



GREATER HEALTH

GREATER GREEN TRIANGLE

University Dept. of Rural Health

Primary Health Care Research, Evaluation & Development (PHC RED) Strategy

Greater Green Triangle University Department of Rural Health

RESEARCH CAPACITY BUILDING INITIATIVE – 2008 BUSINESS PLAN

Submitted to the Commonwealth Department of Health and Ageing, October 2007.



INTRODUCTION

The Greater Green Triangle University Department of Rural Health (GGT UDRH), joint initiative of Flinders and Deakin Universities, receives funding under the Research Capacity Building Initiative of the 2006-2009 Primary Health Care Research, Evaluation & Development Strategy (PHC RED) in order to build research capacity in primary health care. The objectives of the PHCRED program at GGT UDRH are in line with the national PHCRED objectives, which are:

1. To increase the pool of primary health care researchers by up-skilling early-mid career researchers, and supporting the sustainable advancement of research careers in primary health care (note: this is the primary objective for RCBI)
2. To support early-mid career researchers to undertake more high quality primary health care research and ensure its relevance to policy and practice by aligning it with identified needs and priorities.
3. To disseminate and facilitate the uptake of evidence in policy and practice.

For each objective of the RCBI program, there are several strategies for focusing activity during 2008. Many of these strategies began in 2004, under Phase One, of the program. In the Business plan detailed performance indicators and budget requirements are described. This Business Plan reflects progress towards the overall PHC RED Strategy goals and specific RCBI objectives for the Department. The plan builds upon activities of previous years and represents a refinement based on the experience of past years.

The following table illustrates:

- a) objectives and strategies against each of the PHC RED Strategy goals
- b) activities planned for 2008
- c) associated performance indicators
- d) linkages with PHC RED Strategic Plan objectives.

OBJECTIVE 1: TO INCREASE THE POOL OF PRIMARY HEALTH CARE RESEARCHERS BY UP-SKILLING EARLY-MID CAREER RESEARCHERS, AND SUPPORTING THE SUSTAINABLE ADVANCEMENT OF RESEARCH CAREERS IN PRIMARY HEALTH CARE (NOTE: THIS IS THE PRIMARY OBJECTIVE FOR RCBI)

This objective meets the first Goal of the PHC RED Strategy - an expanded pool of primary health care researchers

STRATEGIES	ACTIVITIES	INDICATORS
1. Create research career pathways for early-mid career researchers using specific strategies including mentoring	1.1 Engage previous and new PHC RED bursary holders and local practitioners in GGT UDRH research projects and in projects funded by other agencies, for example National Health and Medical Research Council (NH&MRC), Beyondblue, RACGP, VicHealth, and Australian Primary Health Care Research Institute (APHCRI).	Details of past and current Bursary Holder and practitioner involvement in research projects, and minutes from research project meetings
	1.2 The PHC RED Coordinator will provide mentoring and support to ongoing previous and to new PHC RED Bursary Holders and also to local practitioners interested in or already active in PHC research. For example to publish and present at conferences.	Number and range of early-mid career researchers receiving mentoring and supervision support from: <ul style="list-style-type: none"> ▪ bursary program ▪ RDP placement ▪ pre-Masters ▪ research Masters ▪ PhD ▪ post doctoral ▪ other student
	1.3 The PHC RED Coordinator will also arrange supervision relationships for PHC RED Bursary Holders with Senior GGT UDRH Researchers and with 'field supervisors' if necessary. (Field supervisors will be academics or professionals located in the GGT who offer expertise in a particular PHC area).	
	1.4 Build research careers through continuing to provide opportunities for employment with the GGT UDRH	Details of past or current bursary holders who become or remain involved in Research Projects and Research work at GGT UDRH.

