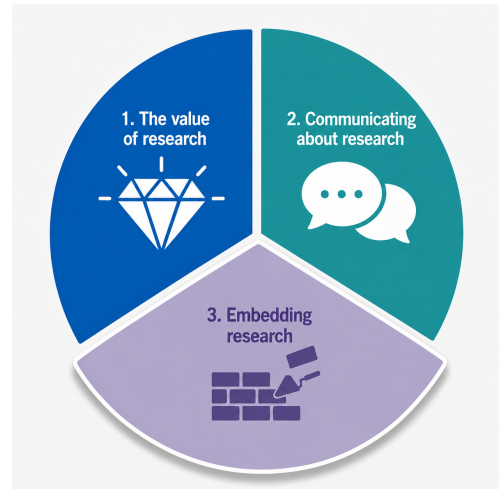


Research project checklist

Embedding research



This checklist helps Queensland Health team leaders have supportive conversations with staff interested in research. It is designed to help leaders decide whether a project is appropriate to support within the local service context and identify where additional guidance or support may be needed.

This checklist is designed to support discussion, planning, and decision-making between leaders and staff proposing research projects, to help leaders determine whether a project is appropriate to support.

Use this checklist to guide structured discussions that:

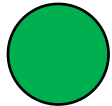
- a) Assess suitability of the proposed research project.
- b) Support safe, realistic and sustainable research activity
- c) Identify support and capability needs.
- d) Ensure appropriate governance and ethics pathways.

Project Purpose Is this project likely to provide meaningful value and align with service priorities?	Prompt questions: • What problem or gap is the research trying to address? • Why is this important? • How could this benefit patients, staff, or the service?	Leader checklist: ☐ The purpose of the project is clear. ☐ The project appears relevant to the service work/area.
Feasibility Is this realistic within current workload and service demands?	Additional considerations for the leader: Does this align with organisational priorities? What change or impact could occur if this project is successful? What has been tried before in this space?	
	Key concerns / Support required:	
	Prompt questions: • Is this achievable alongside your current workload? • What time and support do you need? • Are there likely barriers or workload impacts?	Leader checklist: ☐ Project is feasible within current capacity. ☐ Protected time is allocated. ☐ Workload impacts have been considered. ☐ Project scope appears realistic.
	Additional considerations for the leader: Does the project rely on resources or approvals outside local control? Are there workflow disruptions or competing operational demands? Will this affect staffing, patient flow, or service delivery?	
	Key concerns / Support required:	

Support and Supervision Does my team member have enough support to do this safely and successfully?	Prompt questions: • What research skills do you already have, and what support do you need from me as your leader? • How does this project align with your PDP and career goals? • What additional support or mentorship do you need? • How often should we check in on progress?	Leader checklist: ☐ Appropriate support / supervision is identified. ☐ The team member is not working in isolation. ☐ Capability / support needs have been discussed. ☐ Access to broader supports (research office, university, data services) is known. ☐ Check-in rhythm is agreed (light-touch, not operational management). ☐ Project is reflected in PDP or development plan.
	Additional considerations for the leader: Does the research complexity match the team member's research experience? What are the capability gaps and how can they be supported? What training or capability development would help the team member succeed? Who is supporting the team member's research development (supervisor/mentor)? Are there decisions or issues that may need escalation? Key concerns / Support required:	
Governance and Safety Is this being done safely, ethically, and through the correct approval pathways?	Prompt questions: • Have you sought advice about ethics or governance requirements? • Is the project research, or could it be quality improvement / knowledge translation? • Does the project involve patient or staff information?	Leader checklist: ☐ Governance and/or ethics pathways have been considered. ☐ Appropriate research / governance contacts are known. ☐ Data / privacy considerations have been acknowledged.
	Additional considerations for the leader: Has the project type been confirmed (research, audit, quality improvement, evaluation, implementation activity)? Has ethics approval been considered or sought (if required)? Has the team member engaged with research governance/support services? What approvals are required before starting? What are the ethics and governance requirements?	

Key concerns / Support required:

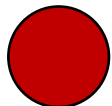
Overall assessment



Appropriate to support



Support with modifications or additional guidance



Not appropriate to support currently.

Traffic Light Risk Rating Guide

Rating	Meaning	Suggested Action
Green	Project is appropriate, feasible, and adequately supported.	Proceed with agreed supports and review points.
Amber	Some concerns, gaps, or risks identified that require mitigation or modification.	Proceed only after actions or modifications are agreed.
Red	Significant concerns regarding feasibility, governance, capability, or operational impact.	Pause and seek support to redesign, or do not proceed at this time.

Note: Risk ratings are intended to guide supportive discussion and identify areas requiring additional planning or support. They are not intended to function as a punitive approval process.