

ACRA Endorsement Policy

Benefits of endorsement

Endorsement by ACRA demonstrates that a product, policy or research has undergone rigorous review, and meets high standards. ACRA keeps a register of items we have endorsed on our website and this is promoted to ACRA members and members of other relevant organisations.

To achieve endorsement for any external policy, position statement, guideline, book, research project or other document or product (hereafter all known as 'item') produced by a body outside of ACRA, through a statement of same and/or inclusion of the ACRA logo within or alongside the document, the following guidance must be adhered to.

Responsibilities of ACRA

- Ensure all activities conducted with ACRA endorsement are congruent with the mission and vision of the Association.
- All reviews are conducted under the guidance of the ACRA Executive Management Committee (EMC) external review panel.
- The external review panel shall comprise: The President or President's nominee (Chair), one academic member with expertise in the area of the proposal; one senior health professional with expertise in the area of the proposal.
- Members of the external review panel are selected from ACRA membership.
- Conflicts of interest in relation to the item under review will be declared by the external reviewer, and if a conflict of interest is confirmed by the Chair of the review panel conflicted reviewers will recuse themselves from the process. A conflict of interest may arise where a member of the review panel has a close personal relationship (family, personal, financial or collegial) with the applicant or has been a research collaborator within the past two years.
- The external review panel report will be completed within four weeks of an application.
- Should a member of the external review panel determine the timeline cannot be met he/she will advise the chair of the panel as soon as this is determined and either negotiate another timeline or decline to conduct the review.
- At completion of the review a report will be forwarded by the chair of the external review panel to the ACRA EMC containing any relevant information required for the EMC to make a decision regarding endorsement (for or against) and including the reviewers recommendation.
- The final report will be provided within the agreed timeline of a four-week review. The EMC will have a further three weeks to make a determination, through an email circular or teleconference, as deemed appropriate by the Chair. Applicants will be notified of the

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outcome of the review in writing within eight weeks of it being submitted to ACRA for review.

- If a request for endorsement is declined, the applicant has the right to appeal the decision within two weeks of receiving the EMC decision.
- Appeals should be in writing and directed to the ACRA President.
- Appeals will be reviewed by a specially convened external review panel comprising the President or President's nominee, one academic member with expertise in the area of the proposal, who was not on the first review panel; one senior health professional with expertise in the area of the proposal, who was not on the first review panel.
- An e-Blast will be sent, if deemed appropriate, informing members about an endorsed item upon approval.
- Members will have an opportunity to opt out of notifications regarding endorsements.
- Item will be listed on ACRA website.

Responsibilities of the Applicant

- Complete the ACRA external review [endorsement application form](#).
- Pay the endorsement application fee of \$250.00.
- Communicate regarding content of e-Blast as appropriate.
- Communicate the results of any research study conducted with ACRA endorsement.
- The endorsement of ACRA should be acknowledged in writing and by attachment of the logo in all publications, presentations, and media releases arising from the endorsed activity or product. A suitable form of words is: "This (research study, publication, manual, etc.) is / has been endorsed by the Australian Cardiovascular Health and Rehabilitation Association (ACRA)." ACRA will make available a high quality GIF or TIF of the ACRA logo to be used as appropriate, for this purpose only.

Exclusions

ACRA will not be identified with groups for perceived or actual commercial gain. This may include pharmaceutical companies where it appears ACRA is asked to endorse a specific product. ACRA will not share our membership database, nor will we circulate items to our members. However, we will send an e-Blast with links to the endorsed item if deemed acceptable by the ACRA EMC, following recommendation to do so by the external review panel

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Fees

The fee for processing an application for endorsement is \$250.00. This fee is not refundable in the event of an application for endorsement being rejected. Full-time students are exempt from this fee payment (with letter of support from their supervisor).

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Endorsement application form

**Please enclose the item for review together with this application form*

Name of applicant

Position

Address

Email

Telephone

Item for endorsement

Policy

Position statement

Guideline

Book

Research project

If research:

Does it have ethics approval? Yes / No

(You are encouraged to seek ethics approval prior to seeking endorsement although the reviews may be conducted at the same time. Final endorsement will be contingent on ethics approval being granted. A copy of the approval letter is required.)

Is it registered on the Australian and New Zealand Clinical trials registry? Yes / No

Give trial registration number _____

Product

Other

If other, please give details

Is the item compliant with the mission and vision statement of ACRA?

Yes / No

If no, it is ineligible for endorsement

Has ACRA been involved with the development of this item?

Yes / No

If so, please describe involvement, including key personnel in ACRA

Is the fee for endorsement enclosed?

Yes / No

Fees are payable by direct bank transfer or credit card

If full time student please provide letter of support from supervisor in lieu of fee

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Bank Account Details

Account Name:	ACRA
BSB:	033-059
Account Number:	599784

Credit Card Details

Name on Card:
Card Number:
Expiry Date:
CVV:
Signature:
