Emergency Medicine Foundation

FINDING BETTER WAYS TO **SAVE LIVES**

Research 102:

Planning for success

JULIA HOCKING PhD MSc BPsych
EMF Research Development Manager

Emergency Medicine Foundation

FINDING BETTER WAYS TO **SAVE LIVES**

1. TIME FRAMES

- Pre-award preparation and planning
- Post-award project planning

2. RESOURCE REQUIREMENTS

- Personnel
- Direct research costs
- Equipment costs

3. MILESTONES

- Internal
- External

4. CHECKS & BALANCES

- Progress
- Communication

5. AVOIDING FAILURE

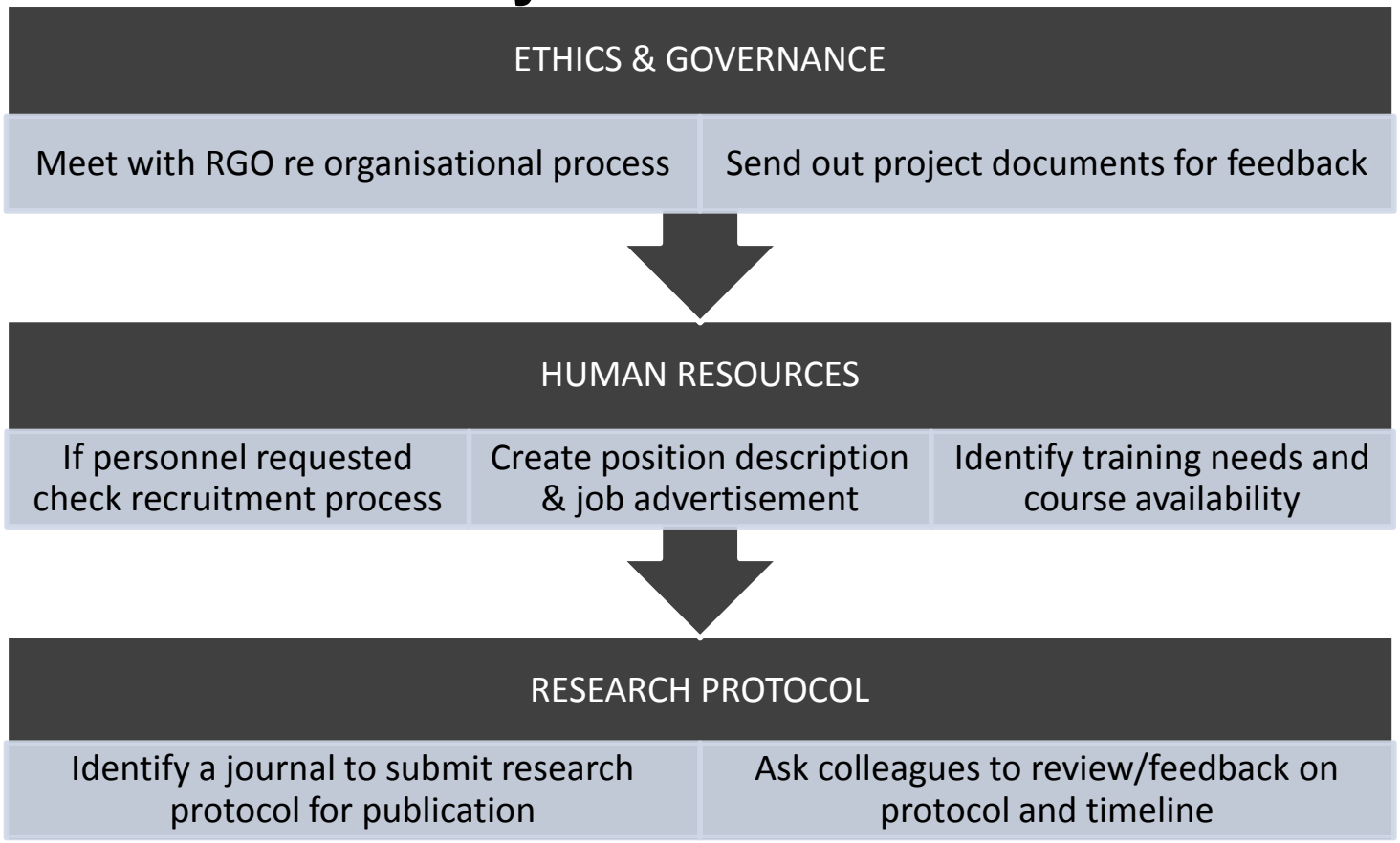
Research 102

Emergency Medicine Foundation

FINDING BETTER WAYS TO **SAVE LIVES**

1. Timeframes – pre-award preparation

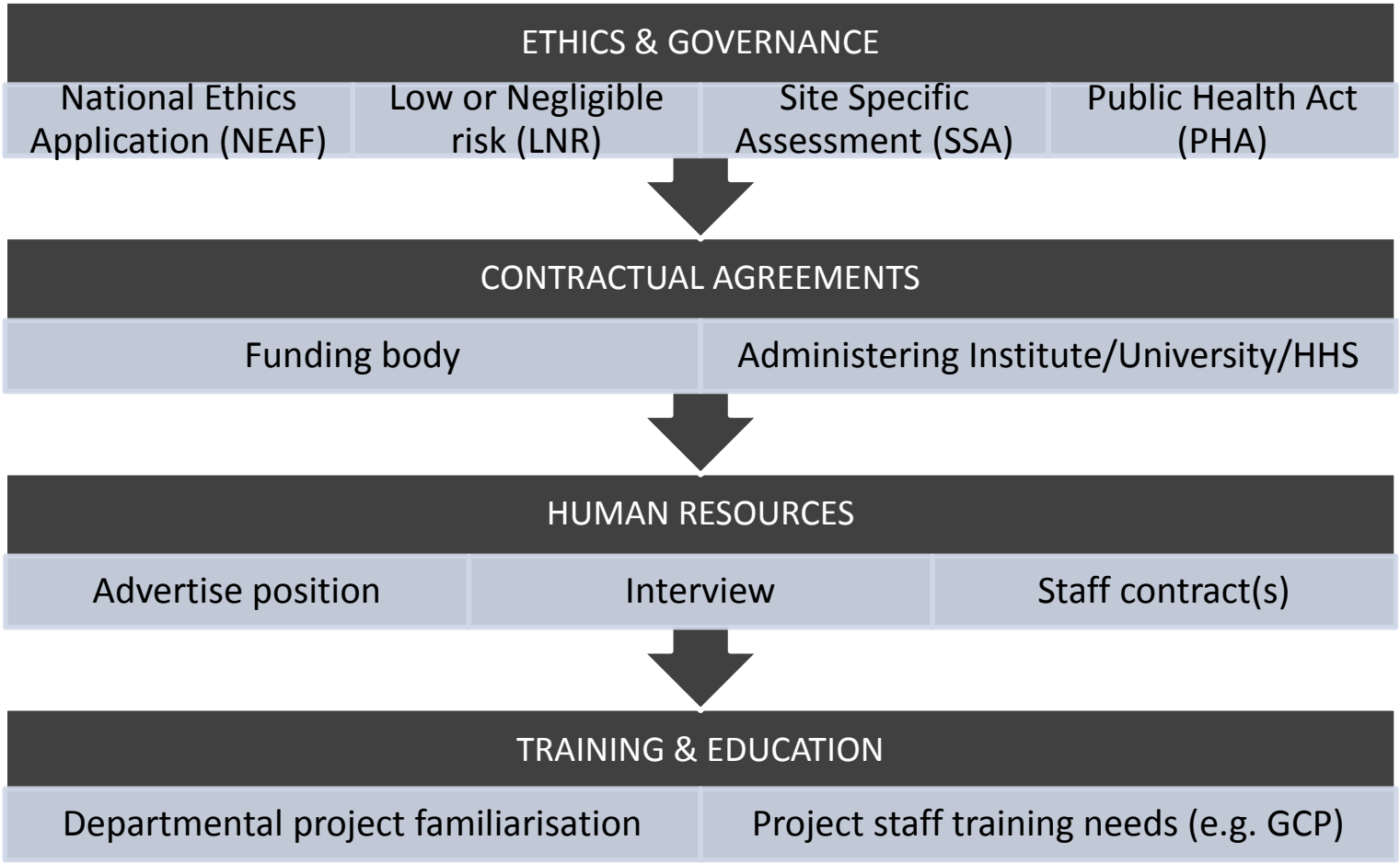
What to do while you wait for the outcome…



