SUB-STUDY APPLICATION PROCESS

Discuss project and plan proposal with PRACI Liaison person. Read documentation on website.

Hold a meeting with PRACI Liaison person to determine timelines, budgets and inclusion/exclusion criteria.

Prepare a budget and timeline to include in the EOI.

Complete sub-study EOI form and submit with preliminary materials for the project to the PSC via the PRACI Administrator.

PSC Administrator to allocate a project ID.

PSC review and decide on the proposal. PRACI Administrator informs Chief Investigator of decision.

Is the project endorsed?

yes

no

Feedback provided.

Sign the Disclosure of Conflict of Interest Statement and send to PRACI Administrator.

Finalise ethics applications for all relevant institutions and submit with all materials.

Advise the PSC of the result of the ethics application and supply the approvals and materials to the PRACI Administrator.

Approval from all relevant HRECs received and funds available?

yes

no

PRACI Administrator to prepare an invoice and submit to the Chief Investigator.

Chief Investigator to organise payment to PRACI.

Has the invoice been paid?

yes

no

Commence the first stage of substudy by sending the timeline, letter of invitation and link to the survey to the PRACI Administrator.

Submit a progress report every 6 months to the PSC, via the PRACI Administrator with a final report due on completion of the project.

yes

no