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**Sydney Medical Program - Research Proposal Form**

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**IMPORTANT NOTES FOR STUDENTS**

Approval for projects can be applied for from the beginning of Block 4 (in Stage 1). The latest date to apply for approval to begin a project is the end of March in Stage 3 Year 3.

Each student will be required to complete **a progress report and an interview** with their School's Honours Co-ordinator 6 months after enrolling in a Research Project.

**ALL students are required to have adequate ethics approval before commencing research.**

Your report/thesis must be submitted no later than 30 June of Year 4. Of course, projects can be handed in as soon as the work has been completed and you are encouraged to submit as early as possible. Extensions will only be given in cases of illness and misadventure.

Project approval **MUST** be obtained before work is commenced.

In completing this report students should

- (a) Complete section 1
- (b) Ensure that the Primary Supervisor completes section 2
- (c) Ensure that the Clinical School Coordinator completes section 3, after you have met for an interview
- (d) Send completed form to [medicine.honours@sydney.edu.au](mailto:medicine.honours@sydney.edu.au) for final approval from the Sub Deans for section 4

Honours proposal forms should be submitted to [medicine.honours@sydney.edu.au](mailto:medicine.honours@sydney.edu.au) or the Faculty Office, Medical Program Administration Unit.

Student last name: \_\_\_\_\_ Given name(s): \_\_\_\_\_

Student email: \_\_\_\_\_ Student SID: \_\_\_\_\_

Project title: \_\_\_\_\_

Clinical School Co-ordinator: \_\_\_\_\_

Primary Supervisor: \_\_\_\_\_

Associate Supervisor: \_\_\_\_\_

## SECTION 1: TO BE COMPLETED BY THE STUDENT

**SUPERVISOR(S)** – *at least one supervisor must have a University appointment*

### Primary Supervisor

Title	First Name	Surname
Phone	Email	
Sydney University Appointment or Conjoint Appointment or other institution:		

### Associate Supervisor – if applicable

Title	First Name	Surname
Phone	Email	
Sydney University Appointment or Conjoint Appointment or other institution:		

<b>Research Supervision</b> –has a schedule for routine supervision meetings been agreed on with your supervisor(s)? <i>It is recommended that you meet at least once per month with your supervisor</i>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Reporting on progress to Supervisor</b> –Do you agree to meet deadlines for reporting progress to your supervisor(s)? <i>Failure to demonstrate satisfactory progress may result in termination of your Research Project</i>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

**School in which project will be undertaken** *\*if your project is taking place at a clinical school other than your 'home' clinical school, you must have BOTH Clinical Coordinators sign this form*

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> <b>Central (RPA)</b> | <input type="checkbox"/> <b>Northern (incl. Northern Private)</b> | <input type="checkbox"/> <b>Westmead</b>                        |
| <input type="checkbox"/> <b>Concord</b>       | <input type="checkbox"/> <b>Rural</b>                             | <input type="checkbox"/> <b>Children's Hospital at Westmead</b> |
| <input type="checkbox"/> <b>Nepean</b>        | <input type="checkbox"/> <b>School of Medical Sciences</b>        | <input type="checkbox"/> <b>Sydney Adventist Hospital (SAN)</b> |

### ELIGIBILITY TO ENROL IN HONOURS

Year commenced MBBS \_\_\_\_\_

Stage of MBBS you are currently in    ☐ **Stage 1**    ☐ **Stage 2**    ☐ **Stage 3**

I have achieved, thus far, the required mark to enrol in Honours	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
I have attached my MBBS Written Exam Summative Feedback Forms to this form <b>(mandatory)</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

### Research Project Focus

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Basic &amp; Clinical Sciences (BCS)</b> | <input type="checkbox"/> <b>Patient-Doctor (Pt-Dr)</b>                |
| <input type="checkbox"/> <b>Community-Doctor (C-Dr)</b>             | <input type="checkbox"/> <b>Personal and Professional Development</b> |