Emergency Medicine Foundation

FINDING BETTER WAYS TO **SAVE LIVES**

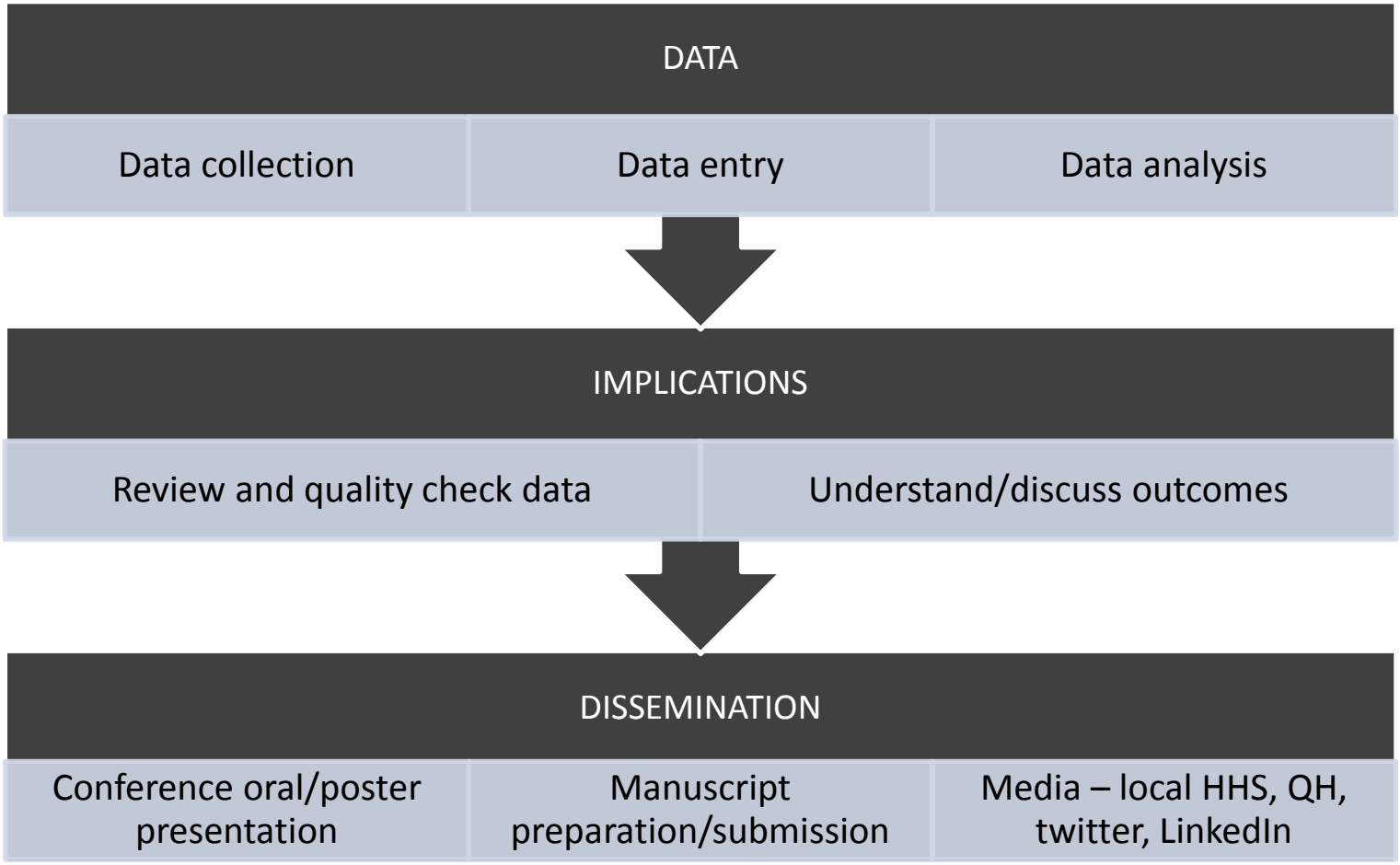
1. Timeframes – post award project plan



Emergency Medicine Foundation

FINDING BETTER WAYS TO **SAVE LIVES**

1. Timeframes – post award project plan

