



# Research Support and Development

## Standard operating procedures for researchers



Perth Children's Hospital and Neonatology | Community Health | Mental Health

- Compassion
- Excellence
- Collaboration
- Accountability
- Equity
- Respect

Version 1.1



# Acknowledgement of Country

The Child and Adolescent Health Service (CAHS) acknowledges the Whadjuk and Binjareb people of the Noongar Nation as the Traditional Custodians of the land, sea and waters on which we work and live. We pay our respects to the Elders past and present.

Aboriginal people, as the First Peoples, have cared for this land for at least 65,000 years. We recognise and value their continuing cultural and spiritual connections to this land. CAHS acknowledges the diversity of Aboriginal people from across Western Australia who access the health services provided within CAHS.

CAHS recognises that the colonisation of this Country has come at a great cost to Aboriginal peoples and communities and the continued effects of colonisation impact on health and wellbeing today. We pay tribute to the strength, resilience, and courage of Aboriginal people who have survived the devastation of the recent past, to stand strong and proud today.

CAHS is committed to working towards a better future, where all cultures are respected and valued, and Aboriginal people take their rightful place as the First Australians.



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# Introduction

This document provides staff of the Child and Adolescent Health Service (CAHS) and other external research colleagues, including students, the requirements for and processes of research support and development within CAHS. This document outlines the responsibilities and functions of the various stakeholders involved in these procedures. It is designed to promote good research practice, ensuring that CAHS complies with the [Australian Code for the Responsible Conduct of Research, 2018](#) ('the Code') and the [National Statement on Ethical Conduct in Human Research 2023](#) (National Statement).

## Research Support and Development Unit

The Research Support and Development Unit (RSDU) provides support to CAHS researchers across the researcher lifecycle. Support services include Consumer and Community Involvement (CCI), grants and funding opportunities (applications, opportunities, submissions, pre and post award coordination), preparing publications, protocol development, qualitative and quantitative data analysis, research education program and any other research related tasks. Researchers can request support by completing the [CAHS Research Support Enquiry Form](#).

## Vision

To provide streamlined support and development within the Research Department and contribute to CAHS being a world class research-active paediatric health service recognised for impactful research that transforms child and family health.

## Mission

To equip and empower CAHS staff with the funding, education, mentorship, services and resources they need to build research skills, confidence, and capacity, to integrate high-quality research into clinical practice that improves health outcomes for children and families in Western Australia.

## Actions

- Capacity Building — provide training, mentorship, and practical support so staff gain the skills and confidence to design, lead, and complete research projects.
- Funding Enablement — facilitate and manage internal and external funding opportunities, grant coaching, and grant administration to lower barriers to research.
- Research Integration — embed research into clinical workflows and decision making so evidence generation informs and improves care.
- Awareness and Engagement — raise staff awareness of research opportunities, successes, and pathways for involvement across CAHS.
- Excellence and Impact — support rigorous methods, ethical practice, and knowledge translation to ensure research leads to measurable improvements in paediatric health.

## Purpose

The purpose of this document is to detail the standard procedures and work instructions for researchers undertaking research and accessing research support and development services from the RSDU.

## Contact

### Research Support and Development Unit (RSDU)

Department of Research  
Office 5E, Perth Children's Hospital,  
15 Hospital Ave, Nedlands WA 6009

**Phone** +61 8 6456 9769

**Web** <https://cahs.health.wa.gov.au/Research>

### Emails

General enquiries	<a href="mailto:CAHS.Research@health.wa.gov.au">CAHS.Research@health.wa.gov.au</a>
Grants	<a href="mailto:CAHSResearchGrantsOfficer@health.wa.gov.au">CAHSResearchGrantsOfficer@health.wa.gov.au</a>
Research Education Program	<a href="mailto:researcheducationprogram@health.wa.gov.au">researcheducationprogram@health.wa.gov.au</a>



The RSDU strongly recommends using the generic emails to ensure that queries can be attended to in a timely manner. These mailboxes are monitored by several team members to ensure continuity of service.

## Reference documents

The documents below are essential for any medical researcher working in Australia, WA and within the WA public health sector. It is also a requirement for researchers at CAHS to complete Good Clinical Practice (GCP) training prior to conducting any research activity. It is highly recommended that researchers also complete CCI training and involve consumers across the research lifecycle.

### Understand your broad responsibilities as a researcher in Australia:

- National Health and Medical Research Council (NHMRC), Australian Research Council and Universities Australia [Australian Code for the Responsible Conduct of Research \(2018\)](#)

### Understand your investigator responsibilities as a researcher in Australia:

- CAHS [Investigator Responsibilities \(health.wa.gov.au\)](#) policy

### Read about how research is governed within WA Health:

- [WA Department of Health Research Governance Policy and Procedures](#)

### Understand your investigator responsibilities for involving consumers in research:

CAHS is committed to partnering with its consumers to help shape research by the people who will benefit from it the most. Researchers should seek input from the patients/clients, participants, parents, and carers who will be most affected by research advancements. It is suggested consumers be included across the research lifecycle, including proposal development, grants, protocol design, research project implementation, interpretation of results and dissemination.

- All consumer engagement at CAHS, regardless of affiliation, must comply with the [CAHS Consumer Representative – Recruitment and Management policy](#).
- Recruitment and onboarding processes [Consumer Representative Recruitment and Management Toolkit](#).
- Free short e-modules are available to researchers [WAHTN CCI Training](#).

### Understand how to design and conduct ethically acceptable research:

- NHMRC [National Statement on Ethical Conduct in Human Research \(2023\)](#)



- World Medical Association [Declaration of Helsinki - Ethical Principles for Medical Research Involving Human Subjects \(2018\)](#)

### **Understand the fundamentals of conducting clinical trials and all human research:**

- Therapeutics Goods Administration [Australian Clinical Trial Handbook](#)
- Therapeutics Goods Administration [Note for Guidance on Good Clinical Practice](#)
- International Council for Harmonisation of Technical Requirements for Pharmaceuticals for Human Use (ICH) [Guidelines for Good Clinical Practice](#)
- WA Health Translation Network [GCP in Australia online training](#)

### **Understand the National Clinical Trials Governance Framework (NCTGF) requirements when conducting Clinical Trials research at CAHS:**

Any clinical trials research conducted at CAHS must be compliant with the [NCTGF](#) which outlines the requirements in terms of clinical governance and consumer partnerships.

All questions regarding NCTGF standards at CAHS can be emailed to

[CAHS.clinicaltrials@health.gov.au](mailto:CAHS.clinicaltrials@health.gov.au).

### **Understand the principles to ensure research is safe, respectful, responsible, high quality and of benefit to Aboriginal and Torres Strait Islander people and communities:**

- NHMRC [Ethical Guidelines for Research with Aboriginal and Torres Strait Islander Peoples](#)
- Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) [Code of Ethics 2020](#)

### **Follow available guidance on NHMRC requirements on safety reporting and monitoring requirements:**

- [Safety Monitoring and Reporting in Clinical Trials involving Therapeutic Goods 2016](#)
  - Risk-based Management and Monitoring of Clinical Trials involving Therapeutic Goods 2018
  - Reporting of Serious Breaches of GCP or Protocol for Trials involving Therapeutic Goods
  - Data Safety Monitoring Boards

### **Understand your responsibilities for publication and authorship as a researcher in Australia:**

- CAHS [Publications \(health.wa.gov.au\) policy](#)
- NHMRC [Authorship: A guide supporting the Australian Code for the Responsible Conduct of Research \(nhmrc.gov.au\)](#)



# Abbreviations

AE	Adverse Event
CAHS	Child and Adolescent Health Service
CACH	Child and Adolescent Community Health
CAMHS	Child and Adolescent Mental Health Services
CCI	Consumer and Community Involvement
CPI	Coordinating Principal Investigator
CoI	Conflict of Interest
CRG	Collaborative or Cooperative Research Group
CRO	Clinical Research Organisation / Contract Research Organisation
CTA	Clinical Trial Application
CTN	Clinical Trials Notification
CTRA	Clinical Trial Research Agreement
CTS	CAHS Clinical Trials Sub-Committee
CV	Curriculum Vitae
DoH	WA Department of Health
DSMB/C	Data Safety Monitoring Board/Committee
EOI	Expression of Interest
GCP	Good Clinical Practice
GEKO	Governance Evidence Knowledge Outcomes
FHRI	Future Health Research Innovation Fund
FTE	Full Time Equivalent
MRFF	Medical Research Future Fund
HoD	Head of Department
HREA	Human Research Ethics Application
HREC	Human Research Ethics Committee
National Statement	National Statement on Ethical Conduct in Human Research, 2023
NHMRC	National Health and Medical Research Council
NMHS	North Metropolitan Area Health Service
ORCID	Open Researcher and Contributor ID
PCH	Perth Children's Hospital
PCHF	Perth Children's Hospital Foundation



PI	Principal Investigator
PMH	Princess Margaret Hospital
PRN	Project Reference Number
QA	Quality Assurance
QI	Quality Improvement
RAC	Research Advisory Committee
REG	Research Ethics and Governance
Researcher	a person who carries out academic or scientific research
RG	Research Governance
RGO	Research Governance Office
RGS	Research Governance System
REP	Research Education Program
RSD	Research Support and Development
RSDU	Research Support and Development Unit
SAE	Serious Adverse Events
SOPs	Standard Operating Procedures
SSI	Significant Safety Issue
SUSAR	Suspected Unexpected Serious Adverse Reactions
TKRI	The Kids Research Institute Australia
TGA	Therapeutic Goods Administration
USADE	Unanticipated Serious Adverse Device Effect
USM	Urgent Safety Measures
UWA	The University of Western Australia
WAHTN	Western Australian Health Translation Network
WAHEAF	WA Health Ethics Application Form
WASM	WA-Specific Module
WA	Western Australia
WI	Work Instruction
WWCC	Working with Children's Check



# Procedures

## Overview

The Research Support and Development (RSD) standard operating procedure document is one of three documents describing CAHS Research Department standard operating procedures.

The current suite of CAHS Research Department standard operating procedures are:

- Research Ethics and Governance; [CAHS REG Standard Operating Procedures \(May 2025\).pdf](#)
- [Clinical Trial Operations \(including Clinic D Research\)](#)
- Research Support and Development for researchers (current document)

## Procedure explanations

The RSD standard operating procedure document outlines work tasks that guide and support researchers in their research activities across the research lifecycle within CAHS. This document aims to retain currency.

The RSD standard operating procedure document is divided into four (4) sections:

1. Data Analysis
2. Grants
3. Research Education Program
4. Support and Development

Within each section are related work tasks. Each work task has its own review cycle with review dates provided at the end of each work task. The following numbering classification is used to label each work task.

Table 0-1. SOP numbering and title

Section	Number	Revision	SOP Title
1	01	-01	Authorship affiliation by-line for research purposes

**Section** - Represents the section i.e. 1 Data; 2 Grants; 3 Research Education Program; 4 Support and Development



**Number** - Represents the work task unique number and begins from 01.

**Revision** - Represents the revision number. i.e. The original document is represented by -00, with subsequent revisions noted in numerical order.

The above example would display in the contents and the page header as '01-01 Authorship affiliation by-line for research purposes'. Work tasks are presented in number-revision order throughout the document and are reflected as such in the contents page.

## Revisions

Individual work tasks within this SOP shall be reviewed whenever significant changes occur to associated processes, systems, or resourcing. Any resulting amendments will be documented within the *SOP Review and Version Control Table* located at the conclusion of the respective work task. Revision iterations are represented by the last two digits of the individual SOP version in consecutive order.

Table 0-2. Example SOP review and version control table

Version	Date issued	Summary of changes	Prepared by	Reviewed by
1-01-00	23/10/2025	Initial version	John Smith Clinical Research Facilitator	Jane Doe, Manager RSD

A comprehensive review of this SOP will be conducted at least once every two (2) years, or sooner if operational or regulatory changes require it. Revisions to the document will be identified by a version number, which will appear both on the front page and in the version control table at the end of the document (e.g., Version X.Y).

- Major revisions will be indicated by the number before the dot (i.e., X).
- Minor revisions will be indicated by the number after the dot (i.e., Y).

A full document review will result in an update to the major version number, while minor updates to work tasks will result in a change to the minor version number.

If there is information that is missing, requires updating or is erroneous, please provide details to us at [CAHS.Research@health.wa.gov.au](mailto:CAHS.Research@health.wa.gov.au).

# Policies, procedures and guidelines

Across the RSD standard operating procedure, the following policies, procedures and guidelines apply. Where there are specific additional policies, procedures and guidelines, these will be listed at the end of the specific standard operating procedure.

## Related internal policies, procedures and guidelines

CAHS [Investigator responsibilities \(health.wa.gov.au\)](https://www.health.wa.gov.au) policy

CAHS [Publications \(health.wa.gov.au\)](https://www.health.wa.gov.au) policy

CAHS [Publication checklist](#)

CAHS [Research policy](#)

## Related external policies, procedures, guidelines and resources

Australian Code for the Responsible Conduct of Research

<https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2007>

Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) [Code of Ethics 2020](#)

NHMRC Authorship guidelines

[Authorship: A guide supporting the Australian Code for the Responsible Conduct of Research \(nhmrc.gov.au\)](#)

NHMRC [Ethical Guidelines for Research with Aboriginal and Torres Strait Islander Peoples](#)

NHMRC National Statement on Ethical Conduct in Human Research (2023)

[National Statement on Ethical Conduct in Human Research 2023 | NHMRC](#)

World Medical Association [Declaration of Helsinki - Ethical Principles for Medical Research Involving Human Subjects \(2018\)](#)

# 1. Data procedures

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## 1-01-00 Requesting biostatistical support

Procedure – 1-01-00 Requesting biostatistical support	
To describe the requirements and processes when requesting biostatistical support from CAHS Research	
<b>Scope (Staff):</b>	All researchers wishing to undertake research within CAHS requiring biostatistical support.
<b>Scope (Area):</b>	CAHS staff are only eligible.  Research projects are only eligible for biostatistical support.