**Theme goals to be addressed** (see list on next page and insert number codes for your theme choice, e.g., 2,4,5):

## **SECTION 1: TO BE COMPLETED BY THE STUDENT - continued**

### **Theme Goals List**

#### **Basic & Clinical Science Theme**

Graduates of the University of Sydney will demonstrate the ability to:

1. Apply an understanding of normal and abnormal human structure, function and behaviour to the diagnosis, management and prevention of health problems
2. Use the best available evidence on outcomes to prevent or cure disease, relieve symptoms or minimise disability
3. Analyse clinical data and published work to determine their validity and generalisability
4. Participate in the generation, interpretation, application and dissemination of significant advances in medical knowledge
5. Recognise the limits to scientific knowledge and understanding, and the continuing nature of all scientific endeavour

#### **Patient-Doctor Theme**

Graduates of the University of Sydney will demonstrate:

1. Understanding of the therapeutic nature of the patient-doctor relationship and the impact on that relationship of the individual characteristics of both patient and doctor
2. The ability to listen and to identify issues of concern to patients, families and carers and to respond to those concerns, using whatever means are necessary for effective communication
3. The ability to elicit and interpret clinical symptoms and signs by interviewing and examining patients systematically and with sensitivity, and to use this information to guide further investigations
4. The ability to perform important clinical procedures, particularly those vital in life-threatening situations
5. Ethical behaviour in meeting the needs of patients and families; concern for confidentiality and respect for individual autonomy, enabling patients and their families to make informed decisions in relation to their medical care

#### **Community-Doctor Theme**

Graduates of the University of Sydney will demonstrate:

1. Understanding of the factors which influence the health of the population and the respective roles of the promotion of health, the prevention of illness and the treatment of disease
2. Understanding of the legal, social, economic, historical and political context of medical practice where relevant to the provision of high quality medical care and to medical research
3. The ability to identify and analyse health issues of concern to the community and to contribute constructively and rationally to the debate on these issues
4. A rational approach to resolving the tension between the medical practitioner's responsibility for individual patients and his or her responsibility for the health care needs of the whole community

#### **Personal & Professional Development Theme**

Graduates of the University of Sydney will demonstrate:

1. Commitment to compassionate, ethical professional behaviour
2. The ability to work cooperatively as a member of a team accepting and providing leadership as appropriate
3. Recognition of the inevitability of decision making in circumstances of uncertainty and the capacity to make rational and sensitive decisions based on the best available evidence
4. The ability to recognise his or her personal physical and emotional needs and responses to stress, and openness to assistance in time of need
5. Ongoing commitment to the advancement of learning within a community of medical scholars
6. Skills in the recording, organisation and management of information including the use of appropriate information technology

## SECTION 1: TO BE COMPLETED BY THE STUDENT - continued

I have attached a written proposal to this application form	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
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### HONOURS RESEARCH PROPOSAL:

This section must be written by the student after discussion with your proposed supervisor(s). The research proposal should be attached to this form on separate sheets and should be 1200-1500 words in length.

Please include the following sections:

1. Project Title
2. Aims – Describe the aims of the project including a clear statement of the hypothesis to be tested
3. Background – Provide a brief review of progress in the field of research. Include reference to relevant publications.
4. Research plan – Describe the experimental design, techniques to be used and methods of statistical analysis.
5. Timeline – provide a draft timeline with details of when the various phases of your research will be carried out.
6. References Include a list of all references cited in the application (references are not included in the word limit).

### STUDENT'S COMMENTS:

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### Declaration by student:

This is an original project that has not been submitted for a summative assessment at this or any other institution and does not include previously completed research, completed as a paid employee or volunteer.