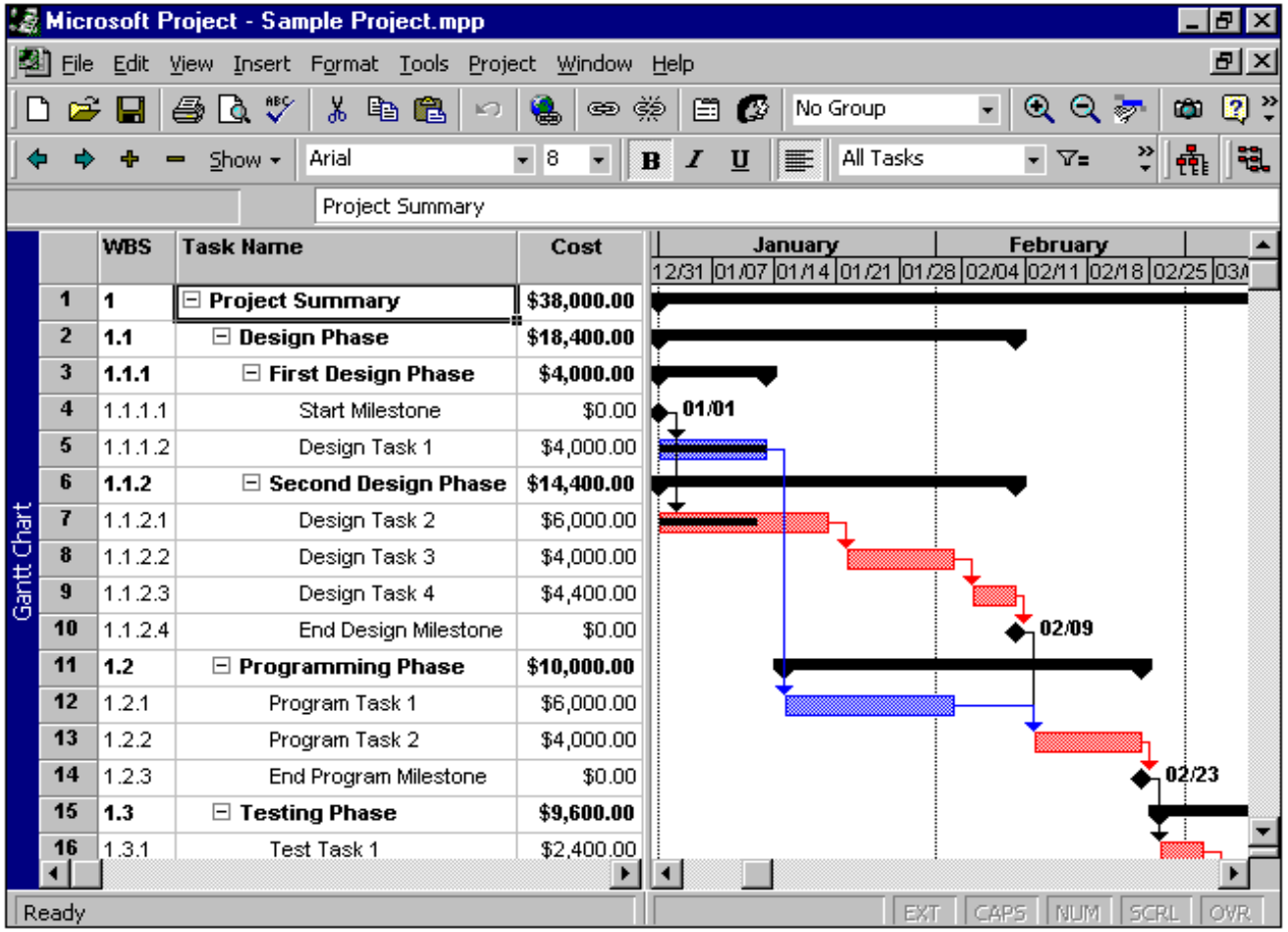


1. Timeframes – post award project plan

Even the most simple project should have a formal, comprehensive plan. Consider using:

- Microsoft Project (license fee for QH, but check your Uni affiliation)