### Aim

To provide a consistent and transparent process for CAHS researchers to request and access biostatistical support for research projects, ensuring equitable and efficient allocation of resources which lead to high-quality research outcomes.

### Background

Biostatistical input is essential throughout the lifecycle of a research project, from study design and protocol development, grant development, ethics and governance, data analysis, and reporting. Timely and appropriate statistical support enhances scientific rigor, ensures methodological validity, and increases the likelihood of successful grant applications and high-quality research outcomes.

CAHS researchers can access biostatistics support through the CAHS Research Department Senior Biostatistician and in partnership with the Biostatistics team at The Kids Research Institute (TKRI) Australia.

### Services offered

- Study design and analysis plan development and reviews.
- Power calculations.
- Statistical analysis documentation for grant and ethics applications.
- Data management and capture plan development reviews.
- Assistance with result interpretation.
- Data analysis, statistical methods, and results presentation.
- General biostatistical advice.

This SOP outlines the procedure for requesting biostatistical support, including eligibility, submission requirements, and review timelines.

## Key points

- Early engagement with biostatisticians is strongly encouraged.
- Bookable consultation sessions with analysis support (up to 15 hours per project at TKRI) or at the discretion of the RSDU.
- Requests must be submitted in advance of deadlines (e.g. at least 4-6 weeks before grant or ethics submissions are due).
- Support is prioritised based on strategic alignment, feasibility, research impact, and resource availability.
- Projects requiring substantial ongoing support may need a cost-recovery arrangement or in-kind commitment.
- CAHS employees undertaking research as part of a student project will only receive advice as per the requirements of their university degree program. Statistical analysis cannot be undertaken on their behalf.

## Eligibility

- Available to current CAHS employees (must have a HE number).
- Active projects must be 'research' and have an ethics approved RGS number.
- Some QI/GEKO projects may be eligible for support at the discretion of the RSDU.
- No student QI/GEKO projects can be supported, please seek assistance from your enrolling university.
- The [CAHS Research Support Enquiry Form](#) must be submitted.

## Procedure

Described here are the recommended steps for requesting statistical support.

### 1. Preparation

- Ensure your project has a clearly defined research question, objectives, and a basic methodology.
- Confirm key timelines (grant due date, ethics submission, etc.).
- Identify funding status (funded, unfunded, applying for funding).

### 2. Complete and submit the [Request research support form](#) and select the 'Biostatistics' option



Include the following information in the 'Please summarise your research enquiry' section:

- Brief project summary with clear research question (max 250 words).
- Note any key dates/deadlines.

### 3. Triage and review

- You will receive an automated email acknowledging receipt of your request. If you do not receive this autoreply, please email [CAHS.Research@health.wa.gov.au](mailto:CAHS.Research@health.wa.gov.au).
- The request will be reviewed by the CAHS Senior Biostatistician as soon as possible.

### 4. Confirmation and planning

You will be contacted by email by the biostatistician to organise a project meeting and for additional information/supporting material, or to notify your support query has been allocated a job with the Biostatistics team at TKRI.

### 5. Delivery and follow-up

- Work with the assigned biostatistician per the agreed timeline.
- Ensure appropriate acknowledgement in grants/publications.
  - As per the [NHMRC guidelines on authorship](#), work undertaken by the biostatistician warrants co-authorship.
  - Please ensure the appropriate CAHS affiliation is used. Refer to [4-02-00 - CAHS Authorship affiliation](#) by-line.
- Notify the assigned biostatistician of any changes in project scope, timelines, or funding.

**Note:** For support beyond the allocated time, contact [CAHS.research@health.wa.gov.au](mailto:CAHS.research@health.wa.gov.au) to discuss options. Research teams are strongly encouraged to develop a scope of work (hours), apply and allocate sufficient grant funding for biostatistical services. The RSDU can provide support in developing your budget.

## Responsibilities

Role	Responsibilities
<b>Requestor (Researcher)</b>	Prepares documentation, submits request, maintains communication.
<b>Student Researcher</b>	If statistical analysis forms part of a degree program, the student is responsible for undertaking the statistical analysis under the guidance of the RSDU as per the degree program requirements.
<b>Supervisor (for students)</b>	Endorses request, supports quality of submission.
<b>RSDU Biostatistics Team</b>	Reviews requests, provides support, undertakes the analysis (except for students), communicates timeframes.
<b>RSDU</b>	Oversees SOP adherence, manages resource allocation, records outcomes.

## SOP review and version-control table

Version	Date issued	Summary of changes	Prepared by	Reviewed by
<b>1-01-00</b>	23/10/2025	Initial version	Angela Jacques, Biostatistician  Paola Chivers, Manager RSD	Paola Chivers, Manager RSD

**Additional related internal policies, procedures and guidelines**

**Additional related external policies, procedures, guidelines and resources**

## 2. Grants procedures

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## 2-01-00 Requesting support to apply for grant funding

Procedure – 2-01-00 Requesting Support to apply for grant funding	
To describe the requirements and processes when requesting support to apply for grant funding from CAHS Research.	
<b>Scope (Staff):</b>	All researchers wishing to seek grant funding to undertake research within CAHS.
<b>Scope (Area):</b>	Only CAHS staff are eligible.

### Aim

To provide a consistent and transparent process for CAHS researchers to request support to apply for grant funding from CAHS Research.

### Background

Securing grant funding is a vital component of supporting research projects, programs, and initiatives across CAHS. To maximise the likelihood of successful grant applications, it is essential that CAHS staff have access to appropriate support during the grant application process. This may include assistance with identifying suitable funding opportunities, developing proposals, budget preparation, statistical analysis plans, and ensuring compliance with the funders' requirements. Establishing a clear and consistent procedure for requesting support helps streamline the application process, ensures accountability, and enhances the quality and competitiveness of grant submissions.

This SOP outlines the procedure for requesting grant support, including eligibility, submission requirements, and review timelines.

### Eligibility

- Available to current CAHS employees (must have a HE number).
- The [CAHS Research Support Enquiry Form](#) must be submitted.

### Procedure

Described here are the recommended steps for requesting grant support.

To support you through the Grants procedure, we recommend you to use our [Grants Checklist](#).

## 1. Preparation

Prepare your project ideas and desired outcomes. Consider:

- What is the research question (aims / hypotheses) or clinical problem you are trying to solve.
- What is it you need the funding for – salaries, equipment etc.
- How long might you need funding for (realistically)?
- Have you thought about engaging early with a consumer?
- Do you need help with engaging a consumer?
- Do you need help to develop the research plan/protocol for the funding application?
- Do you need help with a statistical plan?

## 2. Complete and submit the request research support form.

There are three grant specific options, and you can select more than one option:

- Grant opportunities (where to apply for funding)
- Grant application (early grant writing stage)
- Grant submission (late stage and ready to submit grant application)

## 3. Triage and review

- You will receive an automated email acknowledging receipt of your request. If you do not receive this autoreply, please email [CAHS.Research@health.wa.gov.au](mailto:CAHS.Research@health.wa.gov.au).
- The request will be reviewed by the CAHS Research Grants Coordinator as soon as possible.

## 4. Confirmation and planning

You will be contacted by email by the Research Grants Coordinator to organise a project meeting and you may be referred to other members of the RSDU team for support or provided with additional information/ guidelines to help you.

## 5. Delivery and follow-up

You will work with the Research Grants Coordinator or other members of the RSDU team based on your needs.



## Responsibilities

Role	Responsibilities
<b>Requestor (Researcher)</b>	Considers the project requirements and what grant support is required. Submits a request for support.
<b>RSDU Team</b>	Reviews requests, provides support, communicates timeframes
<b>RSDU Grants Coordinator</b>	Review applications, verify Full time Equivalent (FTE) costing with Finance, and organises relevant endorsement.
<b>RSDU</b>	Oversees SOP adherence, manages allocation, records outcomes

## SOP review and version control table

Version	Date issued	Summary of changes	Prepared by	Reviewed by
<b>2-01-00</b>	23/10/2025	Initial version	Erika Sutanto, Research Grants Coordinator  Sunalene Devadason, Senior Health Researcher	Paola Chivers Manager RSD

### Additional related internal policies, procedures and guidelines

### Additional related external policies, procedures, guidelines and resources

## 2-02-00 Applying for project grant funding

Procedure – 2-02-00 Applying for project grant funding	
<p>This SOP provides a standardised process for the preparation, review, approval, and submission of research funding applications at CAHS. It ensures consistency, compliance with internal and external requirements, and appropriate oversight of all research activities involving CAHS staff, resources, or in-kind contributions.</p>	
<b>Scope (Staff):</b>	All CAHS employees and/or collaborators wishing to undertake research where CAHS staff, resources, and any in-kind commitments are required.
<b>Scope (Area):</b>	This applies to both CAHS led, and non-CAHS led applications where CAHS staff, resources and any in-kind commitments are required.

2-02 Table 1. Common grant schemes

Funding body	Funder
<p><a href="#">Perth Children's Hospital Foundation</a></p> <p>Perth Children's Hospital Foundation (PCHF) serves as the official and principal funder of the Perth Children's Hospital and the broader Child and Adolescent Health Service (CAHS), second only to government funding.</p>	<b>Philanthropy</b>
<p><a href="#">Stan Perron Charitable Foundation</a></p> <p>The Stan Perron Charitable Foundation provides funding to various charitable initiatives, with a focus on health and wellbeing programs for children in Western Australia (WA).</p>	<b>Philanthropy</b>
<p><a href="#">Telethon Trust</a></p> <p>The Channel 7 Telethon Trust supports research in medical, health and wellbeing and social welfare of sick, vulnerable and disadvantaged children in WA.</p>	<b>Philanthropy</b>
<p><a href="#">Raine Medical Research Foundation</a></p> <p>The Raine Foundation supports top researchers and funds projects with strong potential to advance medical benefits and improve health outcomes.</p>	<b>State</b>

Funding body	Funder
<p><b>BrightSpark</b></p> <p>The BrightSpark Foundation funds early-stage Western Australian child health research to advance knowledge and improve children’s wellbeing. Since 2015, BrightSpark has partnered with the Raine Medical Research Foundation to strengthen and advance child health research in WA.</p>	<p><b>State</b></p>
<p><b>WA Child Research Fund</b></p> <p>The WA Child Research Fund supports a wide range of research directly benefiting the health of children and adolescents in WA, aiming to improve health outcomes and foster collaboration across the research community.</p>	<p><b>State</b></p>
<p><b>Future Health Research and Innovation Fund</b></p> <p>The Future Health Research and Innovation (FHRI) Fund provides stable funding to support research, innovation, and commercialisation that improve the health and wellbeing of Western Australians, enhance the financial sustainability and economic prosperity of the State, and solidify Western Australia's leadership in health and medical research.</p>	<p><b>State</b></p>
<p><b>National Health and Medical Research Council*</b></p> <p>The NHMRC funds leading Australian health and medical research, operating under the principle that a diverse array of programs best advances the field.</p>	<p><b>National</b></p>
<p><b>Medical Research Future Fund*</b></p> <p>The Medical Research Future Fund (MRFF), a \$24 billion long-term investment, supports transformative Australian health and medical research to improve lives, strengthen the economy, and ensure the sustainability of the health system.</p>	<p><b>National</b></p>

\* National Category 1 funder. CAHS is unable to be an administering institution; therefore, the application needs to be submitted via Universities or Medical Research Institutions. The CAHS grant process must still be followed.



## Procedure

Please refer to 2-02 Figure 1 Timeline: General Funding for an overview.

### 1. Identify the appropriate grant funding scheme.

- Visit [CAHS Grants and funding information](#) for an overview.
- If you require help finding the appropriate grant scheme, complete and submit the [Request research support](#) form and select 'Grant opportunities'.

### 2. Grant development

- Check the grants eligibility requirements. Ensure your project and your research team meet the eligibility requirements.
- Applicants must complete:
  - [CAHS Grant Coversheet](#). Completing the Grants coversheet will trigger support by the Research Grants Coordinator. They will support you through the submission process.
  - [FTE Costing Calculator](#).
- You are responsible for developing the grant application and ensuring alignment to the funder's requirements.
  - For grants where CAHS is the administering institution, the Research Department can provide advice on project planning, budgets, statistical plans and compliance. If support is required, complete and submit the [Request research support](#) form and select the relevant options (e.g. grants, biostatistics, protocol development).
- Seek prior approval of your research project from the relevant Head of Department (HoD).

### 3. Submit grant documents to RSDU

Email the finalised grant documents to the Research Grants Coordinator

[CAHSResearchGrantsOfficer@health.wa.gov.au](mailto:CAHSResearchGrantsOfficer@health.wa.gov.au) (WA Health Employees only) by the internal

CAHS deadline:

- No later than two (2) weeks prior for local funders deadline.
- No later than three (3) weeks prior for Category 1 National Funders deadline.

### 4. Final check

The Research Grants Coordinator will provide a final check of your grant application to ensure the funder's requirements have been met. This includes:

- Application review

Note: Application review is not provided for NHMRC or MRFF grants submitted externally by non-CAHS staff that require a CAHS letter of support. Review will focus primarily on the requested budget for CAHS staff/resources and any in-kind support for the grant.

- Costing review with Finance.
- Endorsements obtained from HoD/Delegates/Executives depending on budget.
- CAHS-delegated authorisations and institutional letter of support, if required.

## 5. Submission of grant to funder

Depending on the funder specifications (refer to relevant Working Instructions).

