



## **POLICY AND PROCEDURES FOR DATA ACCESS, ANALYSIS AND PUBLICATION**

### **I. Ownership and Access to PRACI Data**

1. Data collected by researchers associated with the Practitioner Research and Collaborative Initiative (PRACI) are held in trust by the Endeavour College of Natural Health. This will be made clear on all application forms for transparency.
2. Data may be made available to collaborating researchers where there is a formal request to make use of the material. Collaborators may request to conduct a sub-study of the PRACI participants. For this, permission must be first obtained from the PRACI Steering Committee (PSC).
3. A request for access to survey data for analysis (Expression of Interest (Eoi)) must be made electronically to the PSC (see the link to the Eoi form). The request must include the following information:
  - Project leader's name, institution and email
  - Name of PRACI Liaison person. It is a requirement that a member of the PRACI Steering Committee be involved as a Liaison person on every project (see Section III - Role of PRACI Liaison Person). Collaborators must contact a PRACI Liaison person to discuss their project prior to submission of the Eoi. A list of the current PRACI Steering Committee is available at [www.praci.com.au](http://www.praci.com.au)
  - Names of all other people working on the project.
  - Title of potential project
  - Details on student projects
  - Whether this study involves linked data
  - Whether the EOI supersedes/updates previous Eoi
  - 100 word lay summary of proposed project
  - Rationale, hypotheses, target population and proposed analysis plan
  - Expected outputs (papers, PhD, conference papers, further grant applications etc)
  - Time frame
  - Budget and source of funds
  - Names of people who will provide the substantive expertise and input
  - Names of people who will advise and/or carry out the data analysis
  - Keywords
  - Applicable themes
  - Any real or perceived conflicts of interest

Student projects. Please follow the Eol procedure as for non-student projects. A student must be listed as lead collaborator on an Eol where the majority of the project will contribute to the student's award. Students must provide updates on their project when requested every six months from the commencement of the project.

In addition, please advise PRACI immediately of:

- Any change of supervisor/s or course
  - Expected submission date change
  - When completed please advise the date of award for thesis/degree etc
  - Upon completion PRACI must be provided with a short summary of the student project. A lay summary is preferred, but a thesis abstract is acceptable.
5. Separate ethical approval from the researcher's home institution or other Human Research Ethics Committee is required before a sub-study will be approved by the PSC.
  6. Requests to conduct a sub-study are considered by the PSC. If approved, the target PRACI members are contacted on the behalf of the research team and invited to participate in the approved sub-study. This approval includes any reasonable minor and related changes and additions that arise during the course of the work.

However, please note:

- a. PRACI must be notified of any substantial changes to the nature of the analysis, the topic addressed, or overall research design by submitting a new Eol application form and noting the amendment/s. Such amendments require approval by the PSC before they are undertaken.
- b. Minor changes, such as changes to the collaborators involved or slight modifications to the data collection tool, do not require a new Eol application form but can be advised in writing by emailing PRACI [info@praci.com.au](mailto:info@praci.com.au)

Lead collaborators on an approved Eol will be requested to provide six monthly progress reports. If no progress has been made after two update requests then the project approval may be withdrawn.

7. Details of Eols previously conducted using PRACI may be made available to other researchers seeking access to PRACI. Details will only be released once the research from the previous Eol is completed or the Eol is terminated or made inactive.
8. Full acknowledgement of PRACI must be provided in any publications that arise from access to the PRACI network as set out in section V.5 (Guidelines to Publication and Conference Presentations).
1. Use of the data as set out in III.5 (Guidelines to Publication and Conference Presentations).

## **II. Role of PRACI Liaison Person**

On each Eol, collaborators must nominate a PRACI Liaison person who will provide oversight and advice for the Eol (A list of current PRACI Liaison people is available at [www.praci.com.au](http://www.praci.com.au)). PRACI Liaison people are very familiar with PRACI membership base as well as the areas of research currently being conducted using the data. Therefore they are able to provide advice regarding the feasibility of any prospective projects.