STRATEGIES	ACTIVITIES	INDICATORS
<p>2. Improve the research skills of early-mid career researchers through the provision of research training and support</p>	<p>2.1 GGT PHC RED Bursary program. This will include:</p> <ul style="list-style-type: none"> • Offering a number of bursaries for projects and writing activities, with supervision , mentoring and different monetary values. • Offering a number of bursaries for projects and writing activities, with supervision and mentoring only ie with no monetary support. • Program of training events, eg SPSS, meta-analysis, survey design • Mentoring from PHC RED Coordinator • Supervision from Senior GGT UDRH staff • Supervision or mentoring from Field Supervisors if necessary • Regular structured Writing Group sessions, facilitated by senior research staff • Plan towards a Writing retreat in 2008 and / or a local show-case of research activity <p>During 2008 non-monetary support of this type will continue to be provided to previous and prospective bursary holders.</p> <p>Aspects of the bursary program will be available to past, current, and prospective bursary holders, and other research active practitioners and consumers.</p>	<p>Copies of bursary advertisements, details of places advertised, and applications received</p> <p>Record of bursary funding awarded</p> <p>Details of mentoring and supervision relationships and meetings for previous, present, and prospective bursary holders.</p> <p>Progress and End of Project Reports from PHC RED bursary holders and supervisors</p> <p>Writing Group and Seminar program timetable</p> <p>Number of attendees to training events and Writing Groups.</p>

STRATEGIES	ACTIVITIES	INDICATORS
	<p>2.2 Work with the SA/NT/GGT PHC RED Collaboration and possibly with other PHCRED programs to compile strategies for linking novice researchers to suitable research education pathways. In particular to Identify and establish internet linkages to appropriate research and evaluation modules/courses across the collaboration and elsewhere for potential uptake by RDP fellows, health professionals, students, and bursary holders.</p>	<p>Number of courses/modules identified and number linked to PHCRED GGT UDRH section of the website and to the PHCRED collaboration web-site; range of areas addressed</p> <p>Extent of distribution of program of available web-based resources</p> <p>Extent to which courses are accessed, utilised and benefits acquired</p>
<p>3. Provide opportunities for early-mid career researchers to gain experience through participation in the research projects of senior researchers.</p>	<p>3.1 Continue to support research projects in the UDRH priority research areas: diabetes, cardiovascular disease, chronic disease management, depression, and quality improvement.</p> <p>3.2 Continue to involve the RDP researcher and appropriate bursary holders in the larger research projects within the GGT UDRH.</p> <p>3.3 Support and help to create informal and / or formal research Networks, facilitate opportunities for practitioners to meet to discuss research interests and project development in local centres (Eg Hamilton Horsham, Warrnambool, Mount Gambier)</p> <p>3.4 The GGT PHC RED Bursary Program will provide supervision to bursary holders from Senior GGT Academic Research staff.</p>	<p>Summary of PHC RED and RDP projects supported and supervision provided</p> <p>Numbers and details of contacts, including supervision meetings, project meetings, and research training events.</p>

STRATEGIES	ACTIVITIES	INDICATORS
	3.5 Engage current and previous PHC RED bursary holders and local practitioners in GGT UDRH research projects, such as those funded by NHMRC, Beyondblue, RACGP, VicHealth, APHCRI, or DHS Victoria	Details of past and current Bursary Holder involvement in research projects, and minutes from relevant research project meetings
4. Provide mentoring and support for early-mid career researchers to apply to undertake research training through enrolment in post graduate courses or applications for scholarships or grants.	4.1 Advertise and promote other primary health care research funding opportunities such as scholarships, grants, and fellowships, and PHC RED Researcher Development Program. Advertise via SA/NT/GGT collaboration website, Division of GP newsletters, GGT UDRH newsletter and website, and personal correspondence.	Details of e-alerts content and distribution. (ie Advertisements, details of advertising sites, and correspondence.)
	4.2 Send regular e-newsletters to the GGT UDRH ' <i>research active and research interested</i> ' group advertising PHCRED resources and funding and support opportunities. And promoting GGT UDRH PHCRED as a contact for information about grants and funding sources.	
	4.3 In addition to mentoring 2008 bursary holders, the PHC RED Coordinator will also provide mentoring and support for previous bursary holders and practitioners remaining active or interested in PHC research. Contact with potential supervisors or senior research staff will also be provided as required.	

