Catholic Schools Office
DIOCESE OF MAITLAND-NEWCASTLE

Research Application

TO CONDUCT RESEARCH IN CATHOLIC SCHOOLS IN THE DIOCESE OF MAITLAND-NEWCASTLE

The Catholic Schools Office encourages and supports high quality educational research to inform evidence-based decision making in policy and program development. Approval must be obtained before commencing research activity in Catholic Schools in the Diocese of Maitland-Newcastle.

The approval process is designed to ensure that:

- students are protected from physical, psychological and other forms of harm
- participants' privacy and confidentiality is maintained
- research activity does not negatively impact on the teaching and learning environment
- research conducted provides educational benefits to the schools involved and to the Catholic Schools Office
- research methodologies are appropriate and capable of producing valid and reliable results
- research results are accessible to practitioners in a form they can use.
- integrity of learning is maintained at school sites, and research provides benefits for school communities and education.

Once an application for research is received by the Catholic Schools Office, approval will be granted according to the appropriateness and relevance of the research project. Once a project is approved, the researcher may approach diocesan schools to request permission to conduct the research project. Researchers should be aware however that participation in any research is voluntary. This means that school principals have the right to decline participation even if approval has been granted by the Catholic Schools Office

To ensure efficient processing applications, researchers are requested to complete an electronic copy of this document, and forward it along with other documentation as attachments to an email.

All applications should be addressed to:

Brid Corrigan

Strategic Programs Advisor

Diocese of Maitland-Newcastle

P.O. Box 714

Newcastle NSW 2300

Email: brid.corrigan@mn.catholic.edu.au

Researcher Contact Details

Name	
Address	
Telephone	
Fax	
Email	

Your university or other research organization address, if different from the above:

Address	

The supervisor(s) of your research program

Name		
Address		
Telephone		
Fax		
Email		

Research is being undertaken as part of (tick one):

Bachelors(Hons) degree ☐ Ongoing academic research ☐

Masters degree ☐ National/international study ☐

Doctorate ☐ Post - Doc ☐

Other (specify)

Are you currently employed in the Diocese?

Yes ☐ No ☐

Title of research proposal

A **brief overview of the research project**, describing in particular the research procedures and the extent of student, teacher and parental involvement in the project.

A **brief description outlining the benefits of the research** to the participants. For example, how will teachers and students benefit from your research?

Please specify any long term and more general benefits to the Catholic schools in the Diocese of Maitland-Newcastle.

A **brief description of the research design and methodology** and any strategies to be employed to ensure validity and reliability. ***Copies of data collection instruments, where available, should be attached***.

If appropriate to your research project, specify how you intend to obtain **parental approval** for contact with students in our schools and include examples of permission letters/consent forms. ***A copy of this/these letters must be included with the proposal.***

Provide details of procedures for establishing confidentiality and procedures for protecting privacy