



Research Participation Policy

Healthy Living NT receives requests from researchers who would like:

- To offer opportunities to our consumers and clients to participate in their chronic disease-related research project;
- Healthy Living NT to co-participate in research activities; or
- Healthy Living NT to provide a letter of support for research funding applications.

We have developed a policy for managing requests for research participation. If you would like to seek our assistance with recruitment of participants for your research or are seeking co-participation in, or support for, your research, please download the [interactive Research participation application form](#) which you can type your responses into, and send to ceo@healthylivingnt.org.au.

Healthy Living NT role in participating in research

Healthy Living NT recognises the value of all levels of research and the welfare and experiences of those affected. Likewise, Healthy Living NT recognises that many consumers are interested in research and want to be involved in research projects relevant to them.

Healthy Living NT may endeavour to assist with the recruitment of participants to take part in the design and execution phases of research projects and studies; however Healthy Living NT cannot guarantee that participants will be available.

All requests for Healthy Living NT to assist with the recruitment of participants for research projects or to co-participate in a research activity must be made on the appropriate application form. Requests for participants required in the execution of a study must be accompanied by a copy of Ethics Committee applications and approval for the study and participant information sheet. Only applications seeking assistance with study design or letters of support for funding applications can be considered by Healthy Living NT prior to ethics approval.

Promotion of approved applications will be through mechanisms deemed appropriate by Healthy Living NT which may include letters of support, social media, through our website, membership or client database and health professional networks.

Healthy Living NT retains the right to remove listings/postings that do not meet the agreed criteria, and/or if complaints are received concerning the research project.

How decisions will be made

Healthy Living NT has developed the below set of criteria to assess applications:

1. Aims and purpose of the research: the research must have the potential to lead to benefits to people living with, or at risk of, diabetes or a related chronic disease.
2. Ethics approval: the project must have ethics approval from a Research Ethics Committee, particularly if the researcher is seeking participants to execute the study.
3. If the researcher is seeking participants for the study, a participant information sheet and communication plan must also be included. This should also address protection of, and respect for, consumer rights and information and include any surveys or questionnaires.



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Status	Approved	Research Participation Policy	Document ID	G0057
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Approval By	Board		Current Version Number	3.0
Circulation (on approval)	Public		Review Cycle	Annual
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After receiving applications from a researcher for assistance recruiting participants to their study, Healthy Living NT will assess and notify them of the outcome. Requests for general promotion of, or support for, a research opportunity will normally be decided within two weeks; research study requests involving specific participant recruitment or co-participation will normally be decided within two months.

Other important information

To ensure compliance with privacy legislation, Healthy Living NT will not release consumer details to researchers without the express permission of the individual and will at all times ensure compliance with our Privacy Policy. Subject to compliance with Healthy Living NT's Privacy Policy, stakeholders will be provided with the researcher's contact details via methods deemed appropriate by Healthy Living NT and asked to contact the researcher directly.

All researchers that receive help from Healthy Living NT recruiting research participants are asked to:

- Acknowledge that Healthy Living NT takes no responsibility for the research and is not liable for any claims concerning negligence, harm or oversight that might arise during the course of the research.
- Acknowledge that providing the researchers with access to potential participants, does not represent Healthy Living NT's endorsement of, or participation in, the research project.
- Note that Healthy Living NT will publish a disclaimer on the website which will contain a register of research projects that are being listed by Healthy Living NT.
- Note that Healthy Living NT retains the right to remove listings and postings of research projects that do not meet the agreed criteria, if complaints are received concerning the research project or if the implementation of the project differs materially from the parameters of the Ethics Approval.

If you have any questions please contact ceo@healthylivingnt.org.au

Responsibility for Policy

The Board of Diabetes Association of the NT Inc. is responsible for ensuring this policy is up to date and complied with.

Approval

Approval

Original Approval Date:	Board Meeting 6/18 of 8 December 2018
Revision 1 Approval Date:	Board Meeting 6/19 of 14 December 2019
Revision 2 Submission Date:	Board Meeting 6/20 of 12 December 2020
Revision 2 Approval Date:	Board Meeting 6/20 of 12 December 2020

Circulation: Public.

Related Documents, References and Resources

- HLNT Privacy Policy
- HLNT Research Participation and Assessment Framework
- HLNT Ethical Relationship Guide

Research Participation Application Form

All requests for Healthy Living NT to provide access to stakeholders for chronic disease related research projects, to co-participate in a research activity or provide support for a research activity must be made on the appropriate application form. This form should be read in conjunction with Healthy Living NT's Research Participation Policy.

Requests for participants in the execution of a study must be accompanied by a copy of ethics application and approval for the study, participant information sheet and communications strategy. Although Healthy Living NT can endeavour to provide access to stakeholders who may be interested in taking part in research projects, it cannot guarantee securing participants.

Please fill in this form and send to ceo@healthylivingnt.org.au Fax: 0889 278515 or post to PO Box 40113, CASUARINA NT 0811.

1. Title of research project:

2. Chief Investigator Details:

Full Name:		Contact number:	
Job Title:		Email:	
Institution:		Postal Address:	

3. Name of research funders:

4. Supporting Information – Please attach:

- | | |
|--|--|
| <input type="checkbox"/> Ethics Committee Application and Approval | <input type="checkbox"/> Participant Information Sheet and Communication Plan including any surveys or questionnaires. |
| <input type="checkbox"/> Project Description | |

5. What form of support are you seeking from Healthy Living NT?

6. Where are you recruiting participants from?:

7. Please provide a short statement covering the aim of the study, what participants need to do and who they should contact? If approved, this will be posted on our website: (max 200 words)

8. End date of recruitment: (This is the date the project will be removed from the website)

9. Please describe the benefits of the proposed research to people with diabetes / related chronic condition

9. Declaration of any conflicts of interest or potential conflicts of interest:

Acknowledgement

I, _____, agree to:

1. Acknowledge that Healthy Living NT takes no responsibility for the research and is not liable for any claims concerning negligence, harm or oversight that might arise during the course of the research;
2. Acknowledge that providing the researchers with access to potential participants does not represent Healthy Living NT's endorsement of, or participation in, the research project;

3. Provide Healthy Living NT with a copy of the final research paper and a plain English report on the research that Healthy Living NT may publish;
4. Note that Healthy Living NT will publish the following disclaimer on our website with all research participation requests that are posted:

Healthy Living NT recognises the value of all levels of research and promotes the welfare and experiences of people participating in research projects. Healthy Living NT is not responsible for, and does not endorse, any research project, opportunity or other type of project listed. Reasonable attempts have been made to ensure the projects listed have appropriate approval from a recognised body. Participants are responsible for satisfying themselves that appropriate approval procedures have been met before taking part. Participants are advised to read the participant information sheet that the researcher will provide to you. If you do agree to participate and/or you have concerns regarding the project, these should be directed to the researcher and other contacts on the participant information sheet. If you are unable to resolve concerns regarding the project, please advise Healthy Living NT.

Applicant
Signature

Date

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