

National Projects - Application to Conduct Research in Schools

1. Overview of Research Project

1.1 Title

1.2 Summary (Please provide a brief outline of your research) (*No more than 200 words*)

1.3 Content Keywords (Indicate one to three areas from the attached list: [Content Keywords](#)):

1.

2.

3.

2. Details of Researcher(s)

2.1 Title and Name of Researcher(s) (including supervisors)

2.2 Lead Researcher Contact Details

(this should be the student if the research is being conducted as part of a qualification)

Name

Institution

Address

Work Phone

Mobile

Email Address

2.3 Name of Lead Institution

2.4 Name of additional institutions

2.5 Degree that the research relates to (if applicable)

2.6 Name of the person completing the degree (if applicable)

2.7 Name and position of supervisor(s) (if applicable)

2.8 List contact person/s within each participating state (if applicable)

2.9 Please provide information regarding potential conflicts of interest either real or perceived in relation to this research (for example, a researcher conducting research at the school at which they are employed)

3. Location of Research

In which states/territories and jurisdictions do you propose to conduct your research?
 (Please indicate numbers of schools you propose to approach in each jurisdiction)

	Government	Catholic	Independent
Australian Capital Territory			
New South Wales			
Northern Territory			
Queensland			
South Australia			
Tasmania			
Victoria			
Western Australia			
TOTAL SCHOOLS			

The research will take place in: Please tick Please specify schools (if appropriate):

Primary Schools

Secondary Schools

Both

Education support schools

Other education facilities

4. Benefits

4.1 What are the direct potential benefits of your research?
 (Including to the participants, students, teachers, their schools and communities, education systems, the wider public and the field of education) *(No more than 200 words)*

4.2 Please identify any alignment of your research proposal with the [Melbourne Declaration on Educational Goals for Young Australians](#) *(No more than 200 words)*

- 4.3 List the planned products of the project. Consider what can be fed back to the school, participants, students, teachers etc.

5. Feasibility/Methodology

- 5.1 What is the purpose of your research? How will it build on what is already known and address problems or gaps in existing literature? *(No more than 200 words)*
- 5.2 What is your research question(s)? *(No more than 200 words)*
- 5.3 Please list and provide details of the method or approach you will use to collect information to answer each research question. For example, is your research quantitative, qualitative, or does it use a mixed-methodology? *(No more than 200 words)*
- 5.4 Will your research collect any personal information (eg. Privacy and Personal Information Protection Act 1998 for an example definition of personal information)? If so, please specify what information, why and what measures will be taken to protect privacy and security?

- 5.5 Will your research also use existing administrative data? If so, precisely what administrative data will be requested? (Include a full definition of the data fields, unit of analysis, period of time required, geographic or other categorisations required, groups under consideration etc.)
- 5.6 Will you be data-linking any data or information you collect or receive to other data? If so, please specify what information, why, what data linkage process will be used, and how privacy and security issues for the linked datasets will be managed?
- 5.7 Please state the total number of each type of participant (students, teachers, principals, parents/guardians, other school staff) to be involved in the research project, by each State/territory and sector (Government, Catholic and Independent). Please justify why this many participants were chosen or are required.

Please explain how you will recruit or select schools and participant groups *(no more than 100 words)*

Participant details

Number of participants per school (disaggregated by type of participants)

Total number of participants

Age group of students / children actively participating (please select)

0 < 5

6 < 11

12 < 15

16+ years

Other:

From whom will participation consent be sought?

Principals / Directors

Teachers / Staff

Parents / Guardians

Students / Children

- 5.8 Please attach a copy of your research instruments including interview questions to this form with the heading: **5.8 Research Instruments**
- 5.9 How will you analyse your data to answer your research question(s)? Be specific about the statistical analysis techniques (ANOVAs, t-tests, chi square, etc.) and comparisons that will be used

5.10 Please outline dates for key activities or milestones (e.g. participant recruitment and consent collection, data collection periods, feedback points, interim and final reports, and completion):

Key Milestones

When?

5.11 Is your proposed research project funded? If so, what is the source of the funds and what is the amount of funding?

Source

Amount

5.12 What strategies will you use to disseminate the findings of your research?

6. Impact

- Please indicate the activities staff, teachers, students, children, young people and parents/guardians/carers will participate in.
- Use one line for each activity and add extra rows as needed.
- If applicable, describe and justify any limitations to targeting potential participants in other settings where the research can be targeted and research aims achieved.

a) Research participants in each school

Type of activity	Participants in each site	Amount of time activity will take	When activity will take place	Participation strategy
(e.g. survey, interview, video observation)	(number & type) (e.g. 50 Year 15 children, 2 teachers)	(e.g. 30 mins)	(e.g. in class time, Term 2 2008)	(e.g. whole class, students withdrawn from class, in waiting room)

b) Administrative and other support expected from each school

Administrative activity or other type of support required	Personnel to be involved	Amount of time administrative activity will take
(e.g. distribute and collect consent forms, administer survey)		

7. Ethics

7.1 Please complete the following request in an attached document using the title: **7.1 Ethics**

Please attach a copy of information sheets for each category of participant. The information should seek to ensure that a person's decision to participate in research is voluntary and based on sufficient information and adequate understanding of both the proposed research and the implications of participation in it. It should include information listed in Section 2.2.6 and 2.1.8 of the National Statement on Ethical Conduct in Human Research.

7.2. Please complete the following request in an attached document using the title: **7.2 Letter to Principal**

Please attach a letter to the principal seeking permission for their schools' participation in the research. This letter must include information outlining the nature of the research, what is required of school resources, school personnel and participants, the amount of time research activities will require and the timeline for the research. The letter must also inform principals of their right to withdraw from part, or all, of the project at any time, and incorporate a principal consent form.

