

PRACI Checklist for Researchers

Please note: **All** communications are to be sent directly to the PRACI Administrator info@praci.com.au by Chief Investigator.

Submitting your EOI

1. Use the application flowchart, <https://praci.com.au/docs/PRACI-Substudy-Application-Flowchart.pdf> as a guide.
2. Have you:
 - Read and understood the PRACI 'Policy and procedures for data access, analysis and publication' document?
 - Read and understood the PRACI 'Independence of Research and Conflicts of Interest Policies' document?
 - Completed the PRACI 'Declaration of Conflict of Interest' document?
 - Prepared a budget? Does it include the PRACI Administration fee?

PRACI Administration fees are:

	Fee	GST (10%)	Total
Full Rate	\$500.00	\$50.00	\$550.00
Research Student (evidence of student enrolment must be provided)	\$400.00	\$40.00	\$440.00
PRACI Member (as part of research team)	\$300.00	\$30.00	\$330.00

- Prepared a timeline?
- Have you included a statement at the end of your study, to manage communication regarding a certificate of participation for PRACI members who have participated in the study?
Sample statement:
'For PRACI members: If you would like to receive a 'Certificate of Survey Completion' for this study, please email info@praci.com.au with your full name and the name of this study [INSERT NAME OF RESEARCH PROJECT] and a certificate will be emailed to you.'
- Included all preliminary materials with your EOI (ie.CV, copy of your survey etc.)?

After receiving EOI approval

- Have you received Ethics approval from all relevant institutions?
- Have you applied for reciprocal Ethics approval to the Endeavour HREC? (if applicable)
- Have you advised the PSC of the results of the ethics applications and supplied a copy of the approvals?
- Have you completed the details for PRACI invoicing and emailed them to the PRACI administrator?

Legal Entity Name:	
ABN:	
Address:	
Email:	
Contact person:	
Phone:	

- Have you received your invoice?
- Has the invoice been paid?
- Have you provided the PRACI Administrator with your
 - letter of invitation
 - reminder letter
 - link to your survey
 - project timeline – check that the PRACI sub-study invitation procedure is compatible with your project’s timeline, otherwise you must email a request to the PRACI Administrator for these dates to be adjusted accordingly.

PRACI sub-study invitation procedure:	
a)	Email initial invitation to PRACI members to participate in sub-study
b)	1 Month after initial invitation, email first reminder to PRACI members
c)	1 Month after first reminder, email a second and final reminder to PRACI members

- Have you submitted a progress report (due every 6 months from date of Eoi approval)?
- Have you submitted a final report on completion of the project?

Useful Resources:

PRACI Website

www.praci.com.au

Copy of the 2015 PRACI Workforce Survey

<https://praci.com.au/docs/PRACI-2015-Workforce-Survey-Table.pdf>

Australian Code for the Responsible Conduct of Research

<https://www.nhmrc.gov.au/guidelines-publications/r39>