STRATEGIES	ACTIVITIES	INDICATORS
<p>5. Explore and, where appropriate, develop opportunities for early-mid career researchers to participate in research and research training programs eg GP registrars, clinicians, allied health professionals, Aboriginal and Torres Strait Islanders.</p>	<p>5.1 Continue to engage with local health services and practitioners to collaborate on providing and supporting research training</p> <p>5.2 To continue to work with the NT/SA/GGT collaboration to:</p> <ul style="list-style-type: none"> • Continue to engage with local Indigenous Health organisations to determine potential for collaboration and to provide or to support research training needs • Continue to engage with local Indigenous Health organisations to create or support opportunities for research or evaluation relevant to indigenous primary health care priorities 	<p>Details of research training opportunities provided or supported</p> <p>Details of Indigenous consultations sort for PHC RED projects and activities</p> <p>Details of PHC RED activities related to Indigenous health</p> <p>Details of visits to local Indigenous Health organisations</p>
	<p>5.3 PHC RED program participation on the Board of GGT GP education training</p>	<p>Awareness among GP Registrars of PHC RED programs. Reported in brief case studies</p>
	<p>5.4 Advertise and promote the Researcher Development Program (RDP) position with the aim of recruiting early-mid career researcher(s) from the RDP target group</p>	<p>Advertisement and details of advertising sites</p> <p>Appropriate person(s) recruited and appointed to the position(s)</p>
	<p>5.5 Monitor RDP researcher(s) development and progress</p>	<p>Progress and end of project reports from RDP researcher(s) which will include brief case study reports</p>
	<p>5.6 Extend invitation to attend research and research training programs to early-mid career researchers eg GP registrars, clinicians, allied health professionals, Aboriginal and Torres Strait Islanders.</p>	<p>Record of events, invited participants, and participants</p>

STRATEGIES	ACTIVITIES	INDICATORS
6. Encourage effective models of research participation across disciplines and geographic areas.	6.1 Research and evaluation skills training and development events will include opportunities for sharing existing and new projects and opportunities for networking	List of types and number of events where these opportunities provided. Attendance details of these events.
	6.2 Promote participation in the Writing Group program, also promote access to the GGT UDRH website and PHCRIS services (such as ROAR) to enhance opportunities for inter- and intra-disciplinary networking and for seeking out potential areas for collaboration 6.3 Send regular e-newsletters to the GGT UDRH ' <i>research active and research interested</i> ' group advertising PHCRED resources and funding and support opportunities. And promoting GGT UDRH PHCRED as a contact for information about grants and funding sources.	Numbers and profile details of GGT Writing Group members, SARNet members, e-newsletter, PHCRIS eBulletin recipients.
	6.4 Engage current and previous PHC RED bursary holders and local practitioners in GGT UDRH research projects, such as those funded by NHMRC, Beyondblue, RACGP, VicHealth, APHCRI, or DHS Victoria	Details of past and current Bursary Holder involvement in research projects, and minutes from research project meetings
7. Develop and implement a local communication strategy to promote RCBI, including strategies for identifying and involving early-mid career researchers in RCBI activities.	7.1 Continue to feature PHC RED program activities and case studies of 'practitioner researchers' in each edition of the GGT UDRH Newsletter	Copies of GGT UDRH Newsletter GGT UDRH PHC RED Newsletter mailing list
	7.2 Further develop the PHC RED program section on the new GGT UDRH website	GGT UDRH PHC RED website pages

STRATEGIES	ACTIVITIES	INDICATORS
	<p>7.3 Distribute information which advertises the Writing Group program and its progress and milestones to a targeted audience of PHC research active and research interested practitioners, consumers, and academics in the GGT</p> <p>7.4 Send regular e-newsletters to the GGT UDRH '<i>research active and research interested</i>' group advertising PHCRED resources and funding and support opportunities. And promoting GGT UDRH PHCRED as a contact for information about grants and funding sources. The e-newsletter will provide quick links to research resources, GGT UDRH PHCRED webpage, and information about funding opportunities for research.</p>	<p>GGT UDRH PHC RED contacts mailing list, targeted to Writing Group participants and observers</p>
	<p>7.4 Department program of training events. Including training in SPSS, meta-analysis, survey design. The program of training events will also include annual seminars from visiting international and national researchers</p>	<p>As listed above: Seminar and Writing Group programs and timetable and details of distribution and availability</p> <p>Details and copies of training event advertisements and communications</p> <p>As listed above; Number of attendees to Department Seminars and Writing Groups, including details of early-mid career researchers involved in these RCBI activities</p>

Suggested Strategies/Activities: Grad Dip PHC, research-related training courses, mentoring, research practices, research networks, awards of NHMRC Scholarships and Fellowships

OBJECTIVE 2: TO SUPPORT EARLY-MID CAREER RESEARCHERS TO UNDERTAKE MORE HIGH QUALITY PRIMARY HEALTH CARE RESEARCH AND ENSURE ITS RELEVANCE TO POLICY AND PRACTICE BY ALIGNING IT WITH IDENTIFIED NEEDS AND PRIORITIES.

This objective meets the second Goal of the PHC RED Strategy - More research relevant to primary health care policy and practice.