7.3. Please attach a consent form for each category of participant using the title: **7.3 Consent form**

7.4. Please attach a copy of Human Research Ethics Committee application and approval (or a signed statement on Ethical Conduct of Research)

Indicate the type of approval sought:

Full ethical clearance from National Health and Medical Research Council (NHMRC) endorsed organisation

Low risk ethical clearance from NHMRC-endorsed organisation

In-house or external ethical clearance from organisation not endorsed by NHMRC

No ethical clearance

7.5 Please indicate whether the conduct of the research involves risks of harm to students or staff. If so, please indicate how you will manage these risks.

8. Sensitivities

Please attach further information if you answer 'Yes' to any of the following questions

Does the proposed research cover the following in any way?*

Illegal behaviour? (e.g. hitting others, damaging or stealing property)	Yes	No
Depression and/or anxiety?	Yes	No
Bullying or anti-social behaviour?	Yes	No
Grief, trauma and/or death?	Yes	No
Sexuality?	Yes	No
Drug or alcohol usage?	Yes	No
Eating disorders and/or body image material?	Yes	No
Race or ethnic relations?	Yes	No
Religious sensitivities?	Yes	No

Does the proposed research include any of the following methods?*

Reporting of comparative data which compares individuals, state vs non-state systems or jurisdictions?	Yes	No
Psychological assessment or intervention?	Yes	No
Possible identification of participants, classes or schools in reports?	Yes	No
Deception?	Yes	No
Use of procedures, activities or equipment, other than those in everyday use, which may involve physical risk or emotional distress?	Yes	No
Passive rather than active consent?	Yes	No
Visual or audio recording (photographs and video recording)?	Yes	No
Interaction with children individually or outside the classroom environment?	Yes	No
Are any of the following groups the focus or used as an analytical category in the research?*	Yes	No
People of Aboriginal or Torres Strait Islander origin?	Yes	No
People with diagnosed physical, intellectual or psychological disabilities	Yes	No
People with other difficulties (e.g. learning, social, emotional or physical)	Yes	No
Minority cultural or ethnic groups?	Yes	No
Children whose parents/caregivers are unable to give informed consent because of language or other difficulties in understanding information?	Yes	No

Do you anticipate any media interest in the proposed research study?	Yes	No
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9. Public Liability Insurance

Please provide evidence of your institution's or organisation's public liability insurance by attaching a copy of the Insurance policy using the title: **9. Public Liability Insurance**

10. Working With Children Registration

Each state and territory requires everyone who works with children to be approved by their respective authority. Respective authorising body issues Working With Children registration.

For you and each person on your research project, please provide evidence of your current Working With Children registration by attaching a scanned copy of your registration card to this application.

11. Researcher's Declaration

The Organisation and principal researcher indemnify participating government departments (including its officers, employees, agents and contractors) against all losses, liabilities, damages, costs and expenses of any kind arising from any claim it incurs that relates to:

- **personal injury, death, or property loss or damage:** the personal injury or death or property loss or damage caused or contributed to by the principal researcher and or researchers
- **the Project:** the principal researcher's conduct of the Project including its materials and publications
- **Project Materials:** Project Materials created by the principal researcher and or researchers infringing anyone's intellectual property rights and
- **negligent, unlawful or wilful act or omission:** the principal researchers and or researchers negligent, unlawful or wilful acts or omissions
- it is understood that the data will not be used for any purposes other than the stated research without the written approval of the relevant data custodians.

Approval to approach school principals in research is granted conditionally upon the terms and conditions of jurisdictions being met. By signing and submitting your research application, you agree to abide by these terms or conditions.

I accept the terms and conditions for conducting research in schools in each of the jurisdictions.

Signature(s) of researcher(s):

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Signature of Organisation representative

Content Keywords

Aboriginal Education	Early Childhood Care	Music
Accountability	Early Childhood Development	Non-English Speaking Background Issues
Achievement/Assessment	Early Childhood Education	Numeracy
Assessment	Educational Psychology	Organisation Issues
Attitudes	Ecological Sustainability	Other
Autism Spectrum Disorder	E-Learning	Parent-Teacher Interactions
Behaviour/Social	Employment	Participation
Boys Issues	Engagement	Partnerships
Child Development Issues	Equity/Access	Personnel Issues
Children's Learning	Essential Learning	Policy Issues
Children's Memory and Suggestibility	Family Day Care	Post-School
Classroom Issues	Gender Issues	Poverty/Disadvantage Issues
Cognitive Ability Test	Gifted Students	Pre-Schools
Comparative Education	Girls Issues	Professional Development
Country/Isolation Issues	Health Issues	Psychology
Criminology	Health Management	Resources
Curriculum	History of Education	School Learning Environment
Curriculum - Health	ICT Education	School Reform
Curriculum - Civics and Citizenship	Inclusion	School Violence
Curriculum Issues - General	Indigenous	School-Community Relations
Curriculum - English	Information Technology	School - Industry
Curriculum - Health and PE	International	Small Business
Curriculum - Languages	Inter-Personal Aggression	Speech Sound Skills
Curriculum - LOTE	Labour Force	Speed of Processing/Cognitive Abilities
Curriculum - Mathematics	Leadership	Standards/Benchmarks
Curriculum - Pre-Schools	Learning Strategies	Student Learning
Curriculum - Science	Learning Technologies	Student Management/Support
Curriculum - Society/Environment	Literacy	Teacher Development
Curriculum - Technology	Mathematics	Teaching English As a Second Language
Curriculum - The Arts	Mental Health	Technology
Disability	Middle Schooling	Transitions
Disadvantage Issues	Multicultural	Work Health & Safety