I understand that I am working towards completing a Research Project and will only be eligible to receive the award of Honours if I meet the Honours Resolution criteria. If I do not meet the Honours Resolution criteria (refer to <http://sydney.edu.au/medicine/current-students/essential-information/medical-program/honours.php>) but successfully complete the Research Project I will receive 12 credit points. I understand that students who fail the Research Project will be required to undertake an Elective at the end of the program as an additional unit in order to achieve the correct number of credit points required for the award of MBBS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 2: TO BE COMPLETED BY THE PRIMARY SUPERVISOR

What is your <b>affiliation/appointment</b> with the University of Sydney?		
<b>RESEARCH PROPOSAL</b> – Was the research proposal written by the student?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>ELIGIBLE TO ENROL</b> – I have viewed the student's Written Exam Summative Feedback Forms and confirm that they are eligible to enrol.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>STATISTICS SUPPORT</b> – Will the project require expertise in statistical analysis not currently available within your research group?  If Yes, how will the student obtain appropriate support?   What is the nature of the support (e.g. funding to attend a training course, etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>RESEARCH SUPERVISION</b> –Has a schedule for routine supervision meetings been agreed on with the student? <i>By agreeing to supervise a USyd MBBS Research student the supervisor agrees to discuss progress with the student at least once per month.</i> What is your role in the supervision of this project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>REPORTING ON PROGRESS TO THE STUDENT</b> – Do you agree to provide the student with informed feedback on their progress within a reasonable time frame?  Should progress appear inadequate, do you agree to inform the candidate accordingly?	<input type="checkbox"/> Yes  <input type="checkbox"/> Yes	<input type="checkbox"/> No  <input type="checkbox"/> No
<b>SCOPE OF PROJECT</b> – Will the project require approximately 312 hours to complete?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>STANDARD OF PROJECT</b> – If successfully completed do you expect this project to be of publishable standard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>HUMAN ETHICS</b> – Refer to the ethics flowchart on the next page. Does the project involve the use of questionnaires/surveys, access to medical or other personal records, investigations of human behaviour, routine testing of human subjects, the administration of drugs, chemical agents or vaccines, or any experimentation on human beings? <b>If Yes, please attach a copy of the ethics approval letter and ensure you obtain ethics approval before research commences.</b>  provide the HEC # _____  (For more information about ethics please visit the University of Sydney Research Office's website: <a href="http://sydney.edu.au/research_support/ethics/index.shtml">http://sydney.edu.au/research_support/ethics/index.shtml</a> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>ANIMAL ETHICS</b> - Does the project involve the use of animals? <b>If Yes, please attach a copy of the ethics approval letter and ensure you obtain ethics approval before research commences.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>BIOSAFETY</b> - All applications for the use of genetically modified organisms (GMOs) are governed by legislation. Hazardous organisms also require approval. Refer to the University Biosafety website <a href="http://www.usyd.edu.au/risk/biosafety/index">www.usyd.edu.au/risk/biosafety/index</a> 1. Does the project involve the use of hazardous organisms? 2. Does the project involve Genetically Modified Organisms? If YES to GMOs, is the facility where you will undertake the Project involving GMOs approved by the IBC? Please ensure you obtain IBC approval before research commences.	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No

**See next page for signature**

## SECTION 2: TO BE COMPLETED BY THE PRIMARY SUPERVISOR - continued

SUPERVISOR'S COMMENTS:

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- ☐ I am aware that Research Project students need to present their research work before 31 July of Year 4 to their Supervisor's Department/Discipline and that it is the responsibility of the Supervisor(s) to organise a time for the seminar. The seminar needs to be assessed by at least 3 people who will complete the Research Project Seminar Assessment Form, and who are either affiliated with Sydney University or external, and have experience in the field of research or other relevant research experience.

