



Appendix B - Proposed structure for Administrative and Technical Reports

Guideline developers seeking NHMRC approval must prepare Administrative and Technical Reports or provide a link to where this information can be found. These reports/information must be submitted with the final draft guideline for approval and made available with the public consultation draft. The administrative and technical reports can also be included in the guideline or provided in an accessible location which is hyperlinked in the guideline.

Proposed structure for the Administrative Report

1. Governance

- Governance structure for example the developer, panels and the project management team
- Funding
- Details of all individuals and groups involved in the development of the guidelines (as per section A of the requirements)
- Selection process used to recruit the guideline development group
- Recruitment and support processes (for example, training) for consumers in the guideline development panel
- Declarations of potential conflicts of interest of all individuals involved in the development of the guideline and details of how they were identified and managed

2. Stakeholder engagement

- List of stakeholders you consulted with
- Summary of the outcomes of stakeholder consultations
- List of experts who reviewed the guideline

3. Dissemination plan

- List of dissemination strategies (including who will be responsible for each strategy and when it will be done).

Proposed structure for the Technical Report

1. Evidence review

- Inclusion and exclusion criteria used to select studies
- Search strategies
- Data extraction and synthesis methods
- Results of the search for evidence (PRISMA)

- Risk of bias assessments
- Characteristics of Included Studies table
- Summary of findings/evidence profile tables

2. Developing recommendations

- GRADE Evidence to Decision frameworks