



THE UNIVERSITY OF
MELBOURNE

Faculty of Medicine,
Dentistry and
Health Sciences



MISCH Collaboration *agreement*

This internal University of Melbourne form is a guideline for researchers who seek to use the services of MISCH. MISCH is partially funded by the University of Melbourne with co-contributions required for platform sustainability.

Details

Name of Project:

Name of Researcher:

Department: School/Institute:

University of Melbourne Staff/Honorary: Yes No:

E-Mail Address: Phone:

Billing Details:

Services to be provided per schedule A, for the following fees.
Click on arrows to scroll through options.

For subscriptions: fees are payable prior to start of services. For University of Melbourne staff and students enter your Workday tag. Research projects without a University Worktag may be considered an external project with external rates applied and attract GST. Please contact us.

Cost Centre: <input type="text"/>	Project: <input type="text"/>	Fund: <input type="text"/>	Activity: <input type="text"/>	Region: <input type="text"/>
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Is this an NHMRC funded project: Yes No:

I authorise payment for MISCH support. By signing this form I also acknowledge the terms of working with MISCH.

Signature:

Finance person in Faculty/School for Contact:

MISCH lead/s: click on arrows to scroll through options

Finance email: Finance phone:

ABN:

Today's date:

Agreement expiry date:
Note if not applicable

Schedule A:

Overview of project scope with MISCH. This is a high end summary of intent and roles.

Today's Date:

Project title:

Scope: This section provides an overview of needs. The role of the MISCH expert within the project may include notes such as “project design, co-design plan, data collection, data analysis, protocol development, analysis, troubleshooting, publication writeup”.

Objectives: This section provides a summary of key objectives for the collaborative work.

E.g. 1 (Biostatistics support): Develop a statistical analysis plan.

E.g. 2 (Health Economics support): Develop a health economics protocol, analyse health economic data.

E.g. 3 (Co-Design): co-design planning and outputs, evaluation, capability-strengthening.

Funds for work: What is the agreed project amount or FTE for the work? Applicable for grant development support only.

Write N/A for subscriptions.

Publication potentials: How will the work be communicated? Includes authorship lists and if MISCH can write a lead author publication?

E.g. Health Economic analysis?

MISCH Collaboration agreement

Terms for working with MISCH:

MISCH provides researchers with collaborative support to enable access to the capabilities of Biostatistics, Health Economics, Health Informatics (REDCap), Co-Design and Community Involvement and Clinical Trial support.

The research scope includes basic science, cohort and epidemiological studies, clinical trials, systematic reviews and meta analysis, qualitative designs and health services research. Support is enabled by providing access to researchers embedded in peer academic groups within the University of Melbourne.

Process:

Groups and individuals interested in working with MISCH should make initial contact with the MISCH manager, using the online form or e-mail.

The manager will work with the requestor to determine the specifications of the project work, and allocate an appropriate expert who will arrange a meeting with you.

There may be times where MISCH is unable to support your research, we will seek to identify other sources of support in this instance.

Schedule A is a template recommended to document collaboration or support details

Schedule B summarises the process for research support and collaboration, describing costs and process

Schedule C details research support specifics

Prior to the start of the project, the requesting researcher must inform MISCH of any security requirements or confidentiality agreements associated with shared data. In particular, any data requiring ethics approval needs to be declared before the start of the project to ensure that the necessary applications can be made in time and in accordance with National guidelines. The requesting researcher will notify MISCH in advance of timelines and deadlines (e.g. paper or grant submission dates) so MISCH can ensure the project is scheduled accordingly

The full grant budget allocated to MISCH activities will be transferred to MISCH via <TRF1> for MISCH employed staff to perform tasks outlined in the budget justification.

Set timelines:

Support for NHMRC grant development and submission: For all NHMRC funding schemes, an expression of interest can be lodged no later than four weeks prior to the NHMRC funding scheme's minimum data due date. Earlier submissions will allow more time for review and collaboration. A full submission proposal is expected no later than two weeks prior to the application close dates.

- After submission of an Expression of Interest for MISCH support, MISCH will provide feedback within three weeks.

