# Research project: contribution statement

**Project title (as per ethics):**

**Ethics approval number/s:**

**Data collection sites involved:**

**Brief project summary:**

**Investigators:**

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| Investigator | Role (eg PI, AI) | Position and Organisation/s |
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| (insert additional rows as required) |  |  |

# **Investigator roles**

Principal and chief investigators are responsible for: [delete/add/adjust according to project needs]

* Developing the study protocol and providing project oversight.
* Coordinating the development and submission of ethics and governance applications and any contractual or other related requirements (eg contracts between University and Queensland Health, registration of the study with relevant bodies).
* Ensuring Standard Operating Procedures (SOPs) are developed and the research is undertaken in accordance with the Human Research Ethics Committee (HREC) approved protocol and within the relevant scopes of practice.
* Communicating any adverse events to the relevant bodies in a timely manner, undertaking any immediate action required to ensure participant/staff safety and following up risk mitigation.
* Employing and managing research staff.
* Providing research project oversight and ensuring targets (eg recruitment, deadlines) are met.
* Communicating with all stakeholders (eg investigators, project staff) in a timely and efficient manner.
* Ensuring the integrity and safeguarding of scientific data (physical and electronic), including storage and destruction of data as per the ethically approved protocol.
* Assisting with data collection, analysis and/or interpretation.
* Collaborating on the preparation of manuscripts and participation in the public presentation of project findings.
* Managing any grant funding/project finances (if applicable).
* Coordinating the final report and submitting any close out documentation to ethics committees or funding bodies.
* Other activities as required to ensure timely completion of the study.
* Coordinating authorship, peer review and the publication process.
* Associate investigators are responsible for: [delete/add/adjust according to project needs]
* Providing input into protocol development, interpretation of findings and/or specialist input on aspects of the study (eg statistics, health economics).
* Undertaking research activities (eg recruitment, statistical analysis) as agreed.
* Executing duties and research processes according to the HREC approved protocol and any SOPs, ensuring they are operating within their scope of practice, and ensuring they are adhering to relevant legislative requirements if working with vulnerable populations (eg Working with Children Check/Blue card for paediatric research if required).
* Reviewing and approving the final manuscript for publication.
* Assisting the principal investigators as required.

NOTE: Other people who may make contributions to the research, but do not meet authorship rules (such as Research Assistants or people only involved in recruitment and/or data collection), should be noted in the acknowledgements of the report, presentation or manuscript.

Researchers who have utilised a librarian or biostatistician as part of research project preparation and development are expected to acknowledge contribution in any resulting publications in accordance with ICMJE and Cochrane authorship recommendations.

**Research Data**

No research team member is to use any data for other purposes, including subsequent publications, without the agreement of all research team members who remain actively involved in the study.

**Financial and Intellectual Property Agreement**

All financial and IP Agreements will be consistent with a Research Collaborative Agreement already in place between X and Y as per project governance [delete if not applicable].

**Dissolution of Agreement**

This agreement is in place until the completion of the project as set out above. In the event that any party has concerns about the project they have the right to call for a project team meeting to discuss these concerns with the whole team.

In the event that employment circumstances or time availability of investigators change, this agreement will need to be renegotiated. Investigators will need to comply with the requirements for authorship to be named on manuscripts, regardless of employment circumstances.

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| --- | --- | --- |
| Investigator | Signature  | Date |
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This document is to be retained by the project PI, and copies provided to all members of the team.