1. Timeframes – post award project plan



1. Timeframes – post award project plan

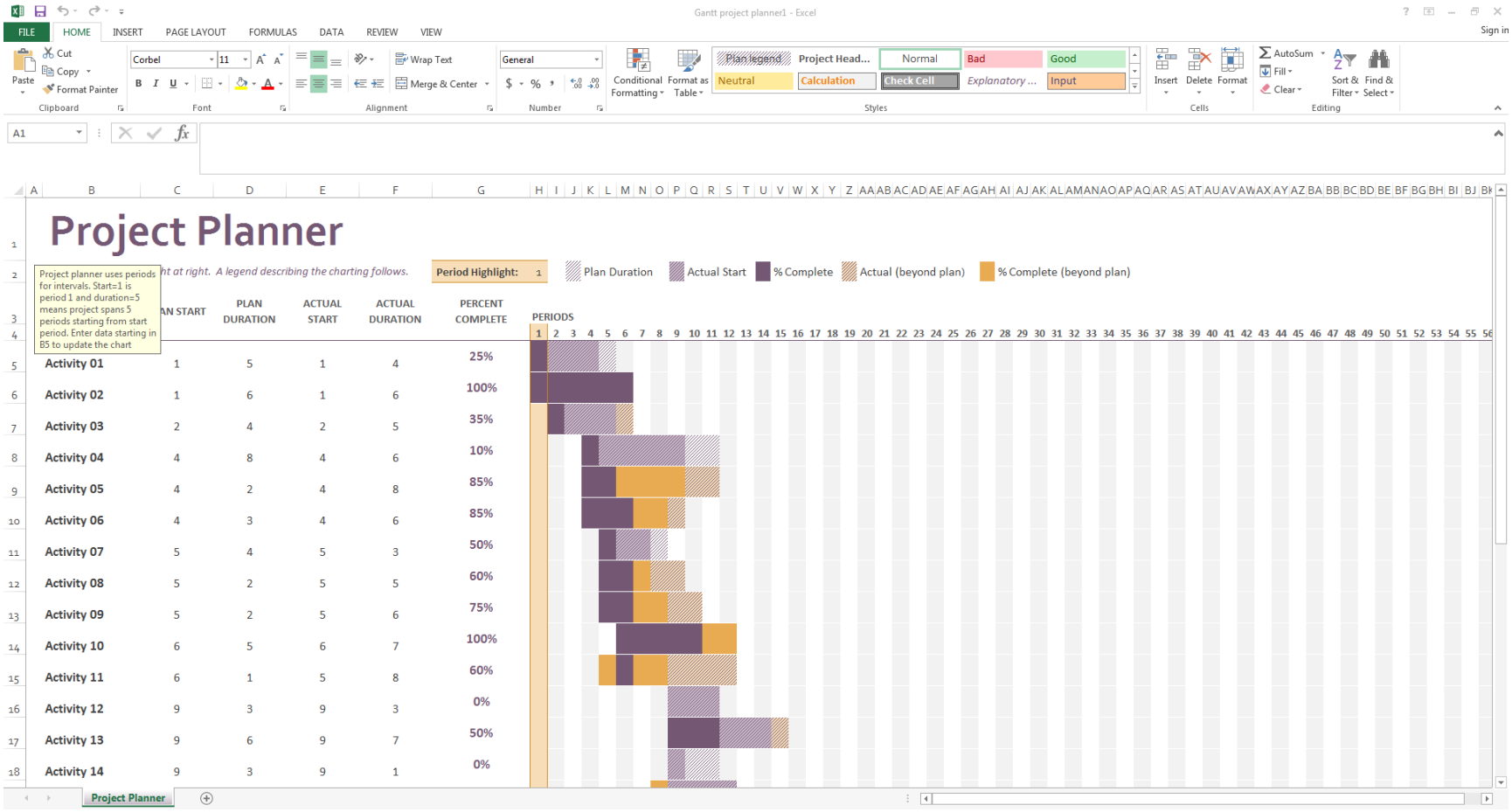
Even the most simple project should have a formal, comprehensive plan. Consider using:

- Microsoft Project (license fee for QH, but check your Uni affiliation)
- Microsoft Excel template