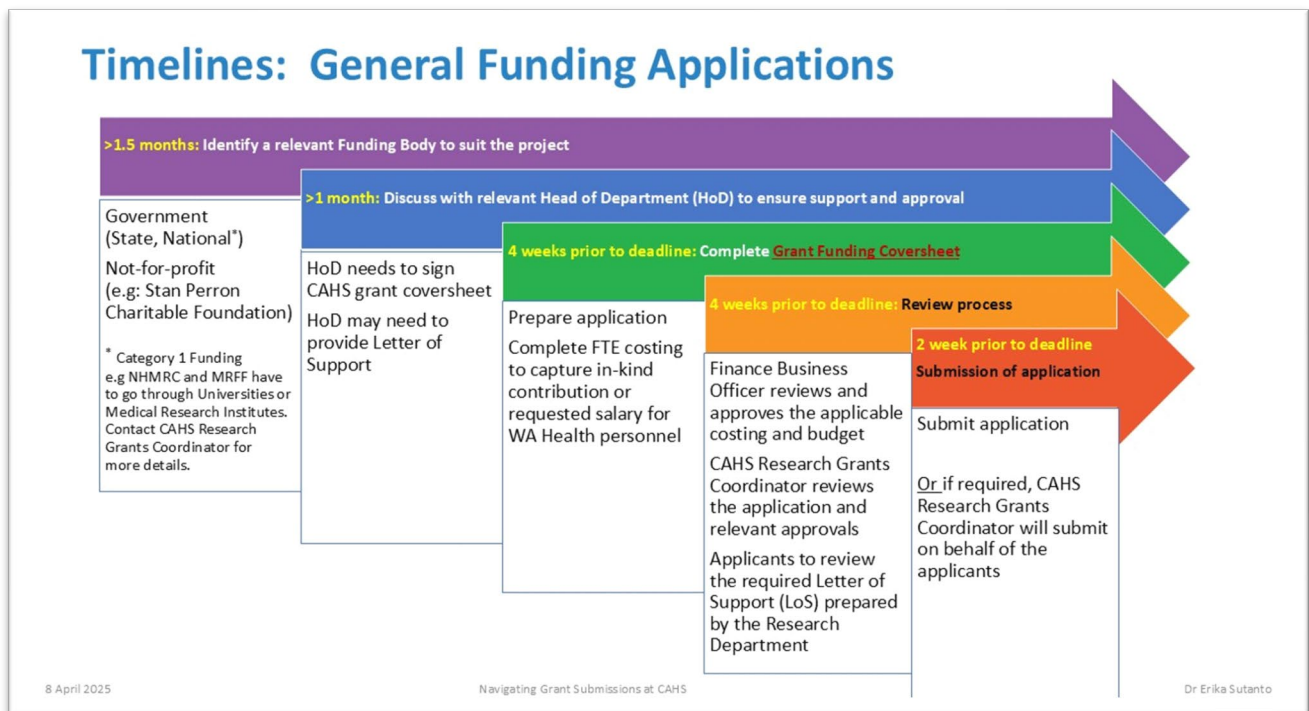
- Applications are submitted by Research Department for the applicant.  
OR
- Applications are submitted directly by the investigator, or administering institution (Category 1 Grants), with a copy provided by email to [CAHSResearchGrantsOfficer@health.wa.gov.au](mailto:CAHSResearchGrantsOfficer@health.wa.gov.au).

## 6. Compliance and monitoring

If the grant is successful, where CAHS is the administering organisation, the Research Department will:

- Provide post award support.
- Notify the Research Governance team of the successful grant so they can assist with contracts and agreements.
- Ensure compliance is met with CAHS and any funder-specific policies, including progress/final reports.

2-02 Figure 1. Timelines: General Funding Applications.



## Funder-specific procedures:

Detailed requirements and submission processes differ by funding body. Please refer to the relevant Working Instruction (WI) for the following funders.

- WI - Telethon Trust
- WI – PCHF

## Work instruction – Telethon Trust

### Background

Each year Telethon Trust opens a grant round to support organisations working for the health and well-being of children in WA. The application period typically runs from 1 July to 31 August. To ensure a fair and equitable process, each administering institution is invited to submit up to five (5) applications across three (3) categories: Programs, Equipment and Research.

As part of this process, CAHS selects the final applicants through an internal Expression of Interest (EOI) process. The deadline is typically set at least six (6) weeks before the opening of the Telethon Trust Grant round.

## Procedure

Please refer to [2-02 Figure 2 Telethon Trust Grant Rounds](#) for a timeline overview.

### 1. EOI call

Researchers should monitor research information bulletins for the internal call for EOI.

- Subscribe to the CAHS Research Support Newsletter by emailing a request to [CAHS.Research@health.wa.gov.au](mailto:CAHS.Research@health.wa.gov.au).
- Monitor the [CAHS Intranet](#) for research announcements.
- The EOI generally opens at the end of May each year, with the selection process completed shortly after the Telethon Trust Grant round that opens on 1 July.

### 2. Eligibility

Check eligibility by ensuring that:

- The primary applicant is a current CAHS employee: Perth Children's Hospital (PCH), CAHS, Child and Adolescent Mental Health Service (CAMHS), or Child and Adolescent Community Health (CACH).
- The research project will be delivered at a CAHS-approved site.
- The same research project will not be submitted to another organisation for the same Telethon Trust grant round.

### 3. Submit your EOI

- Email the EOI form to Research Grants Officer ([CAHSResearchGrantsOfficer@health.wa.gov.au](mailto:CAHSResearchGrantsOfficer@health.wa.gov.au)) by the advertised deadline.

### 4. Pre-screening for eligibility

CAHS Research will pre-screen eligibility prior to review by the CAHS Grants Panel.

### 5. Panel review

- An independent CAHS Grants Panel will assess and rank the EOI applications.
- Panel members will be screened for any conflict of interest prior to the review.
- The top EOIs will be selected based on merit and alignment with the [CAHS Research Strategy](#) as well as the Telethon Trust priorities.

### 6. Shortlisting

Notification will be sent out to shortlisted applicants to submit a full application by the internal deadline.



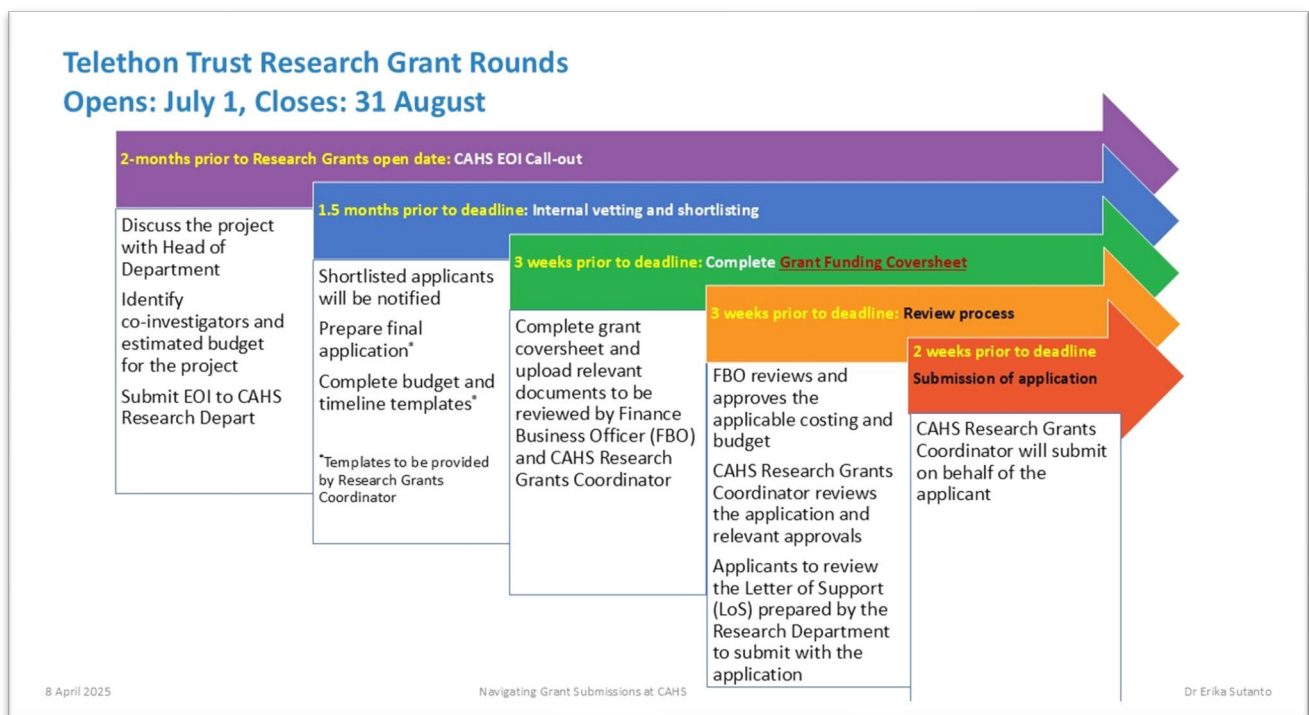
## 7. Prepare full application

Successful shortlisted applications can then refer to [2-02 Applying for Project Grant Funding](#) following steps 2-5 (submitting a grants application). This includes completing the [CAHS Grant Coversheet](#); [FTE Costing Calculator](#). Note a **CAHS letter of support** will be arranged to accompany your final submission.

## 8. Submit application to funder

The Research Grants Coordinator will submit your application via the Telethon Trust Portal.

### 2-02 Figure 2. Telethon Trust Research Grant Rounds



# Work instruction – Perth Children’s Hospital Fund (PCHF)

## Background

Perth Children’s Hospital Foundation (PCHF) is the official and primary funder of PCH and CAHS. Its grant program enables CAHS clinicians and researchers to deliver transformative paediatric health initiatives. Funding focuses on pioneering research, advanced equipment and technology, innovative education and training, world-class expertise, and improving patient and family experiences. Applicants must be CAHS or PCH employees, address unmet needs, and propose projects that deliver significant change.

## Procedure

Please refer to [2-02 Figure 3 Timelines: PCHF Funding Applications](#) overview.

### 1. Monitor research information bulletins

- Researchers should monitor research information bulletins for the [Grants Sub-Committee \(GSC\) meeting’s schedules](#) and note the recommended submission dates for the specific GSC meeting at which they wish their application to be considered
- Subscribe to the CAHS Research Support Newsletter by emailing a request to [CAHS.Research@health.wa.gov.au](mailto:CAHS.Research@health.wa.gov.au).

### 2. Check eligibility

- The primary applicant is a current CAHS employee: PCH, CAHS, CAMHS, or CACH.
- The project will be delivered at a CAHS-approved site.

### 3. Contact the foundation’s grants team

- Discuss the research project, review its eligibility and obtain any relevant support for the application by contacting the PCHF grants team.

### 4. Prepare a full application

- Researchers need to refer to [2-02 Applying for Project Grant Funding](#) following steps 2-5 (submitting a grants application). This includes completing the [CAHS Grant Coversheet](#); [FTE Costing Calculator](#).
- Applications must be received no later than 12 weeks prior to a specific [PCHF GSC meeting](#). The Research Grants Coordinator will coordinate endorsement as follows, based on the budget threshold:
  - <\$500k: HoD, CAHS Delegate endorsement

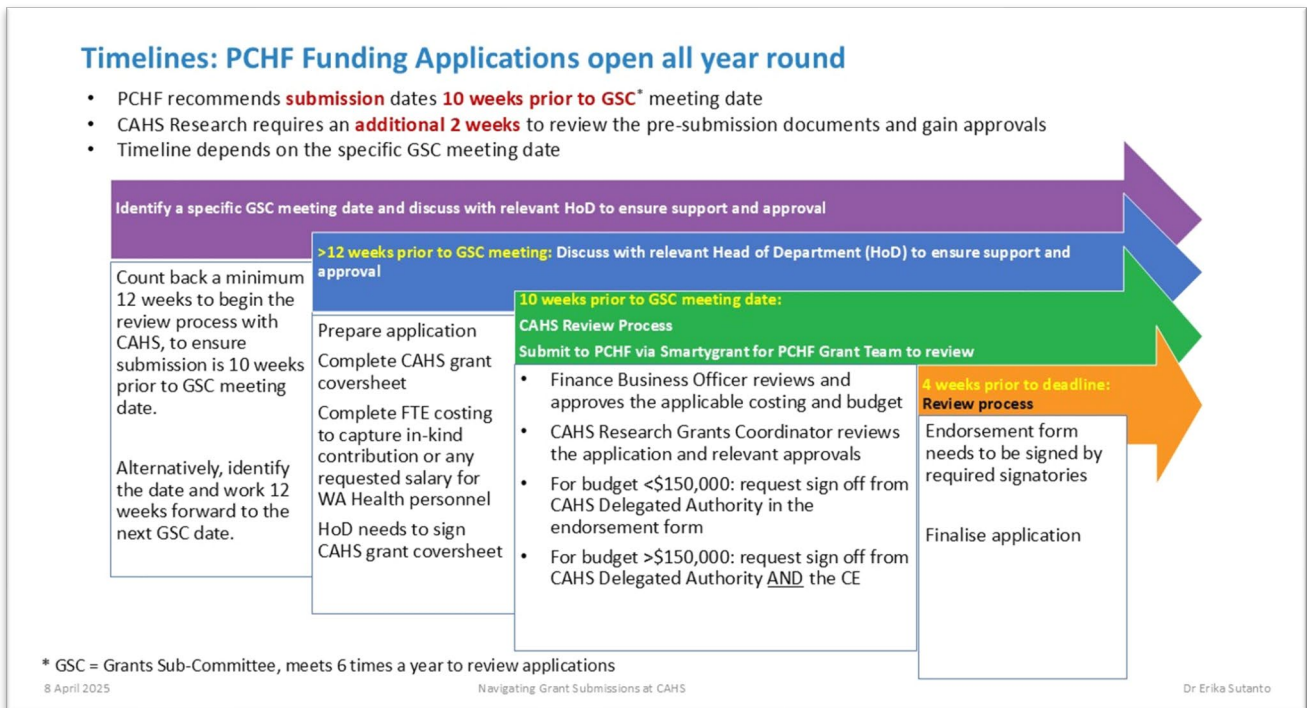


- ≥\$500k: HoD, CAHS Delegate and EDMS endorsement
- ≥\$1M: HoD, CAHS Delegate, EDMS and CE endorsement

## 5. Submit application to funder

- Once the endorsement form is complete, the applicant can submit their application online via the [SmartyGrants](#) located on the PCHF website.

