# Consultation: Good Institutional Practice Guide

## Overview

The National Health and Medical Research Council (NHMRC) is pleased to release the draft *Good Institutional Practice Guide* (the Guide) for consultation.

The draft Guide seeks to provide guidance to NHMRC-funded institutions and NHMRC-funded researchers about good institutional practice to promote open, honest, supportive and respectful institutional cultures conducive to the conduct of high-quality research. Its development has been overseen by NHMRC’s [Research Quality Steering Committee](https://www.nhmrc.gov.au/research-policy/research-quality-steering-committee).

NHMRC is keen to ensure that the research community has the best opportunity to participate in developing guidance about good institutional practice to support high-quality research. Please bring this consultation to the attention of colleagues who may be interested in providing comment.

A copy of the draft Guide is available from [NHMRC’s consultation hub](https://consultations.nhmrc.gov.au/).

## Why your views matter

Your feedback will assist NHMRC to develop practical guidance for anyone involved with the conduct of research to implement positive cultural changes that support the conduct of high-quality research.

The closing date for this consultation is **Wednesday, 10 July 2024** at **5.00pm (AEST)**. If you need assistance with completion of the survey, please email us at: [quality@nhmrc.gov.au](mailto:quality@nhmrc.gov.au).

We look forward to receiving your comments.

## Share your views

The Online Survey for submission of your feedback can be accessed at [NHMRC's consultation hub](https://consultations.nhmrc.gov.au/).

This document can be used if you would like to prepare your responses offline, or collate information from multiple areas within your institution, ahead of lodging your submission via NHMRC’s consultation hub. **Submissions will only be accepted via NHMRC’s consultation hub.**

## Online survey questions

#### 1. Privacy Collection Notice

The content of your submission will be used by the National Health and Medical Research Council (NHRMC) for the purpose of review of the draft *Good Institutional Practice Guide*. The personal information that you include in your submission is being collected so that NHMRC may communicate with you about your submission, if appropriate, and for reporting purposes. If you do not provide this information, we may not be able to contact you or include your de-identified personal information in our analysis of respondents.

Any personal information collected via this website will be stored and used in accordance with NHMRC’s obligations under the Privacy Act 1988, and in accordance with the [NHMRC Privacy Policy](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnhmrc.gov.au%2Fnhmrc-privacy-policy&data=05%7C02%7Cpriorities%40nhmrc.gov.au%7C9d35aa9fd7a0435d430c08dc3d70044a%7C402fca06dc9c412f9bf91a335a4671f7%7C0%7C0%7C638452798523337183%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=HLzTgiHSq8UP3PQi9%2FI6jQ8ux7sxqJAiqqnSs5fWIjk%3D&reserved=0). NHMRC will not disclose your information to any third party without your consent. Further information can be found in the [NHMRC Privacy Policy](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnhmrc.gov.au%2Fnhmrc-privacy-policy&data=05%7C02%7Cpriorities%40nhmrc.gov.au%7C9d35aa9fd7a0435d430c08dc3d70044a%7C402fca06dc9c412f9bf91a335a4671f7%7C0%7C0%7C638452798523337183%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=HLzTgiHSq8UP3PQi9%2FI6jQ8ux7sxqJAiqqnSs5fWIjk%3D&reserved=0).

There are security risks associated with transmission of information via the internet. The NHMRC has taken reasonable steps to safeguard against unauthorised access, use, modification or disclosure of personal information we hold electronically. Before deciding whether to use this facility you should make your own assessment of the potential risks to the security of your information. By clicking on the disclaimer tick box below, you acknowledge and agree that the Commonwealth of Australia will not be liable for any unauthorised access or for any loss or damage which you may incur as a result of any unauthorised access to this site or to the information transmitted by you or any other person .

* I have read the security warning/disclaimer in the Privacy Collection Notice and accept the risks and conditions outlined. *(Required)*

#### 2. Are you responding as an individual or on behalf of an institution?

(Required)

*Please select only one item.*

* As an individual (go to question 3)
* On behalf of an institution (skip to question 10)

## About you (individual)

#### 3. What is your name?

Note: This question is optional. You can provide a submission anonymously.

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#### 4. What is your gender?

* Man
* Woman
* Non-binary
* [I/They] use a different term
* Prefer not to answer

#### 5. Do you identify as Aboriginal and/or Torres Strait Islander?

* Yes, Aboriginal
* Yes, Torres Strait Islander
* Yes, Aboriginal and Torres Strait Islander
* No
* Prefer not to answer

#### 6. What type of institution are you associated with?

(Required)

Please select only one item.

* Educational institution (other than university)
* Government department or agency – Commonwealth
* Government department or agency – state or territory
* Healthcare institution (other than hospital)
* Hospital / health service
* Professional peak body (e.g. Academies, Royal Colleges, societies)
* Research institution – commercial
* Research institution – non-commercial
* University
* Other

If ‘Other’, please specify below.

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#### 7. What is the name of your institution?

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#### 8. What best describes your role/area within your institution? (Select all that apply)

(Required)

* Senior administrator/Institutional leader
* Research leader
* Researcher
* Research student
* Research administrator (ethics)
* Research administrator (governance)
* Research support (e.g. statistician, librarian, information technology professional, data steward, core facility staff)
* Human Resources staff
* Ethics committee chair/member (Human Research Ethics Committee or Animal Ethics Committee)
* Other

If other, please specify below.

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#### 9. Please give further details of your position/employment level at your institution

For example, Deputy Vice-Chancellor; Laboratory Head; Mid-Career researcher; PhD student; research ethics officer; research administration officer; Director of Human Resources; member of a Human Research Ethics Committee, etc.

