



This process is for all research requests by external and internal (ACNN members) researchers and third parties for the distribution of research participant information to current financial members of ACNN. Please allow 3 weeks for a decision.

Step 1: Submit the following to the Professional officer at professionalofficer@acnn.org.au and cc secretary@acnn.org.au

1. A cover letter detailing the research request including requirements for the number of email distributions and the timing of the reminders. Please note only the initial and 1 reminder email are sent free of charge. Additional reminders will incur a \$10 fee for each distribution.
2. A word document with the exact wording required for the email for (1) the initial invitation to participate email and (2) the subsequent reminder email/s. All email wording needs to include hyperlinks, contact details of the researcher/s, ethics approval details.
3. The HREC approval letter and research protocol (must cover all modes of distribution if requesting email and social media distribution).

Step 2: Review process

1. The Professional Officer
 - a. Reviews the request and documents for relevance to ACNN members.
 - b. Makes the recommendation to approve/not approve.
 - c. Forwards the recommendation (along with application documents) to the National Executive for ratification.

Step 3: Notification of outcome and distribution

1. The professional officer informs the researcher of the outcome (approved/not approved).
2. If approved, the email of invitation and relevant documents (if applicable) and reminders will be distributed to members by the Executive Support Officer (ESO) as soon as possible after approval (reminders at the set intervals as requested by the researcher). Likewise, Social Media advertising will take place but only if this is included in the protocol and has ethics approval.
3. The ESO sends to the researcher the email distribution statistics.