

SURVEY AND INTERVIEW REVIEW PROCESS



ENTRY REQUIREMENTS

ELIGIBILITY AND SCOPE

- 1

Nurse-led and Relevant
Project must be nurse-led research and directly relevant to cancer nursing.
- 2

CNSA Membership
Applicant or at least one research team member must be a current financial CNSA member; identify the member and provide their membership number.
- 3

Request Type
Specify either: (a) a CNSA letter of support before HREC submission; or (b) CNSA distribution of an HREC-approved survey/interview invitation.
- 4

Experience Level
The same process applies to novice, early-career and experienced researchers.

BEFORE HREC SUBMISSION

PROCESS A:
Letter of Support

- 1

Consult CNSA
Before HREC submission, name CNSA or CNSA membership in the protocol and draft HREC application as an intended recruitment/distribution channel.
- 2

Submit Materials
Send the CNSA application form to the RSC Chair with the draft protocol, survey/interview tools and guides, participant information, consent and invitation materials.
- 3

RSC Review
RSC member reviews policy alignment, cancer nursing relevance, scientific and ethical considerations, member burden and recruitment suitability, then recommends an outcome for an RSC meeting.
- 4

In-Principle Support
Where supported, CNSA may issue a letter confirming in-principle support to be named as a potential recruitment/distribution channel.
- 5

After Approval
The letter is not HREC approval, sponsorship, scientific endorsement or a distribution guarantee. Once HREC approval is obtained, proceed to Process B.

AFTER HREC SUBMISSION

PROCESS B:
Distribution

- 1

Confirm HREC Approval
CNSA distributes only after HREC approval. Approved protocol and HREC documents must name CNSA or CNSA membership as a recruitment/distribution target.
- 2

Provide Final Documents
Email support@cnsa.org.au with the final protocol, HREC approval letter, survey, interview tools/guides, participant information and consent materials, invitation text, preferred dates, follow-up dates/number, and intended CNSA member group. Provide timing early.
- 3

Administrative Review
The Chair and/or nominated RSC reviewer confirms completeness, relevance to CNSA members, consistency with HREC-approved documents and acceptable member burden.
- 4

RSC Decision
The recommendation is considered at an RSC meeting and the outcome communicated to the applicant.
- 5

Schedule Distribution
CNSA Administration schedules dissemination. Dates are not guaranteed. CNSA may issue one invitation and up to two reminders, subject to HREC approval and member burden. Member contact details are never provided.
- 6

Report Responses
Provide CNSA with the response rate six weeks after distribution and the final response rate when recruitment closes.