STRATEGIES	ACTIVITIES	INDICATORS
1. Support and conduct high quality policy relevant research projects in the area of chronic disease management, cardiovascular disease, diabetes, depression, and quality care management.	1.1 Undertake dialogues with policy advisors, practitioners and other key stakeholders at local and national levels to inform, and maximise the relevance of, local programs.	List and summary details of PHCRED program activities which aim to maximise the relevance of local research, evaluation, and development projects towards linkage and exchange with policy advisors, practitioners, and other key stakeholders at both local and national levels
	1.2 To use the concept of “Linkage and Exchange”(1) to support the development of local teams that are able to generate their own evidence through “plan-do-act” cycles. Such small scale, reflective, short cycle research, evaluation, and development projects can be used to try to adapt a change for use in a local setting. The aim is to support this scale of research, evaluation, and development to generate information necessary to support taking the next step.	

(1) Linkage and Exchange:

“Linkage and Exchange” is a term coined by Jonathan Lomas, inaugural Executive Director of the Canadian Health Services Research Foundation. The concept is that evidence is as applicable to policy and management as it is for clinical practice, but that there is still a large gap between research evidence, and policy development and implementation at a local level.

The concept of Linkage and Exchange recognises the importance of identifying common practical and organisational issues for implementation including:

- Identifying local priorities for change
- Exploring barriers to change
- Incentives for change
- Gaining commitment and building coalitions
- Effective communication
- Supporting and managing change
- Monitoring change

STRATEGIES	ACTIVITIES	INDICATORS
	<p>1.3 Local Clinicians Advisory Group (LCAG) to continue in its role as a community advisory group to the GGT UDRH PHC RED program. LCAG to ideally include a representative from a Division of General Practice, a minimum of two non-medical primary health care professionals drawn from two separate disciplines, a medical health care professional, and a minimum of one representative from a relevant consumer organisation.</p> <p>1.4 Maintain activity and influence of the Local Clinicians Advisory Group (LCAG) in identifying opportunities for primary health care research</p>	<p>Minutes of all LCAG meetings</p> <p>Involvement of LCAG members on collaborative projects</p>
	<p>1.5 Tri-Statewide Advisory Committee (SA/NT/ GGT) will continue to function as the official advisory group to GGT UDRH PHC RED program.</p>	<p>Participation details and Minutes of Tri-Statewide Committee</p>
	<p>1.6 Maintain ongoing collaboration with other PHC RED programs. In particular to maintain the formal collaboration with the South Australian and Northern Territory PHC RED programs</p>	<p>Indicators as detailed in the South Australian, Northern Territory, and Greater Green Triangle PHC RED 2007 Business Plan and Annual Report</p> <p>Minutes of collaboration meetings</p>

STRATEGIES	ACTIVITIES	INDICATORS
	1.7 Maintain association with Victorian PHC RED program	Details of any association with Victorian PHC RED program, including minutes of meetings participated in.
	1.8 Maintain and support existing GGT UDRH relationships with relevant key stakeholder groups. Such as Divisions of General Practice (Otway, Limestone, West Victoria), Hospitals, (Hamilton, Horsham, Warrnambool, Mount Gambier), Indigenous Health Organisations, Flinders and Deakin Universities, MERHP (Multi-Disciplinary Education for Rural Health Practitioners, PAUDRH Pharmacy Academic network for UDRH, University of Melbourne, GGT CVD prevention partnership	<p>PHC RED contacts list</p> <p>Written formal agreements, such as memorandums of understanding, covering partnerships to support PHC RED activities</p> <p>Description of joint projects, activities, and minutes from relevant meetings</p>
2. Encourage early-mid career researchers to determine their research topics with reference to national priority areas eg National Health Priorities, National Chronic Disease Strategy, Australian Primary Health Care Research Institute priorities, etc.	2.1 Review national priorities for research and seek comments from stakeholders (including service planners, clinicians, and consumers). Provide support to PHC RED projects which are relevant to the national priorities for research.	<p>Details of meetings with stakeholders where input was obtained, including LCAG minutes</p> <p>List of PHC RED projects supported that are relevant to identified national research priorities.</p>
	2.2 RDP research project work to be determined in reference to the national priorities for research	Details of RDP research project work in relation to the national priorities for research

