

# External Research Projects – Application Process

## 1.0 Overview

This document outlines the application process for researchers wishing to advertise their research projects through Autism Queensland (AQ) for recruitment purposes.

This document applies to researchers who wish to:

- advertise their research project through AQ's online networks (e.g. website, social media or newsletter);
- circulate information about their research project to AQ staff and/or clients (e.g. via email or word-of-mouth);
- display or distribute advertising materials (e.g. flyers, letters, pamphlets) to AQ staff and/or clients;
- recruit participants through any of AQ's services, including AQ's accredited, independent autism-specific schools;
- involve AQ staff in their research projects;
- conduct any research activities through AQ, including delivery of services that are being evaluated by the research.

AQ recognises the value and importance of high-quality research and evidence-based practice. AQ supports research that promises to inform future directions of services for autistic people and their families.

AQ recognises the rights of potential participants in research to privacy and confidentiality and protection from physical, psychological, and other forms of harm. To ensure these safeguards are in place, all research projects advertised by AQ must comply with the *National Health and Medical Research Council: National Statement on Ethical Conduct in Human Research*. Research involving Aboriginal and Torres Strait Islander participants must comply with the *National Health and Medical Research Council: Ethical Conduct in Research with Aboriginal and Torres Strait Islander Peoples and Communities: Guidelines for Researchers and Stakeholders*. Consequently, all research must have current approval from a *Human Research Ethics Committee* that complies with these regulations.

AQ also seeks to ensure that research activities do not interrupt or conflict with current AQ services or research activities.

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## 2.0 Application Process

Researchers who wish to advertise their projects for participant recruitment purposes should complete an application form and include evidence of current ethical clearance from a Human Research Ethics Committee. Applications are reviewed by the Research and Development team.

### 2.1 Advertising Projects to Autistic Clients and Their Families

Approved applications that involve advertising to autistic people and their families via the appropriate channels (i.e. listed on the AQ website, social media or newsletter) are subject to a processing fee. Upon receipt of the processing fee, the project will be forwarded to the Partners and Marketing Team to be advertised.

### 2.2 Involvement of AQ Staff in Research Projects

If the external researcher is aiming to recruit AQ staff members as participants, the details will be distributed internally amongst staff at the discretion of relevant managers. During business hours, the priority of AQ staff is the provision of services to our clients. Participation from staff may therefore be limited and we cannot guarantee participation from staff. Should AQ staff choose to participate in a research project, participation must occur in the staff member's own time, except if directed otherwise by their line manager. Consequently, a processing fee will not be charged for in-house sharing of external research projects.

### 2.3 Exclusions

AQ will not advertise research projects that involve the participation of AQ clients where the project aims to evaluate an existing service provided by AQ for which clients are paying.

### 2.4 Terminology

AQ reserves the right to modify wording used in project advertisements to align with AQ's values and preferred terminology, to ensure advertisements are inclusive and respectful of the autism community. Any changes will be made in consultation with the researcher.

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## 2.5 Removal of Listing

- Researchers must provide a removal date for their project (i.e. date on which the project listing will be removed).
- AQ reserves the right to remove a project listing prior to the removal date, should circumstances arise that warrant its removal (e.g. complaints from AQ clients, the public, or research participants related to the nature of the research and/or the conduct of the researcher). A refund of the processing fee will be considered, depending on the reasons for the complaint, if the advertisement was posted for less than a fortnight.

## 2.6 Processing Fees

- Researchers are charged a fee to cover their application being reviewed and their project advertised. Please see our website for current pricing.
- The processing fee may be waived under certain circumstances, at the discretion of the Research and Development team and relevant managers.
- The processing fee is charged as a flat rate, regardless of the nature of the project, or length of time the advertisement remains active.
- No additional fee applies for extending the removal date of a project listing if the extension is requested prior to the original removal date. An additional half-fee applies for a project to be re-listed if the request is received after the original removal date.
- No additional fee applies for re-posts on social media. However, requests to re-post on social media are limited to one per month.
- No additional fee applies for minor amendments to a project listing while the listing remains active. An additional half-fee applies for significant amendments to a project listing.

## 3.0 Researcher Responsibilities

Researchers are responsible for ensuring their project complies with regulations on ethical conduct in human research. In addition, researchers are expected to:

- complete the relevant application form with sufficient detail, using lay terms and respectful terminology;

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- provide evidence of ethical clearance;
- pay applicable processing fees in a timely manner;
- provide hard copies of advertising materials, where required;
- respond to queries from potential participants that AQ receives and directs to the researcher;
- notify the Research and Development team of changes to the project as soon as practicable, including the need to extend the project listing. Effort should be made to request extensions to the project listing prior to the listing being removed, otherwise fees apply;
- provide AQ with an 'easy read' summary of the project outcomes at the conclusion of the project.

### 4.0 Related Documents

#### External

National Statement on Ethical Conduct in Human Research 2007 (updated 2018)

Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities:

Guidelines for researchers and stakeholders

#### Internal

External Research Projects – Application Form

Document	External Research Projects – Application Process			Type	Procedure
Approver	Chief Operations Officer			Version	V2.0
Created	June 2021	Published	February 2026	Next Review	February 2028