2-02 Figure 3. Timelines: PCHF Funding Applications



## Responsibilities

Role	Responsibilities
<b>Applicant (Researcher)</b>	Prepare the grant cover sheet, grant application including research proposal, budget costing, identify team members and obtain/request required approvals within timelines and submit the application via online portal when it's ready.
<b>RSDU Grants Coordinator</b>	Review applications, verify FTE costing with Finance, and organise relevant endorsement.

<b>Finance Business Officer</b>	Confirm budget and costing accuracy.
<b>Executive/Delegates</b>	Provide required authorisations depending on funding thresholds.

### SOP review and version control table

Version	Date issued	Summary of changes	Prepared by	Reviewed by
<b>2-02-00</b>	23/10/2025	Initial version	Erika Sutanto, Research Grants Coordinator  Sunalene Devadason, Senior Health Researcher	Paola Chivers Manager, RSD

<b>Additional related internal policies, procedures and guidelines</b>

<b>Additional related external policies, procedures, guidelines and resources</b>



## 2-03-00 Telethon Trust Fellowship

Procedure – 2-03-00 Telethon Trust Fellowship	
To provide instructions on the process for preparing a Telethon Trust Fellowship application in accordance with CAHS Research guidelines.	
<b>Scope (Staff):</b>	This program is available for any CAHS employee (Medical, Allied Health, Nursing)
<b>Scope (Area):</b>	All disciplines – Medical, Allied Health, Nursing

### Background

The Telethon Trust Fellowship Program is submitted annually by CAHS to the Telethon Trust for funding. It is designed to support clinicians within CAHS in gaining experience and skills in clinical research. The Fellowship is primarily aimed at early-career clinician-researchers. The program aims to support the integration of research into clinical training, helping to build research capacity across CAHS by offering a structured opportunity to undertake a clinically relevant research project.

### Procedure

#### 1. Review eligibility and fellowship guidelines

- Ensure you are an advanced trainee or at an early stage of your research career within CAHS.
- Read the Fellowship Guidelines to understand the expectations, eligibility criteria, and assessment process.

#### 2. Application preparation.

- Complete the Fellowship Application Form (available via flyer, email or Healthpoint Research announcement).
- Prepare a Curriculum Vitae (CV).
- Receive a signed Letter of Support from your HoD.
- Prepare a research proposal (maximum of 5 pages, including Figures and Tables) outlining the aims, methods, and expected outcomes of a project to be completed within 12 months, or up to 2 years if undertaken part-time.
- Outline the proposed timeline and supervision plan.

### 3. Submit your application

- Submit your completed application by emailing your application to CAHS Research ([cahsresearchgrantsofficer@health.wa.gov.au](mailto:cahsresearchgrantsofficer@health.wa.gov.au)) by the deadline stated in the call-out.
- Late or incomplete applications will not be considered.

### 4. Selection process

- All applications will be reviewed and scored by an independent CAHS Grants Panel. Panel members will be screened for any conflict of interest prior to the review.
- The CAHS Grants Panel will assess and rank applications.
- The top applications will be selected for shortlisting based on merit and alignment with the CAHS Research Strategy as well as the Telethon Trust priorities.
- Shortlisted candidates will be contacted to attend an interview.

### 5. Interview and outcome

- Interviews will be scheduled shortly after the application review period.
- Up to three (3) successful applicants will be selected to receive a Letter of Offer outlining the terms of the Fellowship.

## Responsibilities

Role	Responsibilities
<b>Requestor (Researcher)</b>	Prepares documentation, submits request, maintains communication
<b>Supervisor (for students)</b>	Endorses request, supports quality of submission
<b>Research Grants Coordinator</b>	Review applications, verify FTE costing with Finance, and organise relevant endorsement.
<b>RSDU</b>	Oversees SOP adherence, manages allocation, records outcomes

### SOP review and version control table

Version	Date issued	Summary of changes	Prepared by	Reviewed by
2-03-00	23/10/2025	Initial version	Erika Sutanto, Research Grants Coordinator  Sunalene Devadason, Senior Health Researcher	Paola Chivers, Manager RSD

#### Additional related internal policies, procedures and guidelines

#### Additional related external policies, procedures, guidelines and resources



## 2-04-00 CAHS clinician researcher PhD pathway

Procedure– 2-04-00 CAHS clinician researcher PhD pathway	
To provide instructions on the process for applying for the CAHS PhD pathway in accordance with CAHS Research guidelines.	
<b>Scope (Staff):</b>	This program is available for any CAHS employee (Medical, Allied Health, Nursing)
<b>Scope (Area):</b>	All disciplines – Medical, Allied Health, Nursing

### Background

The CAHS Clinician Researcher PhD Pathway is a five (5)-year program designed to support CAHS clinicians in pursuing a PhD while maintaining a clinical role. Supported by CAHS, the PCHF, and TKRI, with PhD stipend contributions from The University of Western Australia (UWA) and Curtin University, this initiative aims to build long-term research capacity within the clinical workforce.

The pathway structure includes:

- Year 1: 0.2 FTE protected research time.
- Years 2 to 4: 0.8 FTE protected research time, and 0.2 FTE protected clinical time.
- Year 5: 0.2 FTE protected research time.

### Procedure

#### 1. Review eligibility and guidelines

- Current CAHS employees (PCH & Neonatology, CAHS, CAMHS, or CACH) who are interested to develop research career alongside their clinical role.
- Read the Clinician Researcher PhD Pathway Guidelines to review eligibility criteria, application requirement and assessment process.

#### 2. Application preparation

- Complete the PhD Pathway application form (available via flyer, email or Healthpoint Research announcement).
- Outline of the proposed research project (maximum 3 pages) outlining the aims, significance of research, methodology, a reference list and details of potential supervisor.

- Prepare a resume/curriculum vitae including list of authored research publications (if any).
- Supply electronic copies of previous research dissertation or thesis if available
- Letter from referees with one (1) of them meeting the criteria as an Academic Referee or Current Clinical Supervisor.

### 3. Submit application.

- Submit your completed application by emailing your application to CAHS Research ([cahsresearchgrantsofficer@health.wa.gov.au](mailto:cahsresearchgrantsofficer@health.wa.gov.au)) by the closing date.
- Late or incomplete applications will not be accepted.

### 4. Selection process

- CAHS Research will pre-screen eligibility prior to review by the CAHS Grants Panel.
- An independent CAHS Grants Panel with representatives from each stakeholder (CAHS, TKRI, UWA and Curtin University) will review and score applications.
- Panel members will be screened for any conflict of interest prior to the review.
- The top applications will be selected for shortlisting based on merit and alignment with the [CAHS Research Strategy](#).
- Shortlisted applicants will be invited to attend an interview.

### 5. Interview and outcome

- Interviews are scheduled shortly after the application review period.
- Two (2) successful applicants will be selected to receive a Letter of Offer outlining the terms of the PhD Pathway support.

## Responsibilities

Role	Responsibilities
<b>Applicant (Researcher)</b>	Prepare and submit the grant application before the scholarship closing deadline.
<b>RSDU Grants Coordinator</b>	Coordinate the panel review including the selection of the review panel, evaluate conflicts of interest, coordinate meetings, communicate outcomes with grant applicants.



**Area Director Research**

Endorse the outcomes from the review panel, sign any MOU with stakeholders which includes PCHF, The Kids, UWA and Curtin University

**SOP review and version control table**

Version	Date issued	Summary of changes	Prepared by	Reviewed by
2-04-00	23/10/2025	Initial version	Erika Sutanto, Research Grants Coordinator Sunalene Devadason, Senior Health Researcher	Paola Chivers, Manager RSDU

**Additional related internal policies, procedures and guidelines****Additional related external policies, procedures, guidelines and resources**

# 3. Research Education Program procedures

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## 3-01-00 Accessing the CAHS Research Education Program

Procedure– 3-01-00 Accessing the CAHS Research Education Program	
To describe the process for accessing the Research Education Program (REP).	
<b>Scope (Staff):</b>	The REP is open to any CAHS, other health service employees, universities or interested community members locally, nationally and internationally.
<b>Scope (Area):</b>	Any health researcher, consumer or interested community member.

### Aim

The aim of this SOP is to provide clear instructions on how to access the REP. This SOP outlines the steps required for clinicians, students, researchers, and consumers to access the program's educational resources, subscribe to the REP newsletter, and attend live events. By following this procedure, individuals can gain access to the relevant research education opportunities that support the development of high-quality research within CAHS.

### Background

The REP is an open-access initiative delivered by CAHS Research, with generous support from the PCHF. Since its launch in 2013. The REP has engaged a wide audience of clinicians, students, and researchers from all clinical disciplines including medical, nursing, allied health, and support services; and across major hospitals, research institutes, and universities locally in WA, nationally, and internationally, as well as accessed by consumers. Designed to foster high-quality, impactful research, the program offers free educational resources such as skills-based seminars and workshops. These sessions aim to build research capability and confidence among health professionals and students, thereby enhancing the standard and scope of child and adolescent health research in the region.

The REP team is supported by a Research Education Fellow and the Administration and Events Officer. Live events are held at Perth Children's Hospital and seminars are live streamed on Microsoft Teams for researchers in all locations to watch online and engage with questions.

### Key points

- Live annual events calendar of seminars and workshops.
- Recordings and resources from past events.
- Newsletter subscription.

## Eligibility

Anyone interested in child and adolescent health research.

## Procedure

### 1. Access REP information via the internet

- Information about the REP can be found at the [CAHS Research Education Program Homepage](#).

### 2. Mailing list

- Sign up to the [Research Education Program](#)'s mailing list to receive notification of upcoming seminars and professional development opportunities, including our Research Skills Seminar Series.

### 3. Training available

- Specific training resources for REDCap (database/survey tool of choice) are available. See [REDCap Training Resources](#). REDCap training workshops are held several times a year, every year.
- Sign up for upcoming seminars or watch past recordings [here](#).
- Sign up for upcoming workshops or watch past recordings [here](#).

### 4. New sessions and presenting

- Contact the REP team at [ResearchEducationProgram@health.wa.gov.au](mailto:ResearchEducationProgram@health.wa.gov.au) to:
  - Suggest new topics for seminars or workshops
  - Offer to present a seminar or workshop

## Responsibilities

Role	Responsibilities
<b>Clinicians, students, researchers and consumers</b>	To subscribe to the research education program newsletter and register for events.

**Research Education  
Program Team**

Maintain and update the research education program web pages, manage the newsletter subscription list, and undertake the activities related to the program development and delivery of the program seminars and workshops.

**SOP review and version control table**

Version	Date issued	Summary of changes	Prepared by	Reviewed by
3-01-00	23/10/2025	Initial version	Jacqui Fullam Research Admin & Events Officer  Hannah Benschop, Research Education Fellow	Paola Chivers, Manager RSD

**Additional related internal policies, procedures and guidelines**

**Additional related external policies, procedures, guidelines and resources**



# 4. Support and development procedures

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## 4-01-00 – Request research support

Procedure – 4-01-00 Request research support	
The CAHS Research Support Enquiry Form is to be completed by CAHS staff who wish to request research support from the RSDU.	
<b>Scope (Staff):</b>	All researchers at CAHS seeking research support.
<b>Scope (Area):</b>	Any CAHS research utilising CAHS patients, patient information and/or CAHS facilities.

### Aim

The aim of this SOP is to provide a standardised process for managing and triaging research support requests submitted through the CAHS [Research Support Enquiry Form](#). This ensures that requests from CAHS staff are directed to the RSDU for timely and appropriate support across key areas.

### Background

CAHS Research is committed to fostering high-quality research that improves health outcomes for children, young people, and families. To streamline access to research expertise and resources, the CAHS [Research Support Enquiry Form](#) was established as a central entry point for staff seeking assistance. The RSDU plays a pivotal role in supporting staff by providing expert guidance and practical assistance in biostatistics, data analysis, consumer and community involvement, grant and funding applications, publication preparation, protocol development, qualitative methods, and a wide range of research-related activities. This SOP outlines the standardised procedure for handling enquiries, ensuring that requests are efficiently triaged, prioritised, and addressed to facilitate successful research outcomes across CAHS.

### Key points

- The CAHS [Research Support Enquiry Form](#) is the single entry point for staff to request research-related assistance.
- All enquiries are received, logged, and triaged by the RSDU.
- Support is available in (but not limited to):
  - Biostatistics and data analysis
  - Consumer and Community Involvement

- Grant and funding opportunities, applications, and submissions
- Publication preparation and manuscript support
- Protocol and study design development
- Qualitative research methods
- Other research-related activities as required
- Requests are assessed to determine urgency, complexity, and the most appropriate staff member(s) to provide support.
- Clear communication and timely responses are essential to ensure effective support and continuity of research activities.
- All support is provided in alignment with CAHS research governance, ethics requirements, and institutional priorities.
- Anyone emailing the RSDU for support will be redirected to submit a formal request for support using the CAHS [Research Support Enquiry Form](#).

## Eligibility

- Requests for support must be made using the CAHS [Research Support Enquiry Form](#).
- Research support is available to:
  - All CAHS employees engaged in research activities.
  - CAHS-affiliated staff, including clinicians, allied health professionals, nursing and midwifery staff, researchers, and administrative staff with research responsibilities. *Note* affiliate students are not eligible.
  - CAHS employed and enrolled to undertake a research placements or higher degree research projects at CAHS, including HDR internships.
  - External collaborators may be considered on a case-by-case basis where a formal CAHS research partnership or project affiliation exists.
- Requests must relate to research activities that align with CAHS's mission, strategic research priorities, and governance requirements.
- Access to support is subject to RSDU capacity and may be prioritised based on project timelines, strategic importance, and available resources.

## Procedure

To request research support from the RSDU the following process is required.

## 1. Submission of request

- Complete and submit the CAHS [Research Support Enquiry Form](#) providing sufficient detail on the nature of the request, timelines, and any relevant project information.

## 2. Receipt and acknowledgement

- The RSDU receives and logs all incoming requests.
- An automated acknowledgement of receipt (email) is sent to the requester. If this is not received, please contact [CAHS.Research@health.wa.gov.au](mailto:CAHS.Research@health.wa.gov.au).