I understand that the student is working towards completing a Research Project and may only be eligible to receive the award of Honours if the student meets the Honours Resolution criteria (refer to <http://sydney.edu.au/medicine/current-students/essential-information/medical-program/honours.php>) . If the student does not meet the Honours Resolution criteria but successfully complete the Research Project they will receive 12 credit points. I understand that students who fail the Research Project will be required to undertake an Elective at the end of the program as an additional unit in order to achieve the correct number of credit points required for the award of MBBS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DECISION TREE FOR IDENTIFICATION & REVIEW OF LOW AND NEGLIGIBLE RISK RESEARCH

**Q1.** Does the research fall under ANY of the following categories:

- *Interventions and therapies, including clinical and non-clinical trials, and innovations\**
- *Collection of samples such as blood, bodily fluids, etc, physical screening or physical exertion*
- *Children*
- *Aboriginal and Torres Strait Islander Peoples\**
- *CALD (Culturally and Linguistically Diverse) people*
- *Human genetics\* or human stem cells\**
- *Women who are pregnant and the human foetus\**
- *People highly dependent on medical care who may be unable to give consent\**
- *People with a cognitive impairment, an intellectual disability, or a mental illness\**
- *Topics that may cause distress to participants due to past traumatic experiences*
- *Limited disclosure involving active concealment and/or planned deception\**
- *Study or exposure of illegal activity, or research that is likely to discover illegal activity*
- *Research that could jeopardise a participant's employment*
- *Research that involves travel overseas*
- *Research that poses a risk to the physical or emotional safety or welfare of a University of Sydney student researcher*

\* Refer to the National Statement for further information

YES

NO

**Q2.** Is there a foreseeable risk of more than 'inconvenience'?

NO

YES

**The research is NOT LOW RISK. Full HREC review required.**

**GO TO Q6**

**Q3.** Does the research involve existing collections of data or records containing only non-identifiable data about human beings?

NO

YES

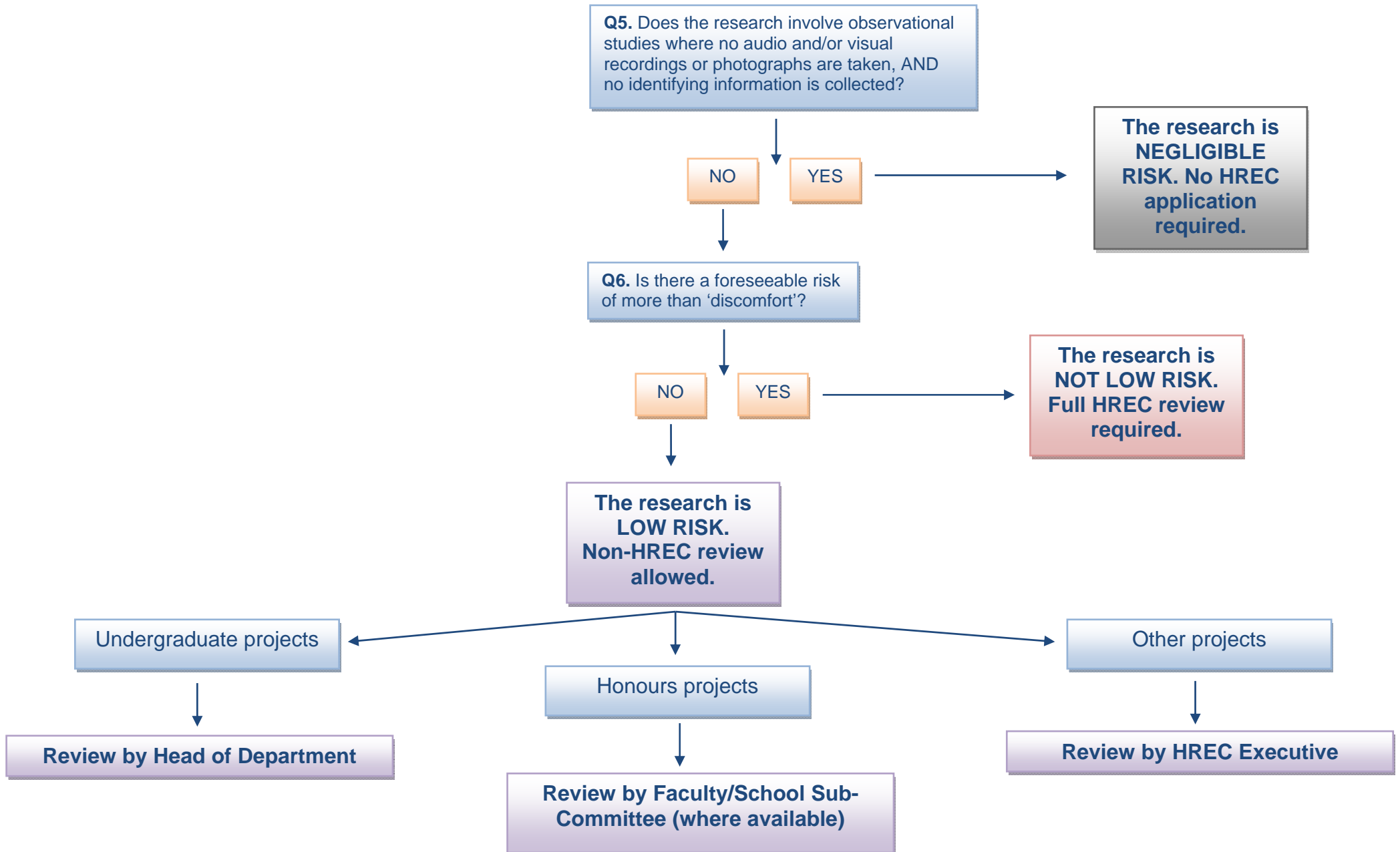
**Q4.** Does the research involve teaching evaluation where participants have the option of remaining anonymous?