1. Please note: The research team MUST discuss the Eol with the Liaison person and allow them to review it before it is submitted to the PSC. Eols that do not meet this requirement will be returned for revisions.
2. The responsibility of a PRACI Liaison person is limited to the following:
  - Discussing the Eol application with the potential collaborator/s
  - Assist in identifying any real or perceived conflicts of interest
  - Providing advice on developing the research plan (including appropriate use of the PRACI network)
  - Maintaining contact with the lead collaborator for the duration of the project
  - Reviewing reports, abstracts for conferences and manuscripts before they are submitted to a journal. (The PRACI Liaison person reserves the right to refer publications to the PSC).
3. In addition to these liaison responsibilities, the Liaison person's level of involvement with the project must be discussed prior to the project commencing. It is expected that the Liaison person will be included as a collaborator and an author on papers consistent with their contribution to the project - please see the NHMRC guidelines for detail:  
<http://www.nhmrc.gov.au/files/nhmrc/file/publications/synopses/r39.pdf>
4. If the Liaison person agrees to collaborate on the project they should be listed on the Eol application in the 'PRACI liaison' field as well as the 'Other Collaborators' field.
5. Where an Eol identifies that any individual sitting on the authorising PSC, including themselves is a clear conflict of interest they must declare this interest when the Eol is circulated to the Committee members.
6. If the PRACI Liaison person sits on the determining PSC where the Eol is reviewed, they can provide oversight and clarity to the PSC but must be excluded in any vote for the Eol to proceed. This must be documented in the minutes of the meeting for transparency.

### **III. Guidelines for communication**

A certificate of completion must be made available to PRACI members who have participated in the study.

This certificate will be provided by PRACI administration to members.

As such the following statement must be delivered to PRACI members on completion:

'For PRACI members: If you would like to receive a 'Certificate of Survey Completion' for this study, please email [info@praci.com.au](mailto: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.'

#### IV. Guidelines to Publication and Conference Presentations

1. The lead collaborator must take overall responsibility for publications. Publications and journal submissions must be reviewed by the PRACI liaison person before submission to a journal or editor. The PRACI liaison person reserves the right to refer publications to the PSC.
2. Publication of multiple papers based on the same research project unless full cross-referencing occurs within the papers, for example, by reference to a preliminary publication at the time of publication of the complete work which grew from it.
3. Researchers should follow their institutions guides as well as NHMRC guidelines pertaining to publications and conference presentations. The current NHMRC Australian Code for the Responsible Conduct of Research can be found at <http://www.nhmrc.gov.au/publications/synopses/r39syn.htm>.
4. There will be no honorary or courtesy authorship; ie. no person may be listed as author when he/she has not participated in a substantial way in conceiving and/or executing and/or interpreting at least part of the work described in the publication.
5. All publications and conference presentations derived from a PRACI project must include the following acknowledgement:

“The research on which this paper (book, monograph, abstract, or report) is based, was conducted as part of the Practitioner Research and Collaborative Initiative (PRACI) practice-based research network. We are grateful to the Endeavour College of Natural Health and PRACI Support Partners for funding PRACI and to the PRACI members who form the network for their time and commitment to research in their profession”.

6. Additional funding agencies should also be acknowledged if this is applicable.
7. The acknowledgement may refer to any other persons who have provided comments, advice, support or other input into the paper, who are not already listed as authors. Permission should be sought from these persons before including their names.
8. Due recognition of all participants is part of the proper research process. Authors should ensure that research assistants, technical officers, and other 'non-authors' who contribute, including community members involved in supporting the project, are properly acknowledged.
9. Authors must provide copies of manuscripts or reports and all correspondence to PRACI when the paper/report is submitted, reviewed, re-submitted and finally accepted. A hard or electronic copy of the published Paper should be provided to PRACI.
10. Authors must provide all details of conference presentations to PRACI. This correspondence should occur when the abstract has been submitted.
11. Authors must provide details about the method through which the findings will be communicated to the professional groups involved in the study.