## 3. Triage and allocation

- The RSDU reviews the request to determine the type of support required (e.g. biostatistics, CCI, grant application).
- Requests are assessed for urgency, complexity, and alignment with CAHS research priorities.
- The enquiry is assigned to the most appropriate RSDU team member or specialist for follow-up.

## 4. Provision of support

- The allocated RSDU staff member contacts the researcher to clarify details, confirm timelines, and outline the support.
- Support is provided through consultation, direct assistance, or referral to relevant resources.
- Support may be once off or involve ongoing interactions in-person, via MS TEAMS or via email.
- Where necessary, collaboration with other CAHS departments or external experts may be arranged.
- In some instances, multiple members of the RSDU may assist a research enquiry to ensure the right support is provided.

## 5. Closure of request

- Once support has been delivered, the request is formally closed in the RSDU tracking system.
- The requester may be asked to provide feedback to support continuous improvement of the service.

## 6. Additional support

- If the researcher wishes to seek further support for another project, they must complete a new CAHS [Research Support Enquiry Form](#).

## Responsibilities

Role	Responsibilities
<b>Researcher</b>	To complete and submit the CAHS <a href="#">Research Support Enquiry Form</a>
<b>RSDU Team</b>	To received, log, and triage all enquiries and assign a team member to provide the relevant support to the researcher.

## SOP review and version control table

Version	Date issued	Summary of changes	Prepared by	Reviewed by
<b>4-01-00</b>	26/10/2025	Initial version	Paola Chivers, Manager RSD	Paola Chivers, Manager RSD

### Additional related internal policies, procedures and guidelines

### Additional related external policies, procedures, guidelines and resources

## 4-02-00 - CAHS authorship affiliation byline

Procedure – 4-02-00 CAHS authorship affiliation byline	
To provide an authorship affiliation guideline to researchers on listing CAHS affiliation on research outputs such as reports, journal articles, presentations and other research dissemination outputs including applications for funding/grant submissions and student research projects and to acknowledge that these outputs align with the CAHS values.	
<b>Scope (Staff):</b>	Any CAHS staff member including affiliated / honorary CAHS staff members involved in research using CAHS patients, data or infrastructure.
<b>Scope (Area):</b>	Any research-related activity output that was conducted within CAHS utilising the CAHS site, resources and/or CAHS facilities in which a report, journal article, presentation or other research dissemination output is created including applications for funding/grant submissions and student research projects.

### Aim

This procedure aims to:

- Ensure all CAHS research-related outputs duly acknowledge CAHS: The Child and Adolescent Health Service in the by-line affiliation.
- Ensure there is a consistency in affiliation use across CAHS divisions and departments of CAHS.
- Enable an efficient mechanism to track CAHS reportable research dissemination outputs.

### Background

Disseminating research outcomes is important for communicating evidence-based practice for patient and client outcomes. Affiliations can be highly beneficial for both individuals and organisations, including enhanced credibility, visibility, and consistency in the dissemination of research outcomes.

Specifically:

- Being affiliated with reputable organisations can boost individual credibility and reputation in research. It signals to others that you meet certain standards and are recognized by respected entities.

- Affiliations can enhance individual and organisational visibility within your industry or community. Being part of a larger network can help you reach a broader audience and increase your influence.
- Affiliation standards help ensure reporting consistency for the ability to collect, track and report aggregated information on research outputs.
- Affiliation standards also help to demonstrate that the research dissemination outputs aligns with the CAHS values (compassion, collaboration, accountability, respect, excellence, and equity).

## Key points

- All research dissemination outputs (e.g. journal article) resulting from research conducted by CAHS staff, at a CAHS site, or using CAHS resources, must include “The Child and Adolescent Health Service” in the publication by-line and be compliant with CAHS [Publications \(health.wa.gov.au\)](#) policy.
- Except for journal articles (where journals dictate publication standards), publications must be registered via the CAHS Publication Registration Form and must follow the publication checklist.
- All authors must approve their affiliations and contribution of authorship (including authorship order) as outlined by the [NHMRC authorship guidelines](#).
- All authors must approve the final version of the publication before it is submitted to the target journal and confirm their affiliations.

## Procedure

All research dissemination outputs, including funding/grant submissions and student research projects must use the affiliation base structure as described at [4-02 Table 1](#) unless there is an agreement that CAHS does not want to be listed. An affiliation line example is provided for the base structure and example. Specific examples are provided at [4-02 Table 2](#).

A quick guide can be provided to researchers on request. Please email [CAHS.Research@health.wa.gov.au](mailto:CAHS.Research@health.wa.gov.au) to request the PDF version.

#### 4-02 Table 1. CAHS affiliation

Base structure	Example
Department/Area (if available)	Research Department
Division(s) (e.g. PCH, CAMHS, CACH)	Perth Children's Hospital
Health Service Provider	Child and Adolescent Health Service
Department Suburb (if required)	Nedlands
State (if required)	Western Australia

#### Order of affiliation by-line:

[Department/Area], [Division], [Health Service Provider], [Department suburb], [State].

#### Example affiliation by-line:

Research Department, Perth Children's Hospital, Child and Adolescent Health Service, Nedlands, Western Australia.

#### 4-02 Table 2. Specific examples of CAHS affiliations

Base structure	Allied Health	CACH	CAHMS	Nursing	PCH NICU	KEMH NICU
Department/Area (if available)	Physiotherapy / Hospital in the Home	-	CAMHS Eating Disorders Service	-	Neonatology	Neonatology
Division(s) (eg. PCH, CAMHS, CACH, Neonatology)	Perth Children's Hospital	Child and Adolescent Community Health Service	Child Adolescent Mental Health Service	Perth Children's Hospital	Perth Children's Hospital	King Edward Memorial Hospital

<b>Health Service Provider</b>	Child and Adolescent Health Service	Child and Adolescent Health Service	Child and Adolescent Health Service	Child and Adolescent Health Service	Child and Adolescent Health Service	Child and Adolescent Health Service
<b>Department Suburb (if required)</b>	Nedlands	Nedlands	Nedlands	Nedlands	Nedlands	Subiaco
<b>State (if required)</b>	Western Australia	Western Australia	Western Australia	Western Australia	Western Australia	Western Australia

## Responsibilities

Role	Responsibilities
<b>CAHS employees, affiliates, and students</b>	To use the prescribed affiliation format on all CAHS related research outputs.
<b>RSDU Team</b>	To promote and support the use of the CAHS affiliation and affiliation guide.

## SOP review and version control table

Version	Date issued	Summary of changes	Prepared by	Reviewed by
<b>4-02-00</b>	26/10/2025	Initial version	Amanda Timler, Clinical Research Facilitator  Paola Chivers, Manager RSD	Paola Chivers, Manager RSD

**Additional related internal policies, procedures and guidelines**

CAHS [Publications \(health.wa.gov.au\)](http://health.wa.gov.au) policy

**Additional related external policies, procedures, guidelines and resources**



## 4-03-00 - ORCID registration

Procedure– 4-03-00 ORCID registration	
To describe the Open Researcher and Contributor ID (ORCID) registration and integration requirements for researchers required on research output such as journal articles.	
<b>Scope (Staff):</b>	Any CAHS staff member including affiliated / honorary CAHS staff members involved in research.
<b>Scope (Area):</b>	CAHS Researchers

### Aim

To provide step-by-step instructions for CAHS researchers, faculty, and staff on how to register for an ORCID and update their ORCID profile.

### Background

Open Researcher and Contributor ID (ORCID) is a free, unique, persistent identifier for researchers across the globe to use to identify the research, scholarship, and innovation activities that they are undertaking. It is a tool used to connect researchers to their research. This tool is used as a researcher identity validation to protect research integrity and to prevent the risk of fraud and misrepresentation of the researcher's identity. ORCID is a tool used to ensure there is trust and verifiability in the work being produced by the scientific community. All researchers are encouraged to maintain an ORCID. Up to date ORCID profile may be an eligibility requirement for some grants, and is highly recommended for CAHS grants.

### Key points

- Registering for an ORCID helps to protect researchers to the research dissemination outputs (e.g. journal articles) that they are creating.
- Updating an ORCID helps to keep the researcher's information current and relevant.

### Procedure

ORCID is a tool to help protect research dissemination outputs, particularly for journal article submissions. This tool has been created to ensure trust in the scientific work being created by

researchers. The procedures to register, update information, and connect an ORCID to an institution are described below.

## Register for an ORCID

### 1. Go to [ORCID \(https://orcid.org\)](https://orcid.org).

- Click “Register” on the homepage.

### 2. Fill in the required information:

- First Name, Last Name
- Email Address (use institutional email if possible)
- Create a password

### 3. Set visibility preferences

- recommended: “Everyone” for maximum discoverability

### 4. Accept the terms and conditions and click “Register”.

### 5. Confirm your email by clicking the link sent to your email inbox.

## Update your ORCID record

### 1. Log in to your ORCID account at [Sign in - ORCID \(https://orcid.org/signin\)](https://orcid.org/signin).

### 2. Add or update the following sections:

- Employment (current position at your institution).
- Education.
- Funding.
- Works (publications, presentations, datasets, etc.).

### 3. Use the “Add Works” button:

- Add manually.
- Import from other databases (CrossRef, Scopus, etc.).
- Use BibTeX file upload if available.

## Responsibilities

Role	Responsibilities
<b>CAHS Researchers</b>	To register for an ORCID and include in research outputs.
<b>RSDU Team</b>	To promote and support the use of the ORCID in processes e.g. online support form, grant cover sheet.

## SOP review and version control table

Version	Date issued	Summary of changes	Prepared by	Reviewed by
<b>4-03-00</b>	26/10/2025	Initial version	Paola Chivers, Manager RSD	Paola Chivers, Manager RSD

### Additional related internal policies, procedures and guidelines

### Additional related external policies, procedures, guidelines and resources

ORCID Website: [ORCID](https://orcid.org) (https://orcid.org)

ORCID Help Center: [ORCID](https://support.orcid.org) (https://support.orcid.org)

CAHS Library: [Home - CAHS Library - Library at Child and Adolescent Health Service](#)

## 4-04-00 – Consumer and Community Involvement scholarship program

Procedure – 4-04-00 Consumer and Community Involvement (CCI) scholarship program	
To provide instructions on the process for application process and post award expectations of the CCI scholarship program.	
<b>Scope (Staff):</b>	All researchers at CAHS wanting to learn how to work with consumers.
<b>Scope (Area):</b>	CAHS researchers who are actively involved in research utilising CAHS patients, patient information and/or CAHS facilities who wish to build capacity in CCI in health research.

### Aim

To provide professional development to researchers to build their capability for CCI in medical research. A major component of this scholarship focuses on researcher training for CCI in health research, research project ideation, and research grant development. This initiative has been designed in collaboration with the Western Australia Health Translation Network (WAHTN) and a consumer representative.

### Background

CCI in health research provides the perspective of lived experience to the research process from the initial conception and innovation, design, implementation, research outcomes and dissemination. The CCI scholarship program addresses two (2) key aspects: 1) research capability development through a professional development program and 2) consumer capacity building.

The program is described below and depicted at [4-04 Figure 1. Consumer and Consumer scholarship program pathway.](#)

#### 1. Researcher professional development program

The CCI scholarship program includes the registration fee for the researcher recipient to attend three (3) (3-hour) Masterclasses on CCI in research through the WAHTN CCI program.

- Introduction to CCI Masterclass – Online | CCI program
- Writing in Plain Language Masterclass (for researchers) - Online | CCI Program

- CCI and Successful Grant Writing Masterclass (for researchers) - Online | CCI Program

The WAHTN run the Masterclass series twice a year, alternating from online to in-person each Semester.

## 2. Consumer capacity building

The consumer capacity building package comprises of two parts.

- CCI Coordinator from the WAHTN will provide two (2) hours of support to the researcher to refine their consumer engagement needs (such as identify the type of consumer, involvement role, key project elements) and co-develop the information to develop the marketing information to process and select consumers to support the researcher and their project.
- Consumer engagement. Consumer(s) are paid to work with the researcher on their project to meet their goals (e.g. co-design for a research idea, research design and development and project/research grant development). Up to fifteen (15)-hours of support will be provided within the grant.

## Key points

- The CCI scholarship program is available to researchers across CAHS (eligibility criteria available in procedures below) and must include approval by HoD.
- The CCI scholarship is a 12-month professional development program.
- Interim and final reporting requirements are required by scholarship holders and is emailed to [CAHS.Research@health.wa.gov.au](mailto:CAHS.Research@health.wa.gov.au).
- CAHS researchers who have been successful for the CCI scholarship previously cannot re-apply for the scholarship.

## Procedure

### 1. Researcher eligibility

- CAHS employee with a minimum fractional appointment of 0.4 FTE.
- Completion of the two (2) FREE introductory e-courses in CCI (certificate of completion evidence):
  - [Consumer and Community Involvement in Health Research \(retprogram.org\)](http://retprogram.org) (30 minutes)
  - [Consumer and Community Involvement and Grant Writing \(retprogram.org\)](http://retprogram.org) (30 minutes).

- Completed or has a current Good Clinical Practice (GCP) certification. In Australia, a certificate of completion is valid for three (3) years. A free course is also available here [Good Clinical Practice \(GCP\) in Australia \(retprogram.org\)](#) (4.5 hour e-course).

## 2. Application form and process

The application form includes the following sections:

- Personal details and department area
- How the CCI Scholarship program will contribute to your research development (250 words)
- How the research area could benefit from partnering with consumers (100 words)
- How the project aligns with the [CAHS Consumer Engagement Strategy 2023-26](#) (maximum 100 words)
- Plain language summary of the research project
- Declaration of approvals, including sign off by the researcher's head of department
- Submit completed application with certificate attachments via email to; [CAHS.Research@health.wa.gov.au](mailto:CAHS.Research@health.wa.gov.au) within the allocated application submission phase.
- A member of the RSDU will review the application and will confirm receiving the application via [CAHS.Research@health.wa.gov.au](mailto:CAHS.Research@health.wa.gov.au) email.