Timelines for hospital researchers (non-NHMRC grant funded): Nil deadlines however a lead time of two months is expected.

Timelines for data analysis only: Where data has been collected, a minimum of two months is required for completion of work. However, this is dependent upon MISCH workloads with other projects.

Costs:

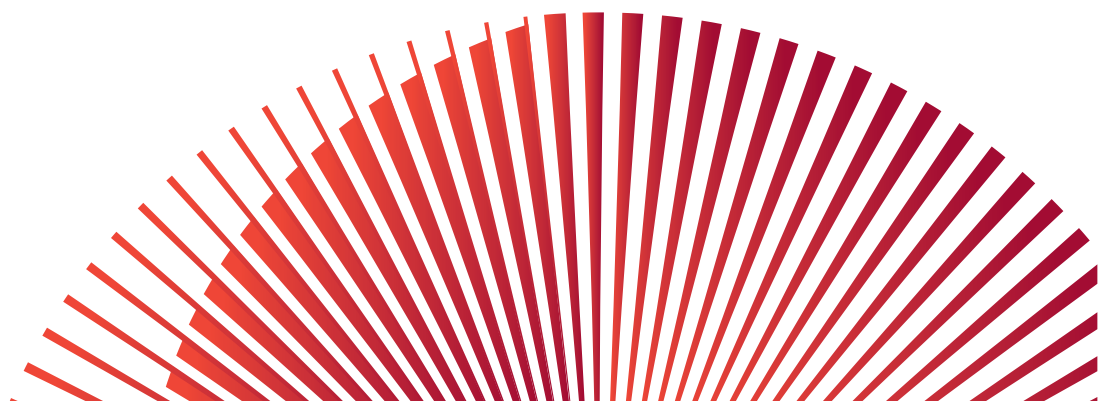
MISCH is funded through the University of Melbourne, with co-contributions by research groups required for platform sustainability. Three collaboration models are available for University staff and Honorary appointments:

1. Grant development support (with the requirement that funding for MISCH support is included in the grant budget)
2. Subscription
3. Hub and spoke models

Schedule A provides further details. Please note, where 1. is used and where funding is successful; without an appropriate budget applied in the research proposal, or where implementation is conducted external to MISCH, a 10 hour subscription cost \$1,350 will be invoiced for work conducted.

Furthermore, if the grant is not successful and the CIA decides to resubmit it in a subsequent round or submit it to another funding organization, it is expected that the MISCH relevant group is contacted for continued support.

Research support is also provided to research groups outside of the University affiliations; please discuss the varying options with the MISCH manager.



Publication policy:

Where intellectual contributions are made by MISCH experts, co-authorship follows the University of Melbourne publication policy (MPF1181). Depending on the contributions to a project, MISCH experts may be considered collaborators at the same level as other academic colleagues who contribute intellectually and receive funding for work on a project.

The recovery of MISCH related expenses does not exclude the possibility for authorship for MISCH experts. The work involved in analysing the data and preparing a report on the results will be charged at the usual rates, but assistance with writing and revising the manuscript for publication will be free from charges.

In cases where the MISCH expert is not to be a co-author, all services, including assistance with writing manuscripts, will be charged at the usual rates and acknowledgment of the MISCH expert's contribution to the article is at the discretion of the author (and with permission of the MISCH expert). Ideally, authorship issues should be made clear at the initial consultation.

In the context of co-design, there may be different IP and creative attributions that should be discussed ahead of publications and final agreements.

Scientific papers and reports that result from research projects supported by the MISCH services are expected to acknowledge MISCH. Where authorship is previously agreed, please follow this approach: List the authors' AFFILIATIONS using both the faculty, (e.g. Melbourne School of Population and Global Health) and MISCH (Methods and Implementation Support for Clinical and Health research hub).

In circumstances where only one AFFILIATION can be listed, use the faculty as the formal affiliation, and then thank MISCH in the manuscript's ACKNOWLEDGEMENTS.