STRATEGIES	ACTIVITIES	INDICATORS
<p>3. Increase the amount of relevant research undertaken under RCBI by early-mid career researchers, eg RDP placements, bursaries, with scholarships or training awards, and participation as junior researchers on major research projects.</p>	<p>3.1 Support research projects funded by NHMRC, Beyondblue, RACGP, VicHealth, APHCRI, and DHS Victoria</p> <p>3.2 Engage PHC RED bursary holders and local practitioners in GGT UDRH research projects and in projects funded by NHMRC, Beyondblue, RACGP, VicHealth, APHCRI, and DHS Victoria</p>	<p>Details of policy- and priority- related research and evaluation projects, grants, and tenders supported or initiated by the GGT UDRH's PHC RED program</p> <p>Minutes from relevant research project meetings</p> <p>Details of past and current Bursary Holder, RDP, and practitioner involvement in research projects, and minutes from research project meetings</p>
	<p>3.3 RDP research project work to be determined in reference to the national priorities for research</p> <p>3.4 To engage RDP researcher(s) in research projects related to the GGT UDRH priority areas: diabetes, cardiovascular disease, chronic disease management, depression, and quality improvement</p>	<p>Summary and brief details of the research projects that the RDP researcher(s) becomes involved with</p>

Suggested Strategies/Activities: RDP placements, local bursaries/awards, research practices, working on existing grants eg NHMRC priority-driven and investigator-driven grants, APHCRI research grants

OBJECTIVE 3: TO DISSEMINATE AND FACILITATE THE UPTAKE OF EVIDENCE IN POLICY AND PRACTICE.

This objective meets the third Goal of the PHC RED Strategy - In consultation with other relevant organisations, contribute to well informed primary health care practice and policy (focus is dissemination and use).

STRATEGIES	ACTIVITIES	INDICATORS
<p>1. Engage with peak bodies/policy makers throughout the planning, implementation and dissemination of RCBI-supported research.</p>	<p>1.1 Build linkages with APHCRI, the National Institute of Clinical Studies, and Cochrane to facilitate the dissemination of primary health care research findings to practitioners</p>	<p>Brief case studies regarding the effectiveness of research in influencing practice and policy</p>
	<p>1.2 Production of writing pieces to submit to Journals for peer-review</p>	<p>List of work submitted for publication to peer-reviewed journals*</p>
	<p>1.3 Hold a biennial PHC RED research showcase event or Writing Retreat</p>	<p>Showcase or Writing Retreat program, number and list of attendees, and attendee evaluation results</p>
	<p>1.4 Continue to work with Divisions of General Practice, relevant professional bodies, the Primary Health Care Research and Information Service (PHCRIS) and other relevant organisations to generate, identify and promote opportunities for broader Strategy programs to support dissemination and uptake of evidence</p>	<p>Brief case studies regarding the effectiveness of research in influencing practice and policy</p>

STRATEGIES	ACTIVITIES	INDICATORS
<p>2. Use multi-faceted, targeted dissemination strategies tailored to the needs of stakeholders.</p>	<p>2.1 Support GGT PHC RED bursary holders, GGT UDRH Staff, and research active GGT practitioners to produce material for publication and presentation, for example at the General Practice and Primary Health Care (GP&PHC) conference.</p>	<p>Writing Group program for 2006</p> <p>Details of Writing group attendance for 2006</p> <p>Details of writing pieces prepared and audience obtained</p> <p>Details of writing pieces prepared for submission for journal publication</p> <p>Details of presentations prepared and audience obtained</p> <p>Details of presentations accepted for conferences. For example GP&PHC conference</p>
<p>3. Participate in the development and implementation of broader Strategy programs supporting dissemination and uptake of evidence.</p>	<p>3.1 Continue to engage with local area health services (Hamilton, Horsham, Warrnambool, Mount Gambier), and Divisions of General Practice (Otway, Limestone, West Victoria) throughout the planning, implementation and dissemination of Research Capacity Building Initiative (RCBI)-supported research.</p>	<p>Number and effect of linkages established with local area health services and divisions of general practice</p> <p>Relevant meeting notes or minutes, and outcomes</p>