Emergency Medicine Foundation

FINDING BETTER WAYS TO **SAVE LIVES**

1. Timeframes – post award project plan



1. Timeframes – post award project plan

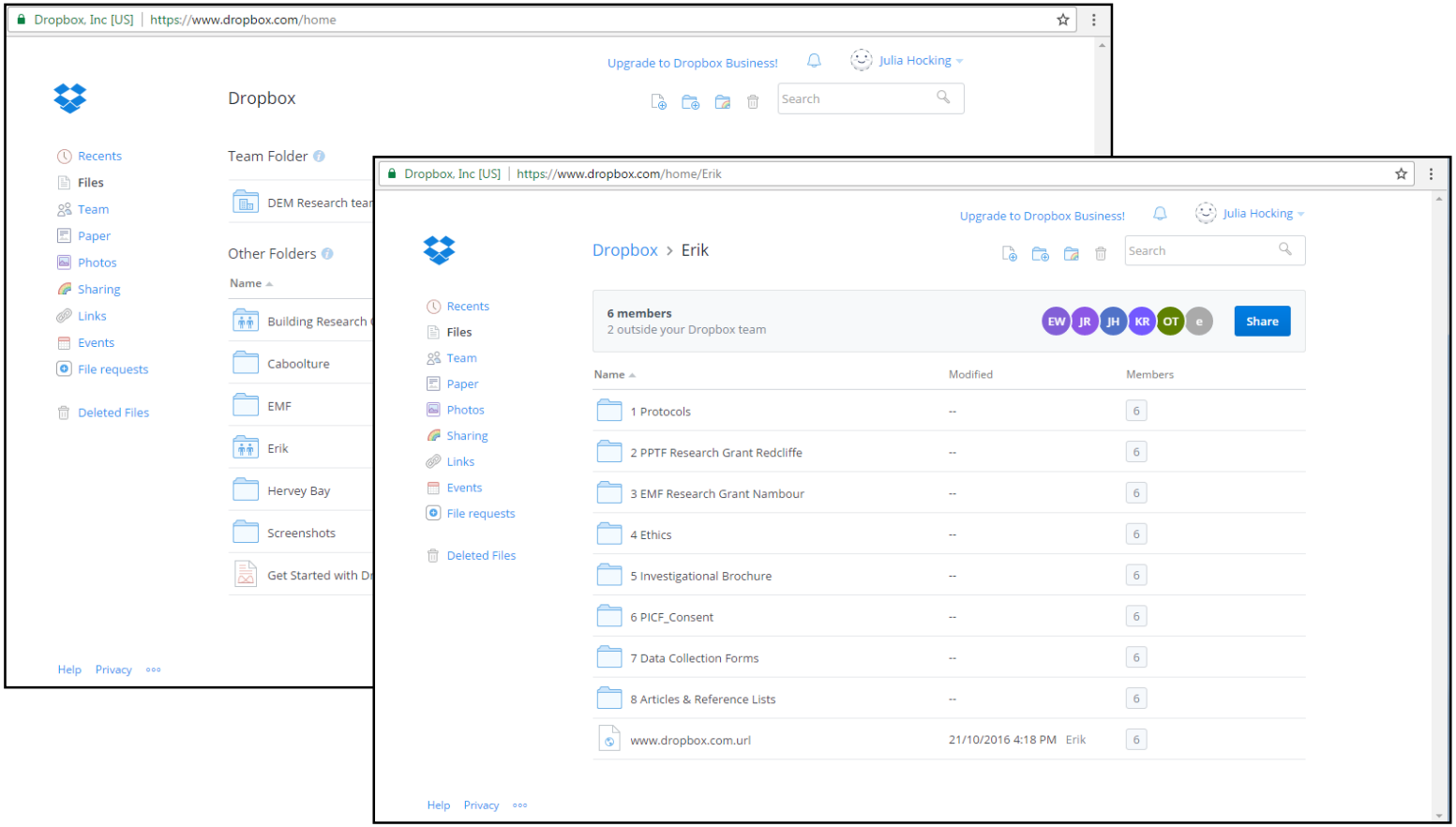
Even the most simple project should have a formal, comprehensive plan. Consider using:

- Microsoft Project (license fee for QH, but check your Uni affiliation)
- Microsoft Excel template
- Dropbox (also essential for sharing team documents!) – now has a project overview template: https://paper.dropbox.com/welcome

Emergency Medicine Foundation

FINDING BETTER WAYS TO **SAVE LIVES**

1. Timeframes – post award project plan



1. Timeframes – post award project plan

Even the most simple project should have a formal, comprehensive plan. Consider using:

- Microsoft Project (license fee for QH, but check your Uni affiliation)
- Microsoft Excel template
- Dropbox (also essential for sharing team documents!) – now has a project overview template: https://paper.dropbox.com/welcome
- Other software available at low cost e.g. www.openproject.org; https://basecamp.com/;