NO

YES

**The research is NEGLIGIBLE RISK. No HREC application required.**

**GO TO Q5**





**SECTION 3: TO BE COMPLETED BY THE CLINICAL SCHOOL COORDINATOR(S) -after interview**

*If your project is taking place at a clinical school other than your 'home' clinical school, BOTH Clinical Coordinators must sign this form*

**HOME CLINICAL SCHOOL COORDINATOR**

<b>ELIGIBILITY TO ENROL-</b> I have reviewed the student's Written Exam Summative Feedback Forms	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
This student is <b>NOT</b> eligible for Honours at the time of enrolment in the Research Project	<input type="checkbox"/>	
This student is eligible for Honours at the time of enrolment in the Research Project	<input type="checkbox"/>	
This student is borderline eligible for Honours at the time of enrolment in the Research Project	<input type="checkbox"/>	

Comments:

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\_\_\_\_\_  
Name (Co-ordinator)

\_\_\_\_\_  
Signature (Co-ordinator)

\_\_\_\_\_  
Date

**CLINICAL SCHOOL COORDINATOR – *only if project is taking place at a clinical school other than your 'home' clinical school***

<b>ELIGIBILITY TO ENROL-</b> I have reviewed the student's Written Exam Summative Feedback Forms	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
This student is <b>NOT</b> eligible for Honours at the time of enrolment in the Research Project	<input type="checkbox"/>	
This student is eligible for Honours at the time of enrolment in the Research Project	<input type="checkbox"/>	
This student is borderline eligible for Honours at the time of enrolment in the Research Project	<input type="checkbox"/>	

Comments:

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\_\_\_\_\_  
Name (Co-ordinator)

\_\_\_\_\_  
Signature (Co-ordinator)

\_\_\_\_\_  
Date

**STUDENT:** When sections 1 – 3 are complete please forward this report to the MPAU:  
[medicine.honours@sydney.edu.au](mailto:medicine.honours@sydney.edu.au)

**OFFICE USE: Completed by Chair of Research Project Committee**

- ☐ Student has adequate ethics approval
- ☐ Student needs ethics approval/needs to investigate ethics approval

Approved ☐ Yes ☐ No

Further action required: \_\_\_\_\_

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\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**