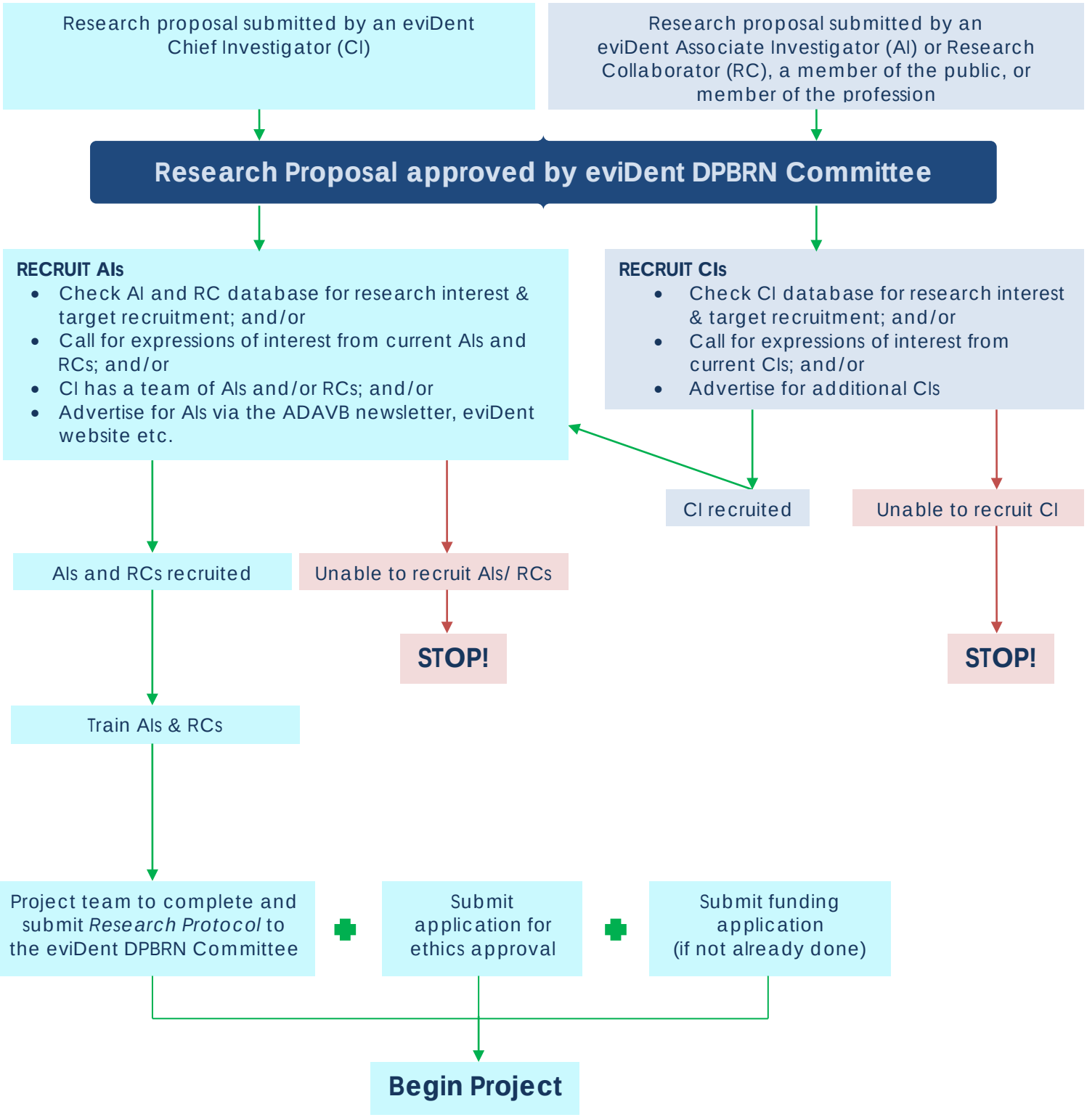
eviDent
Dental Practice Based Research Network

