



# Review & Survey Group Information for Researchers

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## What is BCNA's Review & Survey Group?

BCNA's Review & Survey Group consist of BCNA members who are interested in receiving invitations to participate in various research projects.

We contact members of the group to let them know about research projects once we have reviewed a researcher's proposal and established that the research:

- is high quality
- is relevant to women
- has tangible outcomes for women.

*We have been recruiting women through our clinic for 16 weeks. Within the first 24 hours of you sending the email to Review & Survey Group members, the number of study participants has increased by 50 per cent! – Researcher*

Please note that the vast majority of women in the group have completed active treatment.

## How do I recruit women through Review & Survey Group?

1. Please send the completed request form to [policy@bcna.org.au](mailto:policy@bcna.org.au), with any documentation that is relevant to promoting your research to the group, for example a Participant Information Sheet. If you are conducting a survey, please attach the survey questions for our reference.
2. BNCA will assess your request and contact you shortly with an outcome.
3. If your request is approved, BCNA will email members of Review & Survey Group to let them know about your research. BCNA will draft and send this email ourselves, and will invite women to contact you directly if they would like to participate. We never share women's contact details with researchers.

## What we ask of researchers using Review & Survey Group:

1. It's important that women receive the results of projects they take part in. We kindly ask you to provide us with a 1-2 page layperson summary of results within 12 months of BCNA contacting women about your research. BCNA can provide a sample results summary if required.
2. For any publication or report where Review & Survey Group (or a subset of the group) has been used to recruit participants, we require that BCNA be listed as an author.
3. For any publication, report and/or presentation where Review & Survey Group (or a subset of the group) has been used to recruit participants, we require the following acknowledgement to be included:

*'This research was supported by Breast Cancer Network Australia's (BCNA) Review and Survey Group, a national, online group of Australian women living with breast cancer who are interested in receiving invitations to participate in research. We acknowledge the women involved in Review and Survey Group who participated in this project'*

Breast Cancer Network Australia ABN 16 087 937 531

4. Thirty days prior to the submission of any report or publication, we require that you provide BCNA with a copy of any report / publication.

Upon receipt, BCNA will ensure that correct authorship and acknowledgement details are included in the publication and we will respond to you within **seven** days of receipt of the written materials.

5. We kindly ask that you provide BCNA with a copy of any report / publication in which Review and Survey Group has been used.

Thank you again for your interest in using Review & Survey Group to recruit participants for your research.

If you have any concerns or further questions, please email the Policy Team at [policy@bcna.org.au](mailto:policy@bcna.org.au) or call us on 1800 500 258.

If you wish to recruit participants through *Review & Survey* Group, please return a completed form to the Policy Team at [policy@bcna.org.au](mailto:policy@bcna.org.au) and we will be in touch shortly to discuss your application.

BCNA is committed to protecting the privacy and confidentiality of the personal information that we hold. BCNA only collects personal information necessary for our function and activities. Our Privacy policy can be found on our website at <http://www.bcna.org.au/privacy-policy>.

***\* Please keep this information for your records***

# Review & Survey Group Request Form

(Please ensure you have read the Information Sheet before completing this form)

1. RESEARCHER CONTACT DETAILS	
Name of organisation:	
Name and position of contact person:	
Mailing address:	
Telephone:	( )
Mobile phone if applicable:	
Email:	
Name/s of lead investigators or supervisor:	
Is this project part of a:	<input type="checkbox"/> PhD project <input type="checkbox"/> Masters project <input type="checkbox"/> Honours project <input type="checkbox"/> Other If other, please specify

2. CONTACT FOR PARTICIPANTS	
If this is the same as the contact details above, please leave blank	
Name of organisation:	
Name and position of contact person:	
Email:	

3. PROJECT METHOD
<input type="checkbox"/> Survey
<input type="checkbox"/> Interview/s
<input type="checkbox"/> Focus group/s
<input type="checkbox"/> Clinical trial
<input type="checkbox"/> Review (Book, DVD, Resources)

<b>4. PROJECT DETAILS</b>	
Name of project:	
Have you received ethics approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending
If yes, please specify from where:	
Have you had consumer input into the development of this research?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please summarise consumer input:	
What are the eligibility criteria to participate?	
Please provide a brief summary of the research: Please attach any other relevant supporting documentation.	
Please describe what participants are required to do during this research:	
Participation in this research activity is via:	<input type="checkbox"/> Telephone <input type="checkbox"/> Internet/Online <input type="checkbox"/> In person. Please specify location:
How many participants do you plan to recruit?	
How many participants have you recruited to date?	
Briefly summarise how you plan to use the research results?	

<b>5. SURVEY DETAILS</b>	
Please complete if the project involves a survey. Please also attach survey questions for our reference/consideration.	
How do participants access the survey?	<input type="checkbox"/> Hardcopy <input type="checkbox"/> Online <input type="checkbox"/> A choice of either hardcopy or online
How long would you expect it would take to complete the survey?	
For online surveys:	Web address: Date that the survey is available: Date that the survey closes:

## 6. AUTHORSHIP AGREEMENT

I agree that BCNA will be listed as an author on any publication or report where Review & Survey Group (or a subset of the group) has been used to recruit participants.

I agree that the acknowledgement detailed on pages 1 & 2 of this form will be included on any publication, report and/or presentation where Review & Survey Group (or a subset of the group) has been used to recruit participants.

I agree to provide BCNA with a copy of any publication / report thirty days prior to the submission of any report or publication. Note: BCNA will respond within 7 days of receipt.

## 7. HOW DID YOU HEAR ABOUT BCNA'S REVIEW & SURVEY GROUP?

I heard about Review & Survey Group from:

- Another researcher
- Another cancer or health organisation (e.g. Cancer Australia)
- A BCNA Consumer Representative
- BCNA's website
- I have used Review & Survey Group before
- Other (please specify)