



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 Grad Research/Staff:

Department:

Institute:

University of Melbourne staff/Honorary:

E-mail address:

Phone:

Billing Details:

Services to be provided per schedule A, for the following fees

For subscriptions: fees are payable prior to start of services. For University of Melbourne staff and students enter your Themis account code. Research projects with nil University account code may be considered an external project with external rates applied and attract GST. Please contact us.

XX	XXXX	XX	XXXX	XXXXXXXX	XXX	XX	XX
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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:

Finance email:

Finance phone:

Today's date:

MISCH lead/s:
(Use ALT to
select more than
one person)



MISCH

Methods and Implementation Support for Clinical Health platform

The University of Melbourne, Parkville VIC 3010

W: <http://clinicalresearch.mdhs.unimelb.edu.au> E: mcats-info@unimelb.edu.au

SCHEDULE A: Overview of project scope with MISCH.

This is a high end summary of intent and roles.

Date:

Project title:

Scope: This section provides an overview of needs. The role of MISCH expert within the project may include notes such as "project design, protocol development, analysis, troubleshooting, publication writeup".

Objectives: This section provides a summary of 2-5 objectives for the collaborative work. E.g. "Develop a Health Economics protocol for <the project> to identify <need> by <date>". Eg 2: "Analyse clean Health Economic data from <project> to demonstrate the proposed <outcome> by <timeframe>".

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' collaborative support to enable access to the core capabilities of Biostatistics, Health Economics and/or Health Informatics.

The research scope includes basic science, cohort and epidemiological studies, clinical trials, systematic reviews and meta-analysis 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 set 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.

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 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 Expression of Interest for MISCH support consideration, MISCH will provide feedback within three weeks.
- Without prior engagement, MISCH support for grant rebuttal can be available through a subscription model. However, there may be times where MISCH workloads are unable to support this.

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 agreed timelines during initial discussion with MISCH.

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 MISCH is added into the grant budget for ongoing research collaborative support, where grant is successful.
2. Subscription and
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 (\$1,100) 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 biostatisticians and health economists are 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.

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 Health).

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:

- a. "AUTHOR" would like to thank MISCH (Methods and Implementation Support for Clinical Health research platform), Faculty of Medicine, Dentistry and Health Sciences at University of Melbourne for providing a collaborative and interdisciplinary research environment.
- b. "AUTHOR(S)" would like to thank MISCH (Methods and Implementation Support for Clinical 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.
- c. All authors would like to acknowledge MISCH (Methods and Implementation Support for Clinical 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.

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-six experienced faculty, 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
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- 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

MISCH COLLABORATION AGREEMENT

SCHEDULE B: MISCH research support models, co-contributions and processes, as at 28 July 2020

University of Melbourne (Staff, Honorary)			External to University of Melbourne
1. Grant development support	2. Subscription model	3. 'Hub and Spoke' model	4. Consultation
Best for: <ul style="list-style-type: none"> Development of new health research grant applications Strengthening research design and methodology 	Best for: <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 	Best for: <ul style="list-style-type: none"> Long term research collaborations >12 months Hospitals and Research departments 	Best for: <ul style="list-style-type: none"> Research external to the University Government, industry, health groups, military
Description: <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 MCATS researchers listed as CI / AI on grant application & costed in 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 	Description: <ul style="list-style-type: none"> See schedule C for items Hours can be spread across MCATS capacities (Biostatistics, Health Informatics, Health Economics) 	Description: <ul style="list-style-type: none"> Co-contribution by Hospital Foundations or Research department to a University of Melbourne MCATS position. Research group gains ongoing support, and MCATS researcher is supported through specialised academic peer groups to maintain core skills and contemporary knowledge MCATS researcher usually becomes CI or AI on research 	Description: <ul style="list-style-type: none"> MCATS can provide consultations, support project development or provide analytical support 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
Costs: <ul style="list-style-type: none"> MCATS researcher provides up to 4 hrs preparation & 1 ½ hrs meeting free per MCATS discipline. Where academic collaboration will continue (CI/AI): up to 15 hrs free per MCATS discipline (alternate is subscription) Includes: review of existing project information, meetings to discuss options, grant editing 	Costs: <ul style="list-style-type: none"> \$ 650 for 5 hours \$1,200 for 10 hours \$2,300 for 20 hours \$5,500 for 50 hours \$10,500 for 100 hours Expiry of time after 12 months Includes ad hoc needs of researchers 	Costs: <ul style="list-style-type: none"> Prices dependent upon experience of post doc Minimum 12 months EFT 0.4: ≈ \$ 67,000, EFT 0.6: ≈ \$ 99,500 	Costs: <ul style="list-style-type: none"> Projects < 30 days, \$200/hr, exc GST Projects > 30 days, negotiable STUDIO consultations (1 hr startup meeting, 3.5 hr workshop, detailed workplan including analytical plan: \$22,500 incl GST.
Process: <ul style="list-style-type: none"> After initial meeting, MCATS collaboration Agreement signed between MCATS and Research group MCATS researcher tracks time per grant application 	Process: <ul style="list-style-type: none"> MCATS researcher provides up to 4 hrs preparation and 1 ½ hrs meeting free of charge (for each discipline) Agreed subscription paid after 5 ½ hrs above where support will continue After initial meeting, MCATS collaboration Agreement signed between MCATS and Research entity Payment required prior to start of works MCATS researcher tracks time per subscription 	Process: <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 MCATS researcher employed by University and supports research entity at agreed EFT 	Process: <ul style="list-style-type: none"> Research group contacts MCATS manager with 1-2-page proposal MCATS experts review, where required researcher will provide 5 min presentation to Studio panel Letter stating need for research support sent to MCATS (HERDC) MCATS collaboration Agreement signed between MCATS and Research group STUDIO or consultations conducted Invoicing



SCHEDULE C: MISCH research support items per discipline as at 14th February 2018

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
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 Health Economics support in grant applications ¹	Grant development support Subscription
Initial Health Economic consultation for research projects	Subscription
Health Economic analysis of collected data	
Contributing, reviewing or advising on the health economic aspects of publications.	
Interim review of data of an ongoing study	
Other	

Health Informatics Services:

Item	Research collaboration model
Standard language package for Health Informatics support in grant applications ¹	Grant development support Subscription
Contributing, reviewing or advising on the HI aspects of publications.	Subscription
Systematic literature review of a health information technology topic	
Technical review of available products/services in a health information technology category	
Requirements analysis and specification for the development, implementation and/ or evaluation of a health information technology	
Technical support with data management platform development	Subscription
Administrative support for data management platform development	
Aggregated data acquisition and record linkage for audit, research and health surveillance projects from organisations currently linked via the GHRANITE platform	

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

¹ MISCH can provide standard language for Biostatistical, Health Economics 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.