Assignment of Chief & Associate Investigators and Research Collaborators to eviDent projects

Procedure No: EPR002
Issue Date: May 2010
Updated: July 2016
Review Date: Mar 2019



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Submit Research *Project Proposal Form* to the eviDent DPBRN Committee	eviDent members, members of the profession and members of the public are invited to submit their research idea or concept to the eviDent DPBRN Committee for consideration using a short form that asks: • Contact information • Proposed project team/ Associate (practitioner) Investigators (AIs)/ Research Collaborators (RCs) • How many additional AIs and/or RCs would the project require • A brief description of the problem/ research idea or concept • What the applicant hopes to learn from the study • How the applicant believes the project could be implemented within a practice setting.
Research proposal approved by the eviDent DPBRN Committee	The eviDent DPBRN Committee will consider the proposal against the following criteria: • Is the research idea or concept a researchable question? • Does it fit within our aims and objectives? • Is the study fundable? • Are there resources available to support the project? If the proposal meets the criteria, the Committee will approve the proposal.
Assign a Chief Investigator (CI) to the project	If the proposal is approved, interest will be invited from eviDent's CIs to lead the project team. If eviDent is unable to recruit a CI from their existing members, the Chief Executive Officer will endeavour to recruit eligible CIs. Without the agreement of a CI to lead the project team, the project will NOT proceed. If the project proposal has been submitted by a CI and/ or a CI has been recruited for the project, the Chief Executive Officer will work with the CI to recruit AIs by: • Checking the AI and RC database for research interest & target recruitment; and/or • Calling for expressions of interest from current AIs and RCs; and/or • Approving applications from AIs and/or RCs the CI has identified for their project team; and/or • Advertising for AIs via the ADAVB newsletter, eviDent website etc.

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Recruit AIs and RCs	One or a combination of recruitment methods may be used depending on: • whether a team has been coordinated by the CI • how many AIs and/or RCs are required • how many AIs and/or RCs are recruited from the existing membership database. AIs and RCs should consider the impact of the research project on the practice team. Is the practice 'practice ready' to undertake a research project?
Train Associate (Practitioner) Investigators (AIs) and Research Collaborators (RCs)	eviDent requires that all AIs and RCs complete training covers the following components: a) Australian Code for the Responsible Conduct of Research b) Good Clinical Practice c) human research ethics (including gaining approval, using Plain Language Statements and Consent Forms) d) informed consent e) confidentiality f) data collection and management Having completed the training, AIs and CIs will be encouraged to discuss any queries with the Chief Investigator(s) assigned to their project. It should be recognised that Associate Investigators and Research Collaborators may require *project specific* training. This will be determined by the individual project teams. In addition to the minimum training requirements, eviDent members are encouraged to reflect upon their skills and knowledge to identify any skills gaps. eviDent will provide an additional *voluntary* training component that includes the following components: a) research question design b) literature reviews c) research methods d) protocol writing e) evaluation of data f) turning findings into practice

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Project team to complete and submit Research Protocol to the eviDent DPBRN Committee	Your research protocol will be assessed, and if approved, you will be able to commence your Research Project (subject to ethics approval and funding). If the eviDent DPBRN Committee proposes to refuse your Research Protocol you will be invited to make submissions to the eviDent DPBRN Committee about your Research Protocol. The CI may be requested to attend a meeting with members of the eviDent DPBRN Committee.
Submit application for ethics	Does the project require ethics approval? Does the project have ethics approval? The CI assigned to the project will advise as to whether ethics approval is required, and if so, will work with the project team to complete and submit an application to the Melbourne University Human Research Ethics Committee, see http://www.orei.unimelb.edu.au/content/step-step-guide.
Submit funding application	Does the project have funding? How much funding does the project need? The CI assigned to the project must sign all funding applications. If seeking commercial support, projects are reminded to refer to Policy EP005, Commercial Support.
STOP	Unfortunately your project does not meet eviDent's requirements and the project may not commence.
Begin Project	Congratulations, you have met eviDent's requirements and may commence your project!