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**Case Report Project Plan  
Template & Guidance Document**

**Instructions for Use**

The Case Report Project Plan Template starts on page 2. Please **delete the first page** when your document is complete and ready for submission with your ERM application.

Any highlighted text (such as XXX) should be replaced with project specific information.

*All light blue italicised text in the template document is informative information only and should be removed from the template prior to submission.*

Ensure you update the footer of the document with the **correct document title, version number and date** of your final document.

In addition to this project plan, you will need to upload in ERM:

* Evidence of support from the relevant Head of Department
* Project Lead’s CV
* Evidence of consent (redacted signed Consent Form) – template available on the [Mater Research website](https://www.materresearch.org.au/Researchers/For-researchers/Ethics-and-Governance/Ethics/Preparing-and-submitting-your-application/QA-Audit-Service-Evaluation)
* Any other supporting documents

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Mater Misericordiae Ltd – Mater Research 2021



**Project Title:** XXX

**Review Reference:** QACR/MML/XXX *– this is the project number of your ERM application*

**Project Lead:** XXX

**Department:** XXX

1. **Background** (1/2 x A4 page maximum)
2. **Project design**

* **Setting/location**

*E.g., Department ‘Y’, Mater Hospital, Brisbane.*

* **Duration**

*An estimate of the time in months from commencing data collection to presentation/publication of results.*

* **Outcomes and significance to practice**

*Provide details of the outcomes hoped to be achieved and what significance these may have to clinical practice.*

1. **Data management**

Who will collect the data: *Name of clinician*

From where will the data be collected: *e.g., Verdi, Department records*

In what format will the data be stored: *i.e., Identifiable, re-identifiable, or non-identifiable*

Data shall be retained only until the time of publication or presentation.

The Project Team agrees they are responsible for the data and its secure storage in accordance with Mater Policies and Procedures.

1. **Dissemination of results and publications**

It is anticipated that the case report will be:

*Please select all that apply.*

Shared with the Department: Yes/No

Shared more broadly within Mater: Yes/No

Shared via a journal publication: Yes/No

Shared at a Conference: Yes/No

Name of Conference/s if known:

1. **References**

*Include all references used throughout the application.*