STRATEGIES	ACTIVITIES	INDICATORS
	<p>3.2 Continue to work with the SA/NT/GGT PHC RED collaboration to:</p> <ul style="list-style-type: none"> • Update and modify the Statewide Collaboration PHC RED web-site • Disseminate collaboration activities and information through contributions to relevant electronic newsletters, such as GP and PHCRIS Infonet, presentations, conferences (including GP&PHC Conference) and workshops 	<p>GGT UDRH website and collaboration website regularly updated with relevant information and resources</p> <p>Regular flyers and information distribution regarding the NT/SA/GGT PHC RED annual conference, other relevant activities and resources, information and research outcomes are provided through networks, channels, GP and PHCRIS infonet and website</p>
	<p>3.3 As part of the SA, NT, GGT PHC RED collaboration to:</p> <ul style="list-style-type: none"> • Work with appropriate policy and practice organisations and participate on the organising committee, to plan and conduct the PHC RED collaboration conference to be held in the last quarter of 2007 • Assist in the organisation of the PHC RED Collaboration conference to focus on policy, practice and evidence to facilitate dissemination of research findings (including those from collaborative research teams) and promote forum discussion <p>Plan the PHC RED collaboration conference to include opportunities for novice PHC researchers to present if possible</p>	<p>As per the SA, NT, GGT collaborative business plan:</p> <ul style="list-style-type: none"> • A PHC RED collaboration conference that is comprehensive and inclusive of broad contributions across the collaboration (including Indigenous researcher development activities) • Conference employs variety of forums, presentations, and opportunities for networking. <p>Conference is well attended across policy, practice, research fields; attendee's satisfaction with program content, timing, delivery, venue, workshop quality and usefulness</p>

Suggested Strategies/Activities: Demonstrated linkages and collaborative research with other organisations (eg CRCs, Divisions, Aboriginal Medical Services) or organisations with a focus on uptake of evidence (eg APHCRI, the National Institute of Clinical Studies, Cochrane). Dissemination through publications and presentations, PHCRIS, relevant conferences (eg GP&PHC Conference)

*Definition of Peer-reviewed Publication as per Appendix 1.

GLOSSARY

Working definition of early-mid career PHC researcher:

For the purposes of RCBI, early-mid career researchers range from individuals with little or no direct research experience/skills, through to individuals whose research skills are developed to the point where they are able to undertake a higher degree or contribute as an associate investigator on a major research project. Researchers who have an already-developed research track record would not normally receive support under RCBI (eg individuals who have already competed successfully for NHMRC and/or ARC project grants).

Research skills could be defined as the ability to:

- *formulate a research question,*
- *conduct a review of the published and 'grey' literature,*
- *critically appraise published literature,*
- *select an appropriate method to investigate a research question,*
- *demonstrate knowledge of qualitative and quantitative research methodologies,*
- *obtain ethics approval for a research project,*
- *prepare a grant application for research funding,*
- *collect, analyse and interpret research data,*
- *disseminate research results in written, visual and oral forms.*

'Research training' as formal and informal. Research training is defined as:

- *Informal – mentorship or 'apprenticeship' model of one to one or small group support with an experienced researcher.*
- *Informal - Non-accredited short-courses and certificate courses that focus on research.*

and

- *Formal research coursework which is accredited by a University at the Graduate Certificate, Diploma, Masters or Doctoral level.*
- *Formal research higher degree at masters or doctoral level*

Research 'support' is defined as:

Support to improve research skills of early-mid career researchers can be defined as: the provision of face to face, email, telephone, web-based or written exchange between early career researchers and an experienced researcher/s that is directed towards research skills training.

"Peer-reviewed Article" is defined as:

For the purposes of RCBI, the DEST Higher Education Data Collection definition is used.

An acceptable peer review process is one that involves an independent, expert review.

The peer review process must involve assessment of the publication:

- *in its entirety – not merely an abstract or extract*
- *before publication*
- *by appropriately independent, qualified experts. Independent in this context means independent of the author.*

For journal articles, any of the following are acceptable as evidence:

- *the journal is listed in one of the Institute for Scientific Information indexes (www.isinet.com/journals)*
- *the journal is classified as 'refereed' in Ulrich's International Periodicals Directory (Volume 5 - Refereed Serials) or via Ulrich's web site www.ulrichsweb.com*
- *the journal is included in the department's Register of Refereed Journals (see 11.10)*
- *there is a statement in the journal which shows that contributions are peer reviewed*
- *there is a statement or acknowledgement from the journal editor which shows that contributions are peer reviewed*
- *a copy of a reviewer's assessment relating to the article.*

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APPENDIX 1

Note:

- a statement from an author that a publication was peer reviewed will not be accepted
- the existence of a national or international advisory board is not sufficient evidence that all relevant publications are assessed by members of it.