

## Summary

This policy describes the Life Without Barriers (LWB) approach to research partnerships and conferences and publications.

This policy guideline requires that research partnerships, conferences and publications are aligned with LWB Values, Strategy 2025, ethical processes<sup>1</sup> and LWB practice approaches/models. For example, the CARE model for any research relating to children and families.

**Note:** Routine activities (e.g. internal evaluation, data collection, surveys, tracking and reporting) are not in the scope of this policy. Please see further information in the Research Partnerships Procedure or contact the Strategy and Engagement Stride team ([stride@lwb.org.au](mailto:stride@lwb.org.au))

## Who should read this document?

All employees, carers and volunteers involved in research involving LWB. All employees, carers and volunteers, presenting at conferences or writing for other forms of external publication.

## What is our aim?

To support and encourage participation in research and in disseminating what we learn from research and from practice to the broader sector and community.

## The meaning of terms and words in this document.

A **research partnership** is an approach to research in which researchers and LWB work together collaboratively on a research project.<sup>2</sup> It includes research where LWB employees, carers and /or clients are participants or likely to be invited to participate.

A **conference** is an external meeting or gathering of researchers, academics, practitioners, carers, policy makers, service users, advocates, and /or other stakeholders to share learnings and disseminate new knowledge, resulting in the publication of proceedings.

A **publication** is any written /visual /audio material drawing on research or practice by or involving LWB, externally disseminated to share learnings and contribute to the knowledge base.

## Essential Requirements.

The primary evaluation criteria for approval of research to be conducted at LWB is it will deliver tangible benefits to our clients or to similar groups. Examples of benefits include improved service delivery, policy change, a better understanding of client needs and strengths and/or a more responsive use of resources. LWB will not approve research projects that are unlikely to improve the circumstances of our clients or those in similar groups.

---

<sup>1</sup> Accepted guidelines for ethical research are the [National Statement on Ethical Conduct in Human Research](#), the [Ethical Guidelines for Research with Aboriginal and Torres Strait Islander Peoples](#) and the [Australian Code for the Responsible Conduct of Research](#)

<sup>2</sup> Definition obtained from Hoekstra et al (2018). "A review protocol on research partnerships: a coordinated multicenter team approach", *Systematic Reviews*, 7, 217: <https://systematicreviewsjournal.biomedcentral.com/articles/10.1186/s13643-018-0879-2>

Research and publications /conference presentations must be congruent with the LWB Strategy and our practice frameworks e.g.: CARE.

Our responsibility to our clients remains paramount. LWB will not partner in research that presents an unreasonable or unnecessary level of risk to our clients, employees or carers.

### **Knowledge Transfer**

With privacy and confidentiality requirements in mind, the findings, results, and any other pertinent information to arise from research partnerships should be communicated within LWB and externally including with research participants.

### **Ethics Approval**

LWB is **not** equipped to provide ethics approval for research partnerships. It is a non-negotiable precondition that all research proposals submitted to LWB have already received or will be subject to, written approval from a recognised human research ethics committee<sup>3</sup> at a university or other appropriately accredited research institution. For more information, please see the Research Partnerships Procedure.

The wellbeing, privacy, confidentiality, and dignity of research participants is of the utmost importance. Breaches may result in project termination and /or disciplinary action.

### **Time Commitment**

While LWB is committed to partnering in research, we will not approve projects with onerous time commitments for our employees, clients, and carers.

### **Organisational Approval**

All research partnerships with external groups require approval in principle from the Executive Director, Strategy and Engagement and then proceed to the LWB Practice Governance Committee (PGC) – a sub-Committee of the LWB Board – for approval prior to commencement. The process for obtaining this approval is outlined in the Research Partnerships Procedure.

### **Client Involvement as Co-Researchers**

Where possible, it is preferable for clients to be involved in research projects as co-designers and/or co-researchers rather than simply participants. LWB will give priority to research projects co-designed by LWB clients.

---

<sup>3</sup> List of HRE committees registered with NHMRC

<https://www.nhmrc.gov.au/sites/default/files/documents/attachments/embryo%20research%20licence/list-of-registered-human-research-ethics-committees.pdf>

## Accountability

More information is available in the Research Partnerships Procedure. Note: the actual conduct of the research including reporting and publishing is the responsibility of the research team.

Task	Stride/ LWB Rep	Executive Lead Strategy and Engagement	Manager, Risk and Resilience	Practice Governance Committee	Board
1 Submitting and Approving Research Proposals	R	C		A	I
2 Ensuring Ethical Approval	RA				
3 Preparing Risk Assessment (if required)	R	A	C	I	
4 Executing Research Agreement	R	A			
5 Overseeing, monitoring progress of research project (as described in proposal)	R	A		I	
6 Interim/Milestone Reporting (if required)	R	A			
7 Issues Reporting	R	A	C		
8 Final Report (if stipulated in Research Agreement)	R	A		I	I

R = Responsible = Owns the project / problem

A = Accountable = Who must sign off / approve on work before it is effective

C = Consult = Who has the information and/or capability necessary to complete the work

I = Inform = Must be notified of results, but does not need to be consulted

## Maintenance of a Research Register

A register of all current and completed research projects at LWB will be maintained by the Stride team in Strategy and Engagement. This will, at a minimum, include:

- The title of the project and a summary of its methodology, purpose and benefits
- The names and organisations of the project leads and LWB contacts
- The date of commencement and completion of the project
- When published, the location of the results of the project

## Endorsement of Conference Presentations and Publications.

This is required to ensure alignment with practice frameworks and quality. To obtain endorsement please email abstracts, draft publications and any other associated information about the planned conference or publication to [stride@lwb.org.au](mailto:stride@lwb.org.au), allowing time before deadlines. LWB line management continues to apply. Costs associated with attendance at conferences are subject to normal financial delegations and processes. More information is available in the Conference and Publication Procedure.

## Other Resources

Research Partnership Procedure and Application Form

Document is considered uncontrolled once printed

Date of last review: May /2022

Research Partnerships Policy Guideline

RESEARCH PARTNERSHIPS,  
 CONFERENCES AND  
 EXTERNAL PUBLICATIONS  
 POLICY GUIDELINE



Conferences and Publication Procedure

LWB Strategy – Impact for Future Generations

DOCUMENT NAME	Policy Guideline – Research Partnerships and conferences at LWB		
DOCUMENT TYPE	Policy Guideline		
SERVICE SECTOR/S	All Service Sectors		
VERSION	1.0		
APPROVAL DATE	2021	REVIEW FREQUENCY	3
APPROVED BY	Brad Swan The signatory (lead Executive) is accountable to implement, maintain and monitor appropriate systems to achieve the objectives of this document.		
BUSINESS PORTFOLIO	Strategy and Engagement		
CONTACT FOR QUERIES	Jessica Cocks		
RELATED TOPIC/S	Research and Evidence Informed Practice		