## 3. Review process

- All applications are independently reviewed and scored. The Grant Review Panel comprising of the Research (or delegate/Chair), a Researcher representative, a Consumer representative, and a CAHS or WAHTN CCI coordinator representative will meet to discuss each application and determine the successful Scholarship holders.
- This review process will occur once the application phase has concluded and for scholarship round (e.g. twice per year, unless advised otherwise).

## 4. Post award

- All applicants will be notified on the outcome of their application approximately two (2)-weeks from submission.
- Unsuccessful applicants are encouraged to seek feedback and reapply for the next round of CCI scholarships.
- Successful scholarship holders are required to:

- Respond to the outcome email and return a signed copy of the CCI Scholarship acceptance letter to accept the scholarship program offer within one (1)-week of receiving the letter.
- Register and attend the three (3) (3-hour) masterclasses on consumer and community involvement in research through the WAHTN CCI program (approximately run in Q1 and Q3), which include:
  - Introduction to CCI masterclass – Online / Face to face.
  - Writing in plain language masterclass (for researchers) – Face to face.
  - CCI and successful grant writing masterclass (for researchers) – Online.
- Complete the onboarding survey and attend a meet and greet with other CCI Scholarship holders, the CCI coordinator from the WAHTN and the CAHS Clinical Research Facilitator.
- Meet 1-on-1 with a CCI coordinator to discuss the type of consumer (involvement role, key project elements) and co-develop the information to develop the marketing information to process and select consumers to support the researcher and their project.
- Create promotional materials to attract consumers with the CCI coordinator from the WAHTN. This material will then be reviewed by the Communications Coordinator (research) and the CAHS Consumer Coordinator Research (Consumer engagement, [CAHS.Consumers@health.wa.gov.au](mailto:CAHS.Consumers@health.wa.gov.au)).

## 5. Onboarding consumers

- Scholarship holders interview consumers for their project. This includes:
  - Interviewing four consumers and then identifying one (1) or two (2) consumers to onboard.
  - Follow the CAHS [Consumer Representative Recruitment and Management Toolkit](#) to onboard consumers.
  - Review the [Consumer representative guidelines](#) manual and checklist.
  - Check if the consumer has previously been onboarded with the CAHS consumer team; [CAHS.Consumers@health.wa.gov.au](mailto:CAHS.Consumers@health.wa.gov.au), while cc'ing in [CAHS.Research@health.wa.gov.au](mailto:CAHS.Research@health.wa.gov.au).
  - If the consumer has not been a part of the consumer program at PCH previously.
    - The consumer will also need to complete a Statement by a supplier form, a Working With Children's Check (WWCC; only needed if the consumer will be working on wards or leading events with children), and receive a police clearance organised through CAHS (Consumer engagement, [CAHS.Consumers@health.wa.gov.au](mailto:CAHS.Consumers@health.wa.gov.au)).
    - The consumer will also need to attend a two (2)-hour onboarding induction run by the CAHS consumer team (within 3 months of starting).
    - The additional costs associated with WWCC, police clearance.

- The payment for these onboarding processes will be covered through the CCI scholarship program and be deducted from the fifteen (15)-hours of honorarium provided.

## 6. Paying consumers

- Honorarium payments for a consumer are prepared by the scholarship holder.
- Scholarship holders complete a AP3 Consumer Participation Payment Request EForm and follow the CAHS [finance support framework](#). A copy of the completed [AP3 form](#) with an attached copy of the [statement by a Supplier form](#) is then sent to [CAHS.Research@health.wa.gov.au](mailto:CAHS.Research@health.wa.gov.au) for approval and processing.

## 7. Reporting requirements

- Completion of onboarding and post program evaluation surveys (link sent via REDCap) are required for program evaluation purposes.
- Interim (6-month) and final (12-month) reports are submitted using the template to the RSDU via the [CAHS.Research@health.wa.gov.au](mailto:CAHS.Research@health.wa.gov.au). These reports include:
  - Summary of meeting and attendance with consumers.
  - Activity and summary of key milestones.
  - Other activities.
  - Future consideration with consumer-led research.

## Responsibilities

Role	Responsibilities
<b>Applicant (Researcher)</b>	<p>Prepare the CCI application including the prerequisites and submit the application via <a href="mailto:CAHS.Reserach@health.wa.gov.au">CAHS.Reserach@health.wa.gov.au</a>.</p> <p>Participate in all scholarship program activities.</p> <p>Complete reporting requirements.</p> <p>Recruit consumer and follow onboarding (if applicable)</p>
<b>Clinical Research Facilitator</b>	<p>To promote and support the CCI scholarship program processes.</p> <p>Guide and support scholarship holders in their CCI professional development journey.</p>

<b>WAHTN CCI Program</b>	Provide the Scholarship program as per the contract agreement.
<b>CAHS Consumer Engagement Team</b>	Support CAHS Research in advertising and engaging consumers in research.

### SOP review and version control table

Version	Date issued	Summary of changes	Prepared by	Reviewed by
4-04-00	26/10/2025	Initial version	Amanda Timler, Clinical Research Facilitator	Paola Chivers, Manager RSD

#### Additional related internal policies, procedures and guidelines

- [CAHS Consumer Engagement Strategy 2023-26](#)
- [Consumer Representative Recruitment and Management Toolkit](#)
- CAHS Consumer Representative – [recruitment and management](#)
- [CAHS Finance support framework](#)

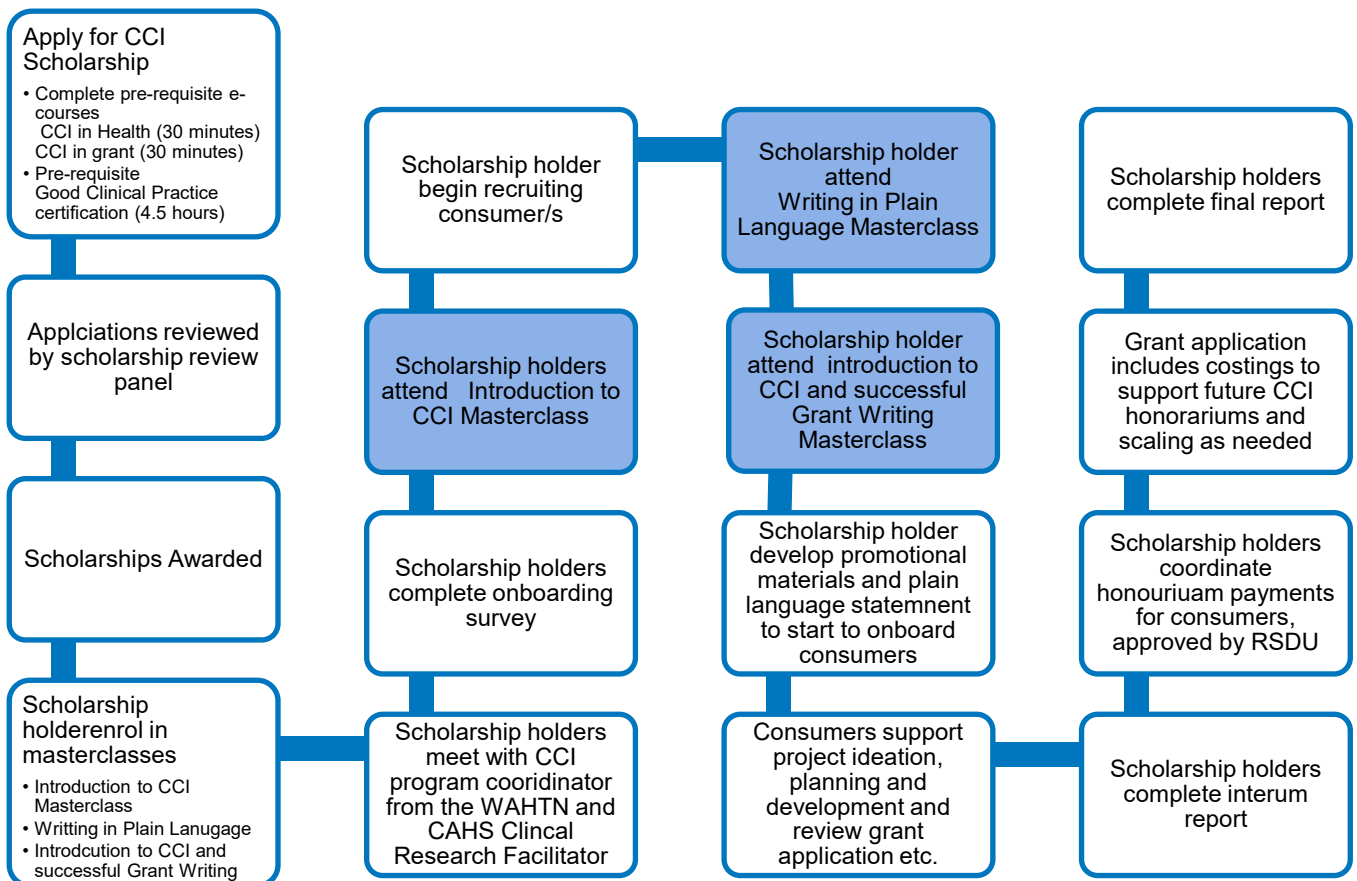
#### Additional related external policies, procedures, guidelines and resources

WAHTN: [Western Australian Health Translation Network](#)

**Online training:**

- [Consumer and Community Involvement in Health Research \(retprogram.org\)](#) (30 minutes)
- [How to Involve Consumers in Health and Medical Research \(retprogram.org\)](#) (30 minutes)
- [Consumer and Community Involvement and Grant Writing \(retprogram.org\)](#) (30 minutes).
- Good Clinical Practice In Australia certificate (valid for 3 years, certificate of completion evidence)  
Free course [Good Clinical Practice \(GCP\) in Australia \(retprogram.org\)](#) (4.5 hour e-course)

4-04 Figure 1. Consumer and Community scholarship program pathway



## 4-05-00 – Consumer and Community Involvement bank

Procedure– 4-05-00 Consumer and Community Involvement bank	
To provide instructions on the process for applying for funding to engage a consumer in research (CCI bank).	
<b>Scope (Staff):</b>	All CAHS staff wanting to involve consumers in research activities.
<b>Scope (Area):</b>	CAHS researchers who are actively involved in research utilising CAHS patients, patient information and/or CAHS facilities who want to involve consumers in health research.

### Aim

To provide CCI support to researchers across CAHS to receive up to fifteen (15)-hours of honorarium support per project to involve a consumer in research activities.

### Background

Involving consumers in research is important as it provides the perspective of lived experience to the research process from the initial conception and innovation, design, implementation, research outcomes and dissemination. Consumers provide a unique perspective and provide researchers with the opportunity to discuss key ideas and practicalities about the direction and scope of their research project. This can improve awareness of the study, recruitment, data collection, and study direction/aim(s). The CCI bank provides researchers with start-up funding to be able to work with consumers to help develop their research idea, project and grant.

### Key points

- The CCI bank is available to CAHS researchers to provide fifteen (15)-hours of honorarium to consumers on a specific research project (eligibility criteria available in procedures below) and must include sign off by their head of department.
- Approval for the CCI bank will be granted to successful recipients through the RSDU and the [CAHS.Research@health.wa.gov.au](mailto:CAHS.Research@health.wa.gov.au) email.
- Each CCI bank application is reviewed by a member of the research department. The CAHS Clinical Research Facilitator will act as the executive officer for the CCI Bank process.

- CAHS staff can apply for the CCI bank at any point throughout a financial year.
- The CCI bank is valid for a one (1)-year duration and is provided with written conditions of approval.
  - Interim and final reporting requirements are required by CCI bank holder and is emailed to [CAHS.Research@health.wa.gov.au](mailto:CAHS.Research@health.wa.gov.au).
  - CAHS researchers who have been successful for the CCI bank previously cannot re-apply for the scholarship until the next financial year.

The procedure for accessing funds to engage a consumer are detailed below and depicted at [4-05 Figure 1. CCI bank approval pathway](#).

## Procedure

### 1. Researcher eligibility:

- CAHS employee with a minimum fractional appointment of 0.4 FTE.
- Completion of two (2) FREE introductory e-courses in CCI (certificate of completion evidence):
  - [Consumer and Community Involvement in Health Research \(retprogram.org\)](https://retprogram.org) (30 minutes)
  - [Consumer and Community Involvement and Grant Writing \(retprogram.org\)](https://retprogram.org) (30 minutes).
- Completion of or holding a current GCP. In Australia, a certificate of completion is valid for three (3) years. A free course also available here [Good Clinical Practice \(GCP\) in Australia \(retprogram.org\)](https://retprogram.org) (4.5 hour e-course).

### 2. Application form and process:

- Personal details and department area.
- Describe how the CCI bank will contribute to your research development (250 words).
- Describe how the research area could benefit from partnering with consumers (100 words).
- Describe how the proposal aligns with the [CAHS Consumer Engagement Strategy 2023-26](#) (maximum 100 words).
- Describe outcomes and feasibility (maximum 100 words).
- Describe how the funds will be used (Budget up to a total of 15-hours or equivalent). Note. induction, WWCC and police clearance cost for onboarding of new consumers must be within the 15 hours equivalent cost).
- Declaration of approvals, including approval by the researcher's HoD.
- Complete and attach prerequisite certifications with final application.

- Applications are submitted through the [Consumer Bank Request Form](#) and can be submitted at any time.
- Confirmation for each submitted application will be sent to the applicants.
- A member of the RSDU team will review the application and further communication will be via [CAHS.Reserach@health.wa.gov.au](mailto:CAHS.Reserach@health.wa.gov.au) email.

### 3. Review process:

- All applications are independently reviewed by a member of the Research Department. The outcome of each application will be communicated via [CAHS.Reserach@health.wa.gov.au](mailto:CAHS.Reserach@health.wa.gov.au).