Below are a few examples to assist you further:

- "AUTHOR" would like to thank MISCH (Methods and Implementation Support for Clinical and Health research platform), Faculty of Medicine, Dentistry and Health Sciences at University of Melbourne for providing a collaborative and interdisciplinary research environment.
- "AUTHOR(S)" would like to thank MISCH (Methods and Implementation Support for Clinical and Health research platform), Faculty of Medicine, Dentistry and Health Sciences at University of Melbourne for the administrative and technical support that greatly facilitated this research.
- All authors would like to acknowledge MISCH (Methods and Implementation Support for Clinical and Health research platform), Faculty of Medicine, Dentistry and Health Sciences at University of Melbourne for its support while conducting the research presented in this work.
- "AUTHOR(S)" would like to thank the co-design and consumer involvement group within the MISCH hub for the [insert output here eg. intervention design, product].

REDCap Services

The web-based REDCap platform is provided free of charge for University of Melbourne research. To maintain software infrastructure and to offer researcher knowledge and support, costs are charged in a not-for-profit, non-commercial capacity.

Notes to Schedule B:

Studio

"Studios" are a series of structured, dynamic sessions bringing together relevant research experts in a particular methodology to focus on a specific stage of research.

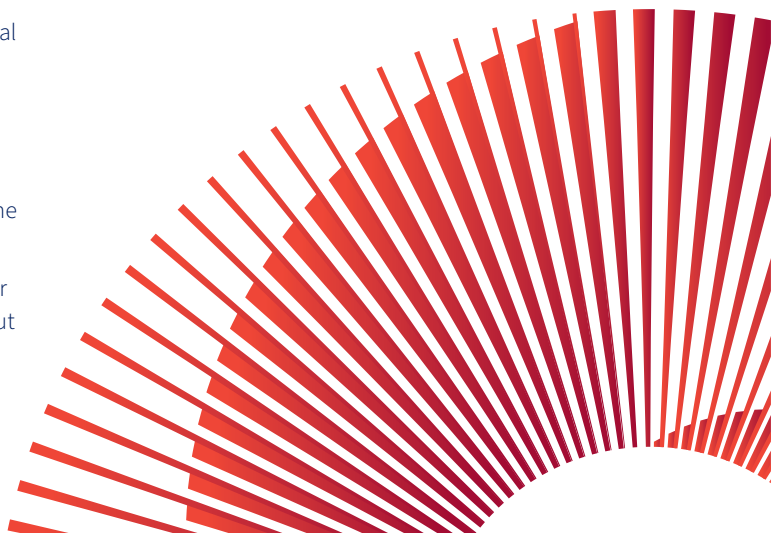
We offer studios for hypothesis generation, study design, implementation, analysis and interpretation, translation and manuscript development.

These sessions are intended to enhance research quality, foster advances in clinical practice and improvements in patient health, increase publications and generate new hypotheses. A studio consists of two to six experienced academics, who have been selected to participate in a guidance session based on specific areas of research and needs identified by the investigator.

Partners might specifically be interested in a Translation studio.

The Translation Studio is a structured guidance session to help researchers examine the broad community health implications of their research findings and to identify opportunities for dissemination of relevant findings into practice. The Translation Studio will assist with:

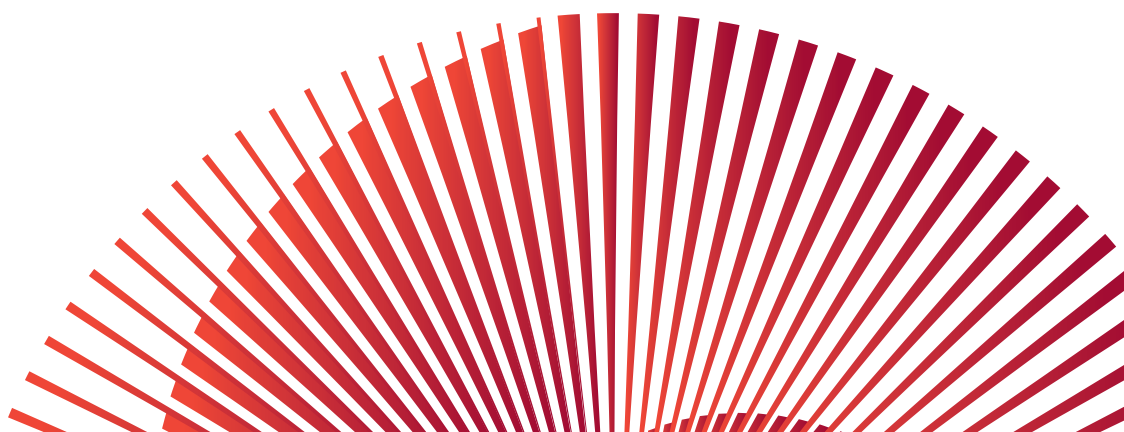
- Recommending an approach for translation of hypothesized study findings as part of the initial project conceptualisation
- Considering how findings can best be utilised and disseminated
- Providing guidance for dissemination or utilisation plans (in-process or completed projects)
- Identifying appropriate context for dissemination of research findings
- Recommending additional research to test strategies for introducing effective clinical innovations into real-world settings



Schedule B:

MISCH research support models, co-contributions and processes, as at 1st April 2026

University of Melbourne (Staff, Honorary)			External to University of Melbourne
1. Grant development support	2. Subscription model	3. 'Hub and Spoke' model	4. Consultation
<p>Best for:</p> <ul style="list-style-type: none"> Development of new health research grant applications Strengthening research design and methodology 	<p>Best for:</p> <ul style="list-style-type: none"> Grant re-submissions, panel review (e.g for Dept. grant pitch review), data analysis, systematic reviews, software support Hospitals, Research Departments, Research Groups or individuals 	<p>Best for:</p> <ul style="list-style-type: none"> Long term research collaborations >12 months Hospitals and Research departments 	<p>Best for:</p> <ul style="list-style-type: none"> Research external to the University Government, industry, health groups, military
<p>Description:</p> <ul style="list-style-type: none"> Used to develop HERDC Category 1-4 grant applications Supports research design, clarify PICO, application of core research methods, see schedule B MISCH researchers listed as CI / AI on grant application & costed in is grant budget to support ongoing research with grant success A total of 2 new grant applications supported per CIA, after which a Subscription or Hub and Spoke model is used 	<p>Description:</p> <ul style="list-style-type: none"> See schedule C for items Hours can be spread across MISCH capacities (Biostatistics, Health Informatics, Health Economics, Co-Design and Community Involvement) 	<p>Description:</p> <ul style="list-style-type: none"> Co-contribution by Hospital Foundations or Research department to a University of Melbourne MISCH position Research group gains ongoing support, and MISCH researcher is supported through specialised academic peer groups to maintain core skills and contemporary knowledge MISCH researcher usually becomes CI or AI on research 	<p>Description:</p> <ul style="list-style-type: none"> MISCH can provide consultations, support project development or provide analytical support or contracted consultation for co-design Studio's* are often used. This is a series of structured, dynamic sessions bringing together relevant research experts in a methodology to focus on a specific stage of research See also schedule B for information on Studios
<p>Costs:</p> <ul style="list-style-type: none"> For new collatorators, MISCH researcher provides up to 4 hrs preparation & 1 ½ hrs meeting free per MISCH discipline (total up to 5hrs free) Where academic collaboration will continue (CI/AI): up to 15 hrs free per MISCH discipline (alternate is subscription) Includes, review of existing project information, meetings to discuss options, grant editing 	<p>Costs:</p> <ul style="list-style-type: none"> \$ 875 for 5 hours \$1,680 for 10 hours \$3,200 for 20 hours \$4,650 for 30 hours \$7,500 for 50 hours \$10,875 for 75 hours \$14,000 for 100 hours Expiry of time after 12 months Includes ad hoc needs of researchers 	<p>Costs:</p> <ul style="list-style-type: none"> Prices dependent upon experience of MISCH expert Minimum 12 months EFT 0.4: ≈ \$78,750, EFT 0.6 : ≈ \$118,090 (based on Level C academic) 	<p>Costs:</p> <ul style="list-style-type: none"> Projects < 30 days, \$250/hr, exc GST Projects > 30 days, negotiable Studio consultations (1 hr startup meeting, 3.5 hr workshop, detailed workplan including analytical plan): \$25, 000 incl GST
<p>Process:</p> <ul style="list-style-type: none"> After initial meeting, MISCH Collaboration Agreement signed between MISCH and Research group MISCH researcher tracks time per grant application 	<p>Process:</p> <ul style="list-style-type: none"> For the initial meeting MISCH researcher provides up to 4hrs preparation & 1 1/2 hrs meeting free per MISCH discipline (total up to 5hrs free) Agreed subscription paid after 5hrs above where support will continue After initial meeting, MISCH Collaboration Agreement signed between MISCH and Research entity Payment required prior to start of works MISCH researcher tracks time per subscription 	<p>Process:</p> <ul style="list-style-type: none"> Research agreement signed between University of Melbourne (employer) and Research entity Agreed annual cost paid annually prior to start of research MISCH researcher employed by University and supports research entity at agreed EFT 	<p>Process:</p> <ul style="list-style-type: none"> Research group contacts MISCH manager with 1-2-page proposal MISCH experts review, where required researcher will provide 5 min presentation to Studio panel Letter stating need for research support sent to MISCH (HERDC) MISCH Collaboration Agreement signed between MISCH and Research group Studio or consultations conducted Invoicing