*(Required)*

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**Please proceed to Question 13.**

## About your institution

#### 10. What is the name of your institution?

(Required)

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#### 11. Please provide an email contact in case NHMRC needs to clarify any part of the submission?

*(Required)*

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#### 12. What type of institution are you lodging a submission on behalf of?

(Required)

Please select only one item.

* Educational institution (other than university)
* Government department or agency – Commonwealth
* Government department or agency – state or territory
* Healthcare institution (other than hospital)
* Hospital / health service
* Professional peak body (e.g. Academies, Royal Colleges, societies)
* Research institution – commercial
* Research institution – non-commercial
* University
* Other

If other, please specify below.

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## Feedback on sections of the draft Guide

#### 13. How well does the 'Snapshot' section summarise the contents of the draft Guide?

(Required)

Please select only one item.

* Very well
* Somewhat well
* Neutral
* Somewhat poorly
* Very poorly

If you would like to provide feedback on the 'Snapshot' section, please provide details below.

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#### 14. How helpful are the ‘Definitions’?

(Required)

Please select only one item.

* Considerably helpful
* Moderately helpful
* Neither helpful nor unhelpful
* Slightly helpful
* Not at all helpful

If you would like to provide feedback on the 'Definitions', please provide details below.

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#### 15. How helpful is the information in the 'Introduction'?

(Required)

Please select only one item.

* Considerably helpful
* Moderately helpful
* Neither helpful nor unhelpful
* Slightly helpful
* Not at all helpful

If you would like to provide feedback on the 'Introduction', please provide details below.

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#### 16. How helpful is the information in Section 1 'Values'?

(Required)

Please select only one item.

* Considerably helpful
* Moderately helpful
* Neither helpful nor unhelpful
* Slightly helpful
* Not at all helpful

If you would like to provide feedback on Section 1 'Values', please provide details below.

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#### 17. How helpful is the information in Section 2 'Approaches: implementing change to improve institutional research culture'?

(Required)

Please select only one item.

* Considerably helpful
* Moderately helpful
* Neither helpful nor unhelpful
* Slightly helpful
* Not at all helpful

If you would like to provide feedback on Section 2 'Approaches: implementing change to improve institutional research culture', please provide details below.

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#### 18. How helpful is the information in Section 3.1 'Modelling and leadership'?

(Required)

Please select only one item.

* Considerably helpful
* Moderately helpful
* Neither helpful nor unhelpful
* Slightly helpful
* Not at all helpful

If you would like to provide feedback on Section 3.1 'Modelling and leadership', please provide details below.

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#### 19. How helpful is the information in Section 3.2 'Institutional resources to support the conduct of high-quality research'?

(Required)

Please select only one item.

* Considerably helpful
* Moderately helpful
* Neither helpful nor unhelpful
* Slightly helpful
* Not at all helpful

If you would like to provide feedback on Section 3.2 'Institutional resources to support the conduct of high-quality research', please provide details below.

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#### 20. How helpful is the information in Section 3.3 'Education and training about good research practices'?

(Required)

Please select only one item.

* Considerably helpful
* Moderately helpful
* Neither helpful nor unhelpful
* Slightly helpful
* Not at all helpful

If you would like to provide feedback on Section 3.3 'Education and training about good research practices', please provide details below.

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#### 21. How helpful is the information in Section 3.4 'Rewards and recognition'?

(Required)

Please select only one item.

* Considerably helpful
* Moderately helpful
* Neither helpful nor unhelpful
* Slightly helpful
* Not at all helpful

If you would like to provide feedback on Section 3.4 'Rewards and recognition', please provide details below.

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#### 22. How helpful is the information in Section 3.5 'Reporting and addressing research quality issues'?

(Required)

Please select only one item.

* Considerably helpful
* Moderately helpful
* Neither helpful nor unhelpful
* Slightly helpful
* Not at all helpful

If you would like to provide feedback on Section 3.5 'Reporting and addressing research quality issues', please provide details below.

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#### 23. How helpful is the information in Section 3.6 'Communication'?

(Required)

Please select only one item.

* Considerably helpful
* Moderately helpful
* Neither helpful nor unhelpful
* Slightly helpful
* Not at all helpful

If you would like to provide feedback on Section 3.6 'Communication', please provide details below.

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#### 24. How helpful is the information in Section 3.7 'Monitoring, evaluation and reporting'?

(Required)

Please select only one item.

* Considerably helpful
* Moderately helpful
* Neither helpful nor unhelpful
* Slightly helpful
* Not at all helpful

If you would like to provide feedback on Section 3.7 'Monitoring, evaluation and reporting', please provide details below.

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## General feedback

#### 25. How would you rate the content of the draft Guide overall?

(Required)

Please select only one item.

* Excellent
* Good
* Neutral
* Fair
* Poor

If you would like to provide any general comments on the draft Guide as a whole, please provide details below.

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#### 26. If you would like to submit a brief synopsis (in no more than 200 words) describing an occasion when members of your institution confronted an issue involving poor research culture and what they did to remedy the situation, please provide details below.

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#### 27. If your synopsis appears useful for inclusion in the Guide, NHMRC may contact you for further information. Please provide your name and email address below.

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## Permission to Publish

Note: Submissions made to the NHMRC are subject to the requirements of the Commonwealth Freedom of Information Act 1982. NHMRC retains the right to determine which submissions it will publish.

#### 28. In the event that NHMRC does decide to publish submissions, do you give NHMRC permission?

(Required)

Please select only one item.

* Yes, NHMRC may publish my submission.
* No, I do not consent to my submission being published.
* My submission contains some information that I do not want published. I have clearly marked the information that I would like redacted before NHMRC may publish my submission.