### 4. Post award:

- All applicants will be notified on the outcome of their application approximately two (2)-weeks from submission.
- Unsuccessful applicants are encouraged to seek feedback and resubmit their application to the CCI bank.
- Successful CCI bank holders are required to;
  - Respond to the outcome email and return a signed copy of the CCI bank acceptance letter within two (2)-weeks of receiving the letter.
  - Communicate with the CAHS CRF via [CAHS.Reserach@health.wa.gov.au](mailto:CAHS.Reserach@health.wa.gov.au).
  - If the CCI Bank holder wishes to create promotional materials to attract consumers, this material will need to be reviewed by the Communications Coordinator (research) and the CAHS consumer coordinator (Consumer engagement, [CAHS.Consumers@health.wa.gov.au](mailto:CAHS.Consumers@health.wa.gov.au)).

### 5. Onboarding consumers:

- Grant holders interview consumers for their project. This includes:
  - Interviewing four consumers and then identifying one (1) or two (2) consumers to onboard.
  - Follow the CAHS [Consumer Representative Recruitment and Management Toolkit](#) to onboard consumers.
  - Review the [Consumer representative guidelines](#) manual and checklist.
  - Check if the consumer has previously been onboarded with the CAHS consumer team; [CAHS.Consumers@health.wa.gov.au](mailto:CAHS.Consumers@health.wa.gov.au), while cc'ing in [CAHS.Research@health.wa.gov.au](mailto:CAHS.Research@health.wa.gov.au).
  - If the consumer has not been a part of the consumer program at PCH previously.

- The consumer will also need to complete a Statement by a supplier form, a Working With Children’s Check (WWCC; only needed if the consumer will be working on wards or leading events with children), and receive a police clearance organised through CAHS (Consumer engagement, [CAHS.Consumers@health.wa.gov.au](mailto:CAHS.Consumers@health.wa.gov.au)).
- The consumer will also need to attend a two (2)-hour onboarding induction run by the CAHS consumer team (within 3 months of starting).
- The additional costs associated with WWCC, police clearance.
- The payment for these onboarding processes will be covered through the CCI scholarship program and be deducted from the fifteen (15)-hours of honorarium provided.

## 6. Paying consumers

- Honorarium payments for a consumer are prepared by the grant holder.
- Grant holders complete a AP3 Consumer Participation Payment Request EForm and follow the CAHS [finance support framework](#). A copy of the completed [AP3 form](#) with an attached copy of the [statement by a Supplier form](#) is then sent to [CAHS.Reserach@health.wa.gov.au](mailto:CAHS.Reserach@health.wa.gov.au) for approval and processing.

## 7. Reporting requirements:

- Interim (6-month) and final (12-month) reports are submitted using the template to the RSDU via the [CAHS.Reserach@health.wa.gov.au](mailto:CAHS.Reserach@health.wa.gov.au). These reports include:
  - Summary of meeting and attendance with consumers.
  - Activity and summary of key milestones.
  - Other activities.
  - Future consideration with consumer-led research.

## Responsibilities

Role	Responsibilities
<b>Applicant (Researcher)</b>	<p>Prepare the CCI application including the prerequisites and submit the application via <a href="mailto:CAHS.Reserach@health.wa.gov.au">CAHS.Reserach@health.wa.gov.au</a>.</p> <p>Recruit the consumer and follow onboarding processes.</p>

Role	Responsibilities
	Complete grant reporting requirements.
<b>Clinical Research Facilitator</b>	To promote and support the CCI bank program. Guide and support grant holders.
<b>CAHS Consumer Engagement Team</b>	Support CAHS Research and grant holders in advertising and engaging consumers in research.

### SOP review and version control table

Version	Date issued	Summary of changes	Prepared by	Reviewed by
<b>4-05-00</b>	26/10/2025	Initial version	Amanda Timler, Clinical Research Facilitator	Paola Chivers, Manager RSDU

Additional related internal policies, procedures and guidelines
<ul style="list-style-type: none"> <li>• <a href="#">CAHS Consumer Engagement Strategy 2023-26</a></li> <li>• <a href="#">Consumer Representative Recruitment and Management Toolkit</a></li> <li>• CAHS Consumer Representative – <a href="#">recruitment and management</a></li> <li>• <a href="#">CAHS Finance support framework</a></li> </ul>

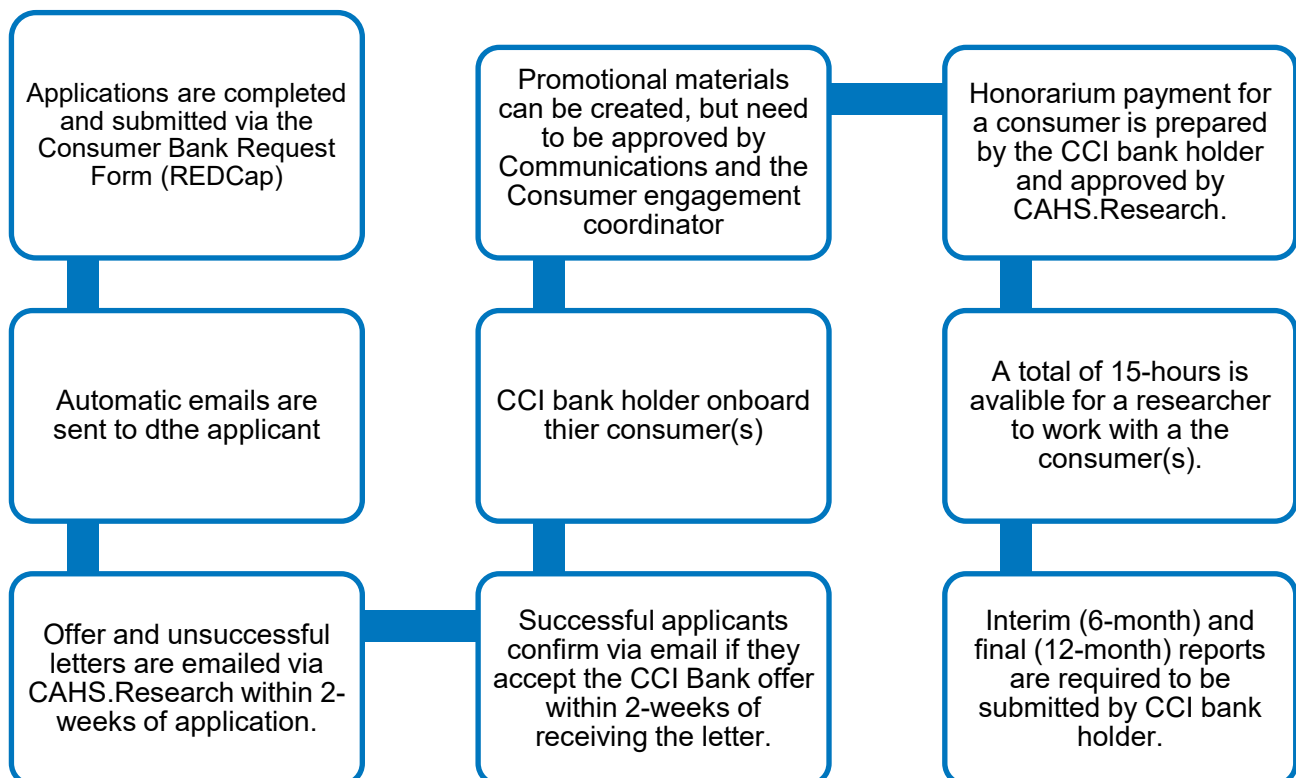
## Additional related external policies, procedures, guidelines and resources

WAHTN: [Western Australian Health Translation Network](#)

### Online training:

- [Consumer and Community Involvement in Health Research \(retprogram.org\)](#) (30 minutes)
- [How to Involve Consumers in Health and Medical Research \(retprogram.org\)](#) (30 minutes)
- [Consumer and Community Involvement and Grant Writing \(retprogram.org\)](#) (30 minutes).
- Good Clinical Practice in Australia certificate (valid for 3 years, certificate of completion evidence)  
Free course [Good Clinical Practice \(GCP\) in Australia \(retprogram.org\)](#) (4.5 hour e-course)

4-05 Figure 1. CCI bank approval pathway



## 4-06-00 Preparing research-related outputs for research publication

Procedure – 4-06-00 Preparing research-related outputs for research publication	
To provide a guideline on how to prepare research-related outputs for research publication including manuscripts, posters or oral presentations.	
<b>Scope (Staff):</b>	Any CAHS staff member including affiliated / honorary CAHS staff members involved in research using CAHS patients, data or infrastructure.
<b>Scope (Area):</b>	Any research-related activity output that was conducted within CAHS that utilises CAHS resources and/or CAHS facilities and generate outputs such as reports, journal articles, presentations or other research dissemination output including applications for funding/grant submissions and student research projects.

### Aim

This procedure aims to:

- Guide CAHS researchers and honorary CAHS staff members, including Higher Degree by Research (HDR) students and supervisors on how to prepare research-related outputs such as journal articles and presentations.
- Ensure authorship is appropriately acknowledged for all CAHS researchers and CAHS staff members, including HDR students and supervisors who have contributed to the research project.
- Provide authors with an example of an acknowledgement that can be used in research outcomes and to ensure those who have still contributed to the project but may not meet authorship requirements.

### Background

Disseminating research outcomes is an important part for communicating evidence-based practice for patient and client outcomes. Preparing research outputs are highly beneficial for both individuals and organisations, including enhanced credibility, visibility, and consistency in the dissemination of research outcomes.

## Key points

- All research-related outputs (e.g. journal articles, poster or oral presentations) resulting from research conducted within CAHS and use CAHS resources must include “The Child and Adolescent Health Service” in the publication by-line and be compliant with CAHS [Publications \(health.wa.gov.au\)](#) policy.
- Except for journal articles (where journals dictate publication standards), publications must be registered via the CAHS Publication Registration Form and must follow the publication checklist.
- All authors must approve their affiliations and contribution of authorship (including authorship order) as outlined by the [NHMRC authorship guidelines](#).
- All authors must approve the final version of the publication before it is submitted to the target journal, confirm their affiliations and provide appropriate acknowledgement.

## Eligibility

- All CAHS employees engaged in research activities.
- CAHS employees and honorary staff who are enrolled to undertake a research placement or research projects at CAHS, including HDR internships.
- External collaborators may be considered on a case-by-case basis where a formal CAHS research partnership or project affiliation exists.

## Procedure

### 1. Authorship

- Authors are required to follow the [NHMRC authorship guidelines](#) to ensure that all individuals are recognised for their contribution to the research project. The order of authorship reflects the different roles of the research team and the level of contribution made by each individual member. For example, this should include;
  - **Lead author** - the individual who has made the most significant contribution to the research-related output. E.g. HDR student, lead investigator.
  - **Last author** – the individual who has provided significant guidance to the research-related output and/or provided the funding for the project. E.g. The primary supervisor for the HDR student, the head of the group or senior researcher.
  - **Second author** - the individual who made the second most significant contribution research-related output. E.g. The co-supervisor for the HDR student, primary co-investigator, content expert or biostatistician.

- **Additional authors** – these individuals are listed between the Lead, Second, and Last authors in order of their contribution and include additional team members involved in the research project. e.g. Research assistants who have helped in the conduct of the research, biostatisticians who have assisted with analysis the data or consumers who have made a significant contribution to the project.
- During the preparation phase of the research-related output, the Lead author [with support their supervisor(s) if appropriate] should discuss the order of authorship to ensure all team members are aware of and agree with their allocated roles and responsibilities and level of contribution to the project.

## 2. Research-related output preparation

- **Journal articles:**
  - Select a target journal and review the scope and aim of the journal you wish to target to ensure it aligns with your research project / research area.
  - Review the journal to see if it is open access (payment will be required to finalise the publication) or standard access (free if the article is accepted for publication).
    - Note there is an open access agreement for Western Australian Hospitals available through [Springer](#).
  - If you are having difficulty identifying the right journal, some tools that can be used to help identify appropriate journals include;
    - [Journal/ Author Name Estimator \(JANE\)](#) – used to find a journal you want to submit to, relevant articles to cite, or to find authors.
    - [Scimago Journal & Country Rank](#) - used to find the ranking of the journal you want to submit to. The higher the ranking [E.g. Quartile one (1) (Q1) Journals are the highest-ranked journals within their respective categories].
  - Review the ‘*guidelines for authors/ship*’ created by the journal and align the formatting style of your manuscript to the journals preferred format, including the reference list.
  - Create an account with the target journal and follow the submission process. Please ensure the appropriate CAHS affiliation is used. Refer to [4-02: CAHS Authorship Affiliation by-line](#). Note, all authors will also need to provide their ORCID. Refer to [4-03: ORCID Registration](#).
  - Include an acknowledgement statement as per the guide below.

- During the submission, you may also be asked to submit the names of some potential reviewers. So make sure to know who is working within your research field.
- Submit the manuscript for review to the target journal. The journal editor will contact you for further information and the outcome of your submission. Note the outcome of your submission can take a significant amount of time depending on the journal processing and review phase. Continue to monitor your email until an outcome has been determined (this could take ~six (6)-months to twelve (12)-months).
- The outcome of your submission may include; accepted with no changes, resubmit manuscript with minor changes, resubmit manuscript with major changes, manuscript is rejected.
  - Note if minor or major changes are required and the author(s) address these changes appropriately they can resubmit the manuscript for publication.
- **Poster and oral presentations**
  - Select the appropriate CAHS template from the [Documents template](#). This includes 'Research posters' or 'PowerPoint templates'.
  - Use visual aids and information from the project to create the presentation.
  - List the authors who have contributed to the research project following [NHMRC authorship guidelines](#) at the top of the poster or introductory slide.
  - Conclude with an acknowledgment statement as per below.

### 3. Acknowledgements

- Acknowledgements are provided at the end of a research-related output to outline the additional contributions individuals or organisations have made to your project. This often includes the funding body, organisations who assisted with the project, participants and/or consumers who took part/advised in the study.
- [4-06 Table 1](#) provides example text that can be adapted for each project based on specific areas and where projects have received funding or consumers involvement. The CAHS acknowledgement is standard text that cannot be adapted. The other sections can be included and amended as per project requirements.