BUT not able to link plan to data storage or document management…

Emergency Medicine Foundation

FINDING BETTER WAYS TO **SAVE LIVES**

1. TIME FRAMES

- Pre-award preparation and planning
- Post-award project planning

2. RESOURCE REQUIREMENTS

- Personnel
- Direct research costs
- Equipment costs

3. MILESTONES

- Internal
- External

4. CHECKS & BALANCES

- Progress
- Communication

5. AVOIDING FAILURE

Research 102

2. Resources

- **Personnel**
  - Ongoing project staff e.g. research nurse
  - Consultant required at multiple stages e.g. health economist
  - One-off statistical support e.g. final data analysis
- **Direct research costs**
  - Travel, conferences, training, publications
  - Biobanks, pathology, radiology etc.
  - Stationery, printing, software (The HHS should not have to pay!)
- **Equipment costs**
  - Medical equipment required for research project
  - Laptop/tablet computers for participant recruitment, education, testing

BUDGET APPROPRIATELY OR YOU MAY NOT FINISH YOUR PROJECT!

GET ADVICE from experienced researchers
INCLUDE CONTINGENCY for possible cost increases
INCLUDE COLLABORATOR COSTS for good working relations

2. Resources – data management

ANDS – Australian National Data Service www.ands.org.au

2. Resources – data management

ANDS have also created a self-paced learning program:

"*10 medical and health research data Things*"

http://www.ands.org.au/partners-and-communities/23-research-data-things/10-medical-and-health-things

Emergency Medicine Foundation

FINDING BETTER WAYS TO **SAVE LIVES**

1. TIME FRAMES

- Pre-award preparation and planning
- Post-award project planning

2. RESOURCE REQUIREMENTS

- Personnel
- Direct research costs
- Equipment costs

3. MILESTONES

- Internal
- External

4. CHECKS & BALANCES

- Progress
- Communication

5. AVOIDING FAILURE

Research 102

3. Milestones

- **Milestones are the achievement of SPECIFIC ACTIVITIES critical for project completion.**
- **Milestones allow you to OBSERVE, MEASURE & MONITOR progress and performance**

INTERNALLY DRIVEN MILESTONES	EXTERNALLY DRIVEN MILESTONES
• Ethics or SSA approval • Completion of staff training • Publication of research protocol • Completion of data collection • Publication of outcomes	• Abstract submission deadline • Conference dates • HREC reporting • Funding body progress reporting

Emergency Medicine Foundation

FINDING BETTER WAYS TO **SAVE LIVES**

1. TIME FRAMES

- Pre-award preparation and planning
- Post-award project planning

2. RESOURCE REQUIREMENTS

- Personnel
- Direct research costs
- Equipment costs

3. MILESTONES

- Internal
- External

4. CHECKS & BALANCES

- Progress
- Communication

5. AVOIDING FAILURE

Research 102

4. Checks & Balances

- ***Hold regular progress meetings (monthly at least)***
- ***Monitor progress against your plan/milestones***
- ***Identify your stakeholders (+ve and -ve!)***
- ***Monitor and communicate milestones (big and small, +ve or -ve)***
- ***Communicate difficulties with stakeholders as soon as they arise***
- ***Consider setting up a steering committee***

Emergency Medicine Foundation

FINDING BETTER WAYS TO **SAVE LIVES**

1. TIME FRAMES

- Pre-award preparation and planning
- Post-award project planning

2. RESOURCE REQUIREMENTS

- Personnel
- Direct research costs
- Equipment costs

3. MILESTONES

- Internal
- External

4. CHECKS & BALANCES

- Progress
- Communication

5. AVOIDING FAILURE

Research 102

5. Avoiding failure

PLANNING
Keep scope feasible - KISS
Identify and engage stakeholders
Comprehensive financial planning
Find a popular site champion
Engage all ED staff
Deliver training and education
Standardise processes for recruitment
Resource appropriately
Be proactive with ethics/governance

TIPPING POINTS
Recruitment difficulties
Slow or cumbersome processes
Lack of supervision for data collection
Poor financial management
Not completing data collection
Too much data, not usable, not clean
Key stakeholders missing
Passive management
Gaps in knowledge

5. Avoiding failure – identify support

AVAILABLE SUPPORT
EMF Research Support Network
Statistician / Health Economist
Research Governance Office
Library Services (QH & University)
University affiliation / academic title
PHN (Public Health Network)
Queensland Ambulance Service
Experienced mentor (check reputation!)

Emergency Medicine Foundation

FINDING BETTER WAYS TO **SAVE LIVES**

Q & A