

Blue Care Research Outline

GUIDELINES FOR SUBMISSION

Who should complete a Research Outline?

A Research Outline should be completed by researchers who are considering conducting research involving Blue Care clients, residents, staff, management systems or records.

When? Are there any cut off dates?

Researchers need to submit a Research Outline before writing and submitting an ethics proposal from the UnitingCare Queensland Human Research Ethics Committee (UCQ HREC). Once obtained, written approval of the Outline should be attached to the HREC submission. A Research Outline must be submitted by close of business on the specified deadlines.

What is the Outline for?

The aim of the Outline process is to obtain tentative support for the project from the service management arms of the organisation before ethics documentation is created and submitted. This will reduce the documentation burden for both researchers and members of the Ethics Committee in processing ethics applications for projects that ultimately won't go ahead.

How does the Outline process work?

The Outline contains a brief description of the project and its associated potential benefits. The Outline is submitted to the Blue Care Research Approval Group (BCRAG), which consists of Community and Residential Care Directors, at least two Care Advisors, and the Chair of the UCQ HREC. The Outline document is meant to be short and easy to read so BCRAG members can consider each request in an efficient and timely manner. The BCRAG will consider the Outline with regard to:

- Does the research topic fit with Blue Care's program of care and research priorities?
- Does the project plan make sense with regard to:
 - The proposed participant group? (e.g. client type, numbers, access)
 - Compliance with legislation &/or standards of care practice?
 - The practicalities of undertaking the proposed research activities?
- What are the major actual or potential benefits of the project?
- What actual or potential impacts will the project have on Blue Care services (e.g. staff time, resources)?
- What other activities will be occurring in the proposed service area and/or at individual facilities at the same time (such as other research projects, system rollouts etc) which together may result in an unreasonable additional burden or workload for staff.

How long will it take to hear the result?

If the Outline contains clear and complete information, Blue Care will aim to notify applicants of the outcome within three weeks of the submission deadline (possibly longer during holiday periods).

What does approval of the Research Outline mean?

It means applicants have tentative approval from the heads of relevant service areas within Blue Care to conduct their project, on the condition that ethical approval from the UCQ HREC is first obtained. After ethical approval is confirmed, applicants may continue to negotiate access to participants (and/or other research material) directly with Care Directors, Care Managers, Service Managers or other relevant staff.

Where can I find the Outline form? Is there a word limit? How can I submit my Outline?

[Download the outline form here](#) or contact [Mr. Benjamin Fox](#)

Applicants should avoid unnecessary detail and repetition of information. The Outline should be no longer than two pages, and written in plain English (layman's terms). Poorly written submissions, and those over the page limit, may not be approved. A one page cover letter and/or a one page photo, illustration or diagram may be attached.

Completed Research Outline forms should be submitted by email to: rag@bluecare.org.au