4-06 Table 1. CAHS acknowledgement statements

Acknowledgement	Statement
CAHS acknowledgement	<i>The CAHS sincerely acknowledges the dedication and generosity of the patients and their families who volunteer to participate in research. Their willingness to contribute to research plays a vital role in advancing healthcare for children and families in Western Australia.</i>
Area specific, participant acknowledgement	<i>[CACH, CAHMS, PCH and Neonatology] would like to thank all the participants and their families for their involvement in this study.</i>
Funding acknowledgement	<i>We would like to thank [the funding body] for their financial contribution to the study.</i>
Consumer acknowledgement	<i>The study team also recognises and appreciates the invaluable contributions of our consumer and community representatives, whose involvement in [project conception and design, documentation review, data collection, and interpretation of research findings] has significantly contributed to the outcomes of this study.</i>

**Example:** *The CAHS sincerely acknowledges the dedication and generosity of the patients and their families who volunteer to participate in research. Their willingness to contribute to research plays a vital role in advancing healthcare for children and families in Western Australia. [CACH, CAHMS, PCH and Neonatology] would like to thank all the participants and their families for their involvement in this study. We would like to thank [the funding body] for their financial contribution to the study. The study team also recognises and appreciates the invaluable contributions of our consumer and community representatives, whose involvement in [project conception and design, documentation review, data collection, and interpretation of research findings] has significantly contributed to the outcomes of this study.*

## Responsibilities

Role	Responsibilities
<b>Lead researcher (student)</b>	Prepares documentation, submits research-related outputs to the journal, maintains communication among the research team
<b>Supervisor (for students, senior researcher)</b>	Endorses request, supports quality of submission
<b>CAHS employees, affiliates, and students</b>	To use the prescribed format on all CAHS research-related outputs.
<b>RSDU Team</b>	To promote and support the use of the CAHS research-related outputs.

## SOP review and version control table

Version	Date issued	Summary of changes	Prepared by	Reviewed by
<b>4-06-00</b>	03/12/2025	Initial version	Amand Timler, Clinical Research Facilitator	Erika Sutanto, Research Grants Coordinator

### Additional related internal policies, procedures and guidelines

CAHS [Publications \(health.wa.gov.au\)](https://www.health.wa.gov.au) policy

CAHS [Publication Registration Form \(Request\)](#) (CAHS Publications)

[Child and Adolescent Health Service Styles Guide](#) (CAHS Communications Info Hub)

[Document templates](#) (CAHS Communications Infor Hub)

**Additional related external policies, procedures, guidelines and resources**

NHMRC: [Authorship: A guide supporting the Australian Code for the Responsible Conduct of Research](#)

## 4-07-00 Requesting research software

Procedure – 4-07-00 Requesting research software	
Describes the research software available at CAHS and the processes in how to access this software or relative alternatives available.	
<b>Scope (Staff):</b>	All CAHS researchers wishing to access research software.
<b>Scope (Area):</b>	Only CAHS staff are eligible.

### Aim

To provide information on the research software available for CAHS staff and/or alternative programs that are available.

### Background

CAHS researchers require specialised research software to complete detailed literature searches, statistical analysis and/or thematic analysis for their research projects. Gaining access to research software provides researchers with an opportunity to build their capability and capacity to produce high quality research dissemination outputs.

### Key points

- Research software can be requested by individual researchers to be installed on an allocated nuk.
- Access to research software allows individual researchers to conduct their own analysis and literature searches.
- The request for research software may be limited due to licensing requirements and restrictions.
- Research software and approval processes is dependent on the type of research software and what has been approved by the Research Department.
- The CAHS Library provides information on research software that can be freely accessed through their [tools](#) tab. This includes some free alternatives to traditional research software such as NVivo and SPSS. These options should be considered in the first instance.

- In some instances, budget allocation for research software will need to be provided by the individual researcher's department.
- Depending on the type of research software, [HFN-070](#) or eHFN-030 will need to be completed by the individual researcher.

## Eligibility

- CAHS employees and or honorary staff with affiliation with CAHS including students who are undertaking research at CAHS

## Procedure

### 1. General application process

- Each research software has specific access requirements, which vary depending on the type of software being required.
- The individual researcher must seek approval from their HoD or area lead to ensure that any costs associated with the research software can be covered by their department. Additionally, a cost centre request will need to be submitted.
- If the research software needs to be purchased, the researcher submits an [HFN-070](#) Purchase Request Form to IT. Note, a cost centre approver needs to authorise this before it is submitted to IT as an iProcurement request using the specified cost centre.
- If CAHS already has access to the research software, then an eHFN-030 can be completed and submitted to IT, requesting the software to be installed on the researchers allocated nuk.

### 2. Research software: SPSS or SAS

- HSS, Software Asset Management Unit (SAMU) coordinates a whole Health license purchase for SPSS and for SAS.
- Costs are charged back to the department for both SPSS and SAS. The cost depends on the number of modules purchased.
- To be added to the group of SPSS licensed users, please complete an [HFN-070](#) form and attach it when you log an IT Request.
- IT will then install the software onto the researcher's allocated nuk.

### 3. Research software: STATA

- CAHS has a limited user licence for STATA.
- Individual researchers need to seek approval from their HoD or area lead.

- The individual researcher then needs to seek approval from the Research Department ([CAHS.Research@health.wa.gov.au](mailto:CAHS.Research@health.wa.gov.au)) with the approval from their HoD and project summary.
- Once approved, the individual researcher submits an eHFN-030, attaching the approval emails from their HoD and Research Department.
- IT will then install the software onto the researchers allocated nuk.

#### 4. Research software: Quirkos – qualitative data analysis software

- Monthly subscriptions to Quirkos (\$18 USD/month) can be purchased at an ad hoc basis.
- Individual researchers need to seek approval from their HoD or area led to ensure the costs associated with Quirkos is covered by their department and a cost centre request will need to be submitted.
- A cost centre request with approval number will need to be set up or attained.
- The individual researcher can then submit an [HFN-070](#) Purchase Request Form to IT.
- IT will then install the software onto the researcher's allocated computer

#### 5. Research software: Endnote

- Go to the CAHS medical library; [Home - CAHS Library - Library at Child and Adolescent Health Service](#).
- Select the research tab, endnote reference management.
- Click on the getting started and select EndNote 21 in WA Health tab.
- Follow the prompts to download endnote on the individual researcher's home or allocated nuk.

#### 6. Additional software requests

- Please note that if you would like access to additional software, you will need to seek approval from your HoD and will need to be purchased by your department.
- Please note CAHS staff do not have access to the following research software; Covidence, NVivo.

## Responsibilities

Role	Responsibilities
<b>CAHS employees, affiliates, and students</b>	Require research software for all CAHS research-related outputs.
<b>RSDU Team</b>	To promote and support the use of the CAHS approved software.

## SOP review and version control table

Version	Date issued	Summary of changes	Prepared by	Reviewed by
<b>4-07-00</b>	03/12/2025	Initial version	Amand Timler, Clinical Research Facilitator	Erika Sutanto, Research Grants Coordinator

### Additional related internal policies, procedures and guidelines

CAHS Library [tools](#) tab provides information on Research Software available to CAHS staff

### Additional related external policies, procedures, guidelines and resources

## 4-08-00 Staff and student research projects

Procedure – 4-08-00 Staff and student research projects	
To describe the requirements and processes when requesting staff and student projects and PhD internships that would last for $\leq$ six (6)-month period.	
<b>Scope (Staff):</b>	All CAHS staff and CAHS research active staff.
<b>Scope (Area):</b>	For all CAHS researchers who are actively involved in research utilising CAHS patients, patient information and/or CAHS facilities who wish to work with students and interns for $\leq$ six (6)-month projects.

### Aim

To provide detail on the process for short-term [ $\leq$  six (6)-month] staff and student placements (e.g. undergraduate, honours, and master's students) and internships (e.g. PhD internships, medical interns) with no clinical/patient contact that would be supervised by a CAHS staff member in partnership with a university or other organisation.

### Background

Staff and student projects and internships provide an opportunity for CAHS (industry) to support other organisations such as universities to build industry relationships. For example, this could include preparing students for the workplace. Short-term opportunities for staff and students within industry allows for a collaborative approach to provide greater opportunities for professional development and career progression. PhD Internships also provide greater opportunities for higher degree by research students to understand how they can apply their research skill set with an industry organisation.

### Key points

- The information in this SOP covers staff and student projects including internships that will occur for  $\leq$  six (6) months.
- Staff projects include working collaboratively on research related projects across organisations.
- Student project comprises of undergraduate, honours or master's student who is being supervised by a CAHS staff member on a project they are developing or working on.

- The staff or student project could comprise of, but is not limited to project set-up, project implementation (e.g. data entry) or final stages of the project (e.g. data analysis, evaluation, dissemination and translation).
- PhD internships provide PhD students to collaborate on a with ~sixty (60)-day project with an industry partner.
- Research department staff are available to facilitate the partnership and service agreement between both organisations.
- The CAHS staff member is responsible for onboarding the external staff and student / intern while liaising with the Research Department.
- CAHS staff member monitors the project/internship training and other requirements including adding the external staff/student to any delegation logs and or internal systems [e.g. Digital medical records (DMR), ensuring completion of Good Clinical Practice]

## Eligibility

- Staff, members from different organisations including research active staff who have a short-term project.
- Internship [e.g. ~sixty (60-days)] that would meet the requirements for an undergraduate or postgraduate university student.

## Procedure

### 1. Project ideation

- This can occur either by;
  - The research department contacts an area led or key staff working in a particular field based on the interest expressed from another organisation or a university partner (initiated by a supervisory or internship team).
  - A CAHS staff member contacts the research department with a project idea and the research department works with the other organisation to identify an appropriate student.
    - For undergraduate or clinical-related staff projects contact; [CAHS.cnmresearch@health.wa.gov.au](mailto:CAHS.cnmresearch@health.wa.gov.au)
    - For PhD internships contact; [CAHS.Reserach@health.wa.gov.au](mailto:CAHS.Reserach@health.wa.gov.au)

### 2. Partnership and collaboration

- Liaise with the Research Department to discuss research options and internship opportunities.

- Once a project and/or staff/student has been identified, service agreements are arranged for execution – this includes a schedule that outlines the details of the project, staff/student (including industry-university supervisors). Note: each service agreement may be different to meet the needs of each organisation involved.
- CAHS staff/supervisor – completes an eHFN-030 to allow an HE number and email to be created for the staff and/or student/intern. Note: As the appointment is  $\leq$  six (6) months, formal CAHS onboarding, police clearance and Working with Children's Check is not required for these individuals. If the appointment extends beyond a six (6)-month period formal onboarding may be required.

### 3. Project and internship monitoring

- CAHS staff/supervisor monitors the project/internship requirements including adding the staff or student to any delegation logs and or internal systems [e.g. Digital medical records (DMR).
- RSD manager and/or clinical nurse manager research mediates contact between the CAHS supervisor/staff and the staff and student to ensure appropriate support, project milestones/deliverable and research-related outputs comply with CAHS policies and procedures.
- CAHS staff/supervisor informs research department contact when project is completed and access to CAHS and systems to be terminated or if extension is required.

### 4. Program reporting

- A summary of the completed project once complete will be emailed to [CAHS.Reserach@health.wa.gov.au](mailto:CAHS.Reserach@health.wa.gov.au) from the CAHS staff/supervisor to the Research Department knows the project is complete.

## WI – university internship

1. Student or supervisor draft project plan.
2. CAHS review project plan.
3. CAHS first signature on project plan and issue to university supervisor.
4. University supervisor issues for sign off internally, including themselves as the chief investigator.
5. Student and Supervisor must notify the correct team at their university to complete a fieldwork agreement.
6. Once the project plan and field work agreement have been completed the student is covered and work can begin.

Step one can be completed by CAHS, with the student and supervisor completing step two. First signature should always be from CAHS.

## Project plan

The project plan is drafted by either party (CAHS or university student/supervisor). The project plan contains deliverables and timeline for completion.

The project plans are submitted as items under the service agreement (head agreement). Any university students can be included under the service agreement.

Each project plan will need to be signed by a representative from CAHS, then issued to the appropriate university representative for approval.

## Field work agreement

Each student will need to complete a field work agreement to ensure they are covered by their university's insurance. The fieldwork agreements are documents that the student and university complete and sign. Students complete this first and then liaise with their supervisor. It is recommended to sign a field work agreement before commencing work with the student.

## Responsibilities

Role	Responsibilities
CAHS staff	Complete all onboarding information required for a $\leq 6$ -month project/internship
RSD Manager	Facilitates university partnerships and service agreement execution
Clinical Nurse Manager Research	Monitors projects and service agreement execution

## SOP review and version control table

Version	Date issued	Summary of changes	Prepared by	Reviewed by
4-08-00	03/12/2025	Initial version	Amanda Timler, RSD Manager	Saranga Senanayake, Clinical Nurse Manager Research

### Additional related internal policies, procedures and guidelines

[Unremunerated Clinical and Honorary Research Placements](#)

[Confidentiality, Disclosure and Transmission of Health Information](#)

[Clinical Documentation](#)

[Investigator Responsibilities](#)

[Managing Potential Breaches](#)


[Research Policy](#)

[Child and Adolescent Health Service | CAHS - Resources](#)

### Additional related external policies, procedures, guidelines and resources

This document can be made available in alternative formats on request for a person with a disability.

## SOP whole document version control

<b>Document Owner:</b>	<b>Manager, Research Support and Development</b>		
<b>Approver</b>	Director, Research Operations		
<b>Amendments:</b>	<b>Change Details</b>	<b>Version #</b>	<b>Date</b>
	New (initial version) Research Support and Development SOP.	1.0	Oct 2025
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<b>Last full review:</b>		<b>Next full review:</b>	2027
<b>Approved by:</b>	Director, Research Operations	<b>Date:</b>	Oct 2025
<b>Standards applicable:</b>	NCTGF Standards: 1 & 2 NHMRC National Statement and The Code		
<b>Approval Statement, name, signature and date</b>	<p>I have reviewed and approve this Standard Operating Procedure document.</p> <p><b>Alexandra Roberston</b> <b>CAHS Director of Research Operations</b></p>  <p>11<sup>th</sup> December 2025</p>		
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