may contribute to improved outcomes for LGBTI communities and/or people living with or affected by HIV/AIDS. This account should be no more than 250 words in length.

1. **Detailed Description of the Project**

This section should be no more than 4 pages in length. It should be divided into the following sub sections:

1. Research questions and/or aims and objectives
2. Methods, to include inclusion and exclusion criteria, an overview of data collection approaches, recruitment procedures, planned analyses
3. Data management, to include a description of how data will be securely stored in ways that protect the anonymity of participants
4. References.

Please also include copies of data collection tools (e.g. surveys, interview schedules) and Participant Information and Consent Forms.

1. **Ethical implications of research**

A brief statement of the ethical issues which arise from this project and an explanation of how these issues will be addressed must be given. Please refer to the [National Statement on Ethical Conduct in Human Research](https://clicktime.symantec.com/3boKukqyhYAL5TfZDcsTim7Vc?u=https%3A%2F%2Fwww.nhmrc.gov.au%2Fabout-us%2Fpublications%2Fnational-statement-ethical-conduct-human-research-2007-updated-2018) (2007, updated 2018)[[1]](#endnote-1). Note that it is not sufficient to state that the National Statement will be observed.

In the case of Aboriginal and Torres Strait Islander Research, please also refer to the NHMRC Guidelines on Ethical Matters in Aboriginal and Torres Strait Islander Health Research (available from the NHMRC Publications Unit).

The research plan (outlined by you in Section 8) must include sufficient detail to enable the project to be fully assessed in respect of the ethical issues by the THH Community Research Endorsement Panel.

1. **Clearance/approval of institutional Ethics Committee**

THH Community Research Endorsement Panel requires a statement from your relevant institutional Ethics Committee (IEC) that this project has received clearance/approval.

(Please note: Clearance is required for such matters as routine testing procedures, and prior to the initiation of questionnaires.)

1. National Statement on Ethical Conduct in Human Research 2007 (Updated 2018). The National Health and Medical Research Council, the Australian Research Council and Universities Australia. Commonwealth of Australia, Canberra [↑](#endnote-ref-1)