Clinical & Health Psychology Centre (CHPC)
Department of Psychology, Clinical Psychology Programme, National University of Singapore

Approval procedure of CHPC-based clinical research and service development proposals

(v.1, 2022)

STAGE 1.
Informal enquiry with CHPC Clinical Manager
to assess potential feasibility of the project.

→ **REJECT**
No further action required.

STAGE 2.
Formal approval with CHPC Clinical & Research Lead
(Deputy Director of Clinical Psychology Programme)

- Testing potential fit with strategic ethos of CHPC (e.g. clientele, clinical training needs, expansion of services, quality assurance) and, if applicable, with internal service pathway.
- Assessing potential contribution to CHPC services (e.g. clinical auditing, service development, clinically applied research informing CHPC practice, added organisational value).
- Establishing and balancing priorities and interests:

CLINICAL (clients) <> TRAINING (interns) <> ORGANISATION (services) <> RESEARCH (faculty)

- Establishing feasibility of resources needed for the project (e.g. interns' time commitment, required supervision).
- Establishing evidence base and reviewing ethical approval.
- Considering other aspects relevant to specific proposal.

→ **REJECT**
No further action required.

→ **RECOMMEND IMPROVEMENTS**
Revisions to be submitted to CHPC Clinical and Research Lead for checks against recommendations prior to final approval or team presentation (**STAGE 3**). Details of project and ethical approval filed with CHPC Manager and administration.

→ **APPROVE**
Clinical team informed in monthly meeting; details of project and ethical approval filed with CHPC Manager and administration.

(If no further contribution required from clinical faculty and/or supervisees)

STAGE 3.
Presentation of pre-approved proposal to the clinical team

(If project requires further contribution from clinical faculty and/or supervisees)

→ **APPROVE**
Details of project and ethical approval filed with CHPC Manager and administration.

→ **RECOMMEND IMPROVEMENTS**
Revisions to be submitted to CHPC Clinical and Research Lead for checks against recommendations prior to final approval. Details of project and ethical approval filed with CHPC Manager and administration.

→ **REJECT**
No further action required.

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