

**Gatekeeper Request Form - Research**

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|  |
| **Full name:** |  |
| **Institution:** |  |
| **Position:**  |  |
| **Email address:** |  |
| **Phone number:** | Business: Mobile:  |

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| **Purpose of request** |  [ ]  assistance in recruiting patients to a project or study  [ ]  participation of health professionals in a research project  [ ]  Other, please specify: |
| **Website (if applicable)** |  |
| **Please outline details of request** |
| **Please include text of message to be included:** |
| **Please provide Ethics number and Institution****Please attach copy of information sheet and ethics approval** |
| **Preferred distribution method**[ ]  Please place on the AusACPDM website in the most relevant section, including a “news” item on the home page *Please indicate what date message should be removed from the website:*[ ]  Please include this message in the next quarterly AusACPDM newsletter[ ]  Due to time constraints this message would require a stand-alone email, sent in a specific timeframe *(please specify)*  |
| **Preferred distribution messaging:**[ ]  AusACPDM communications team may adapt the messaging and include the relevant information and links.[ ]  Due to ethics or other constraints the messages must be distributed exactly as written. |

**Acknowledgements:**

[ ]  Information will be distributed to members electronically.

[ ]  Informed consent will be obtained from each research participant prior to participation.

[ ]  Research participants will be able to opt in voluntarily at the start of the study, or out of the study at any time.

[ ]  Research participant data will be treated confidentially and anonymity of all participants will be preserved.

[ ]  A summary of the research findings will be provided to circulate to members.

*All gatekeeper requests must be approved by the Scientific Education Portfolio of the AusACPDM. The AusACPDM reserves the right to decline a gatekeeper request if it does not fall within the guidelines for appropriate member communication.*

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| **For office use only** |
| **Ethics approved** | Yes | No |
| **All conditions acknowledged** | Yes | No |
| **Suitable for AusACPDM members** | Yes | No |
| **Approval to place on website** | Yes | No |
| **Approval to send to members** | Standalone email | Include in newsletter |
| Message adapted | Message sent as is |
|  Request approved |  Request denied |  More information sought |
| **Notes:** |