

AANZHPBA Policy for promotion endorsement and support of research studies and surveys

1 Purpose

1.1 The purpose of this policy is to:

- Clarify the process and requirements for promotion, endorsement and support of research studies and surveys by the AANZHPBA,
- Ensure consistency and fairness in responding to requests,
- Define validation criteria to ensure supported research meets quality standards and is of value to the advancement of HPB surgery,
- Manage any COI of board and subcommittee members in handling requests,
- Prevent misrepresentation by investigators of AANZHPBA endorsement of research,
- Ensure appropriate recognition of AANZHPBA in publications/presentations of research.

2 Applications

2.1 Requests for promotion, endorsement and support of research studies and surveys should be made in writing to the Chair of the Research Subcommittee via email to the Executive Officer info@AANZHPBA.com using the prescribed application form (available on the AANZHPBA website). Incomplete application forms will be returned without review.

2.2 Applications will be reviewed by the Research Subcommittee at the next meeting of the Subcommittee or earlier where feasible. Applicants should allow up to 1 month for surveys and 3 months for studies, for a response from the Research Subcommittee.

2.3 Where a member of the Research Subcommittee has a conflict of interest, due to involvement in the research project for which a request has been submitted, or another similar/competing research project, that member shall not be present for any discussion or decision regarding the application.

2.4 The decision made by the Research Subcommittee to any such request is final.

3 Categories

3.1 The AANZHPBA offers 3 levels of support for research, defined by the following categories:

- a) AANZHPBA owned project – initiated by either the AANZHPBA or a member(s), set up and conducted by the AANZHPBA.
- b) AANZHPBA badged project– conjoint project between the AANZHPBA and member(s), initiated by members, set up and conducted in conjunction with the AANZHPBA.

- c) AANZHPBA assisted project- initiated, set up and conducted by member(s), distributed and/or communicated by the AANZHPBA.

4 Studies

4.1 Applications for studies will only be considered where all of the following criteria are met:

- a) One of the investigators is a current member of the AANZHPBA with dues paid in full,
- b) The project is a multicentre study
- c) Ethics approval for the study has been obtained by the authors and evidence provided in the application,
- d) In the opinion of the Research Subcommittee the study is of relevance and value to the advancement of HPB surgery,
- e) The study protocol demonstrates the collection and analysis of data is consistent, reliable, repeatable, and appropriate to address the intended objective, *and*
- f) The authors commit to submit an abstract to present the results at the first AANZHPBA annual scientific meeting following study completion.

4.2 Consideration of an application for study support by the AANZHPBA may result in:

4.2.1 Applications for **AANZHPBA owned studies**:

- a) Agreement to conduct the study, *or*
- b) Agreement to consider an application to badge the study should the investigators wish to proceed (acceptance not guaranteed), *or*
- c) Agreement to consider an application to assist the study should the investigators wish to proceed (acceptance not guaranteed), *or*
- d) A decision not to conduct, support or promote the study.

4.2.2 Applications for **AANZHPBA badged studies**:

- a) Agreement to badge the study, *or*
- b) Agreement to consider an application to assist the study should the investigators wish to proceed (acceptance not guaranteed), *or*
- c) A decision not to conduct, support or promote the study.

4.3 For **AANZHPBA assisted studies**, one or a combination of the following:

- a) Promotion of the study by way of email to the AANZHPBA membership subject to clause 6.1,
- b) An offer to promote the study within the AANZHPBA e-newsletter,
- c) An offer to promote the study through the AANZHPBA's social media channels,
- d) An offer to promote the study on the AANZHPBA website,
- e) A decision not to disseminate or otherwise promote the study,
- f) Other promotional activity as considered appropriate by the Research Subcommittee.

5 Surveys

5.1 The AANZHPBA will only consider applications to disseminate or promote surveys to its membership where all of the following criteria are met:

- g) One of the investigators is a current member of the AANZHPBA with dues paid in full,
- h) In the opinion of the Research Subcommittee the survey is of relevance and value to the advancement of HPB surgery,
- i) Ethics approval for the survey has been obtained by the authors and evidence provided in the application,
- j) The research team has not received assistance from the AANZHPBA for another survey in the past 12 months, *and*
- k) The authors commit to submit an abstract to present the results at the first AANZHPBA annual scientific meeting following survey completion.

5.2 Consideration of an application the AANZHPBA to disseminate or promote a survey may result in one or a combination of the following:

- g) Dissemination of the survey by way of email to the AANZHPBA membership subject to clause 6.1,
- h) An offer to promote and/or disseminate the survey within the AANZHPBA e-newsletter,
- i) An offer to promote and/or disseminate the survey through the AANZHPBA's social media channels,
- j) An offer to promote the survey on the AANZHPBA website
- k) A decision not to disseminate or otherwise promote the survey,
- l) Other promotional activity as considered appropriate by the Research Subcommittee.

5.3 The AANZHPBA will email a maximum of four surveys per year (preferably one per quarter) to the membership. The AANZHPBA may promote more than four surveys per year by means other than distribution of individual surveys by email (eg inclusion in the Association e-newsletter, email distribution of multiple surveys in combination).

5.4 Applicants whose requests are accepted by the AANZHPBA will, within 6 months of the survey being disseminated or otherwise promoted, provide the AANZHPBA with information about the survey results, including where possible, the number of responses and the age and geographic location of the responders.

5.5 Surveys distributed or otherwise promoted by the AANZHPBA will include the following disclaimer:

"The AANZHPBA acts as a vehicle for distribution of this survey and such distribution does not constitute or imply endorsement of the survey or any subsequent use of data collected. Please address any comments or questions regarding the content of the survey to study investigator."

5.6 Applications should include the following information using the form available on the AANZHPBA website.

- The applicant's full name, institution affiliations and email address,
- Names and affiliations of all investigators, indicating which investigators are AANZHPBA members,
- Details of the institution overseeing the survey,
- A summary of the aim(s) and scope of the survey,
- A summary of the protocol demonstrating that the collection and analysis of data is consistent, reliable, repeatable, and appropriate to address the intended objective,
- A summary of the intended use of the data gathered by the survey, and
- Plans for publication and or presentation.

6 Privacy

6.1 Any electronic mailing will be distributed from the AANZHPBA management office; under no circumstances will member email addresses be given to investigators.

7 Recognition and disclaimer

3.1 The AANZHPBA is to be named in any publication or presentation in which promotion, endorsement or support has been provided as follows:

- 7.1.1 AANZHPBA owned project- *"This project was initiated and undertaken by the Australian and Aotearoa New Zealand Hepatic Biliary and Pancreatic Association (AANZHPBA)."*
- 7.1.2 AANZHPBA badged project- *"This project was endorsed by and undertaken in conjunction with the Australian and Aotearoa New Zealand Hepatic Biliary and Pancreatic Association (AANZHPBA)."*
- 7.1.3 AANZHPBA assisted project or survey- *"This project was conducted with the assistance of the Australian and Aotearoa New Zealand Hepatic Biliary and Pancreatic Association (AANZHPBA). This does not constitute or imply endorsement of the study, or any subsequent use of data collected."*