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**EC Australia Concept Sheet**

This concept sheet is an internal document used to monitor the development of manuscripts and conference abstracts using ECA generated data/ideas.

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| **Part 1: Background and details** | |
| **1. Date of request:** | |
| **2. Contact details** | |
| Name |  |
| Phone Number |  |
| Email |  |
| **3. Proposed Paper Title:** | |
| **4. Outputs from this work/project:**  (i) Research publication, please include details:  (ii) Conference abstract, please include details:  (iii) Internal purposes   * Social media * Advocacy * Funding proposals * Policy briefs | |
| **5. Partner(s):** | |
| **6. Proposed author list:** | |
| **7. Proposed journal/conference/dissemination strategy** | |

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| **8. Has ethical approval been obtained for your study?**  Yes  No  If yes, please provide ethics reference number:  If no, please provide clear justification as to why ethics is not needed: |
| **9. Data security** Please provide details about the data being analysed:  Quantitative data  Qualitative data  The research data (qualitative and quantitative) for the proposed project will be managed via the Burnet Institute network drive.  The Burnet Institute has implemented a 2-Step Verification process, which is mandatory for any access. To access the Burnet Institute Network Drives, a Burnet Institute email address and 2FA authentication is required. A private folder on the network drive will be established, and will only be accessible by members of the project team.  Data will be managed according to a number of Burnet Institute policies and procedures (<https://thehub.burnet.edu.au/support-services/research-integrity-office/>), which were developed in accordance with the National Statement on Ethical Conduct in Human Research. These include:  1. Burnet Institute Code of Research Conduct  2. Burnet Institute Authorship Policy  3. Burnet Institute Statement of Authorship  4. Burnet Institute Conflict of Interest Policy  5. Burnet Institute Mandatory Data Breach Policy and Response Plan  The data will be stored as de-identified aggregated data in .csv format on the Burnet Institute network drive. Evaluation data will be stored for 5 years post-publication before being destroyed, as recommended by the Australian Code for the Responsible Conduct of Research. |
| **10. Study background:** Please be brief. Tell us how your project expands on past literature and why it is important (max 200 words). |
| 11. Objective(s) of the manuscript: **Primary objective:**  **Secondary objectives:** |
| **12. Proposed analysis:** Please be brief. Tell us about your proposed analysis (max 200 words).  **Quantitative analysis**  **Qualitative analysis** |
| **13. Potential limitations:** |

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| **Presentation to the ECA Management team** |

Save using the following convention: [First author surname] Short title YYYY-MM-DD.docx

**Once completed, the ECA concept sheet should be tabled on the agenda for discussion at the next ECA Management meeting. Please email** [**ecaustralia@burnet.edu.au**](mailto:ecaustralia@burnet.edu.au) **to list on the meeting agenda.**

Date presented at the ECA Management meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ECA Management comments:

General comments:

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| **Technical Working Group Leads** |
| Professor Margaret Hellard, Primary Investigator and Technical Lead for Implementation Research  A/Professor Joseph Doyle, Technical Lead for Workforce Development and Health Service Delivery  Professor Mark Stoové, Technical Lead for Evaluation and Surveillance  Dr Alisa Pedrana, EC Australia Coordinator and Technical Lead for Health Promotion and Aboriginal Health Strategy |