Schedule C:

MISCH research support items per discipline as at 1st April 2026

Biostatistics:

Item	Research collaboration model
Standard language package for statistical support in grant applications ¹	Grant development support Hub and Spoke Subscription
Initial biostatistical consultation for research projects	Hub and Spoke Subscription
Protocol review/ sample size/ randomisation	
Case report form/ database review	
Statistical analysis plan and statistical analysis of collected data	
Contributing, reviewing or advising on the statistical aspects of publications	
Interim review of data of an ongoing study	
Other	

Health Economics Services:

Item	Research collaboration model
Standard language package for statistical support in grant applications ¹	Grant development support Subscription
Initial Health Economic consultation for research projects	Subscription
Statistical analysis of collected data	
Contributing, reviewing or advising on the statistical aspects of publications	
Interim review of data of an ongoing study	
Other	

Health Informatics (REDCap):

Item	Research collaboration model
MISCH will help triage health informatics components to help ensure the researcher is connected with the correct University informatics teams	N/A - Referral
Technical and administrative support for REDCap development	Grant development support Subscription

Studio Work up:

Item	Research collaboration model
“Studios” are a series of structured, dynamic sessions bringing together relevant research experts in a particular methodology to focus on a specific stage of research	Consultation

Co-Design and Consumer Involvement:

Item	Research collaboration model
Standard language package and description of deliverables for co-design, participatory research/ evaluation for grant applications	Grant development support
Producing agreed co-design and/or participatory research/evaluation deliverables for a successful grant application or other project	Hub and Spoke
Literature review of co-designed interventions and/or participatory research for a relevant topic	Subscription
Qualitative research to inform co-design processes and/or implementation plans	Subscription
Contributing to an ethics application for co-design and/or participatory research/evaluation	Subscription
Developing and executing co-design plans including session outlines, activities, and materials to generate ideas and content for prototypes	Subscription
Evaluation of co-designed interventions, implementation strategies and outcomes.	Subscription
Mentoring and capability-strengthening support for co-design and/or implementation projects	Subscription
Educational presentations or workshops about co-design, participatory research and evaluation	Enquire about pricing

¹ MISCH can provide standard language for Biostatistical, Health Economics, Co-design and Consumer Involvement or Health Informatics support which can be personalised for grant applications. This is offered where MISCH researchers are included as part of a competitive grant application where ongoing research costs are included within the grant application.

* Note that co-design activities do not include creating actual prototypes (e.g., a tool, website, guidelines, policy, etc.) as these must be developed by appropriate experts responsible for such resources in the implementation setting. It is always advisable that draft prototypes are reviewed and tested by co-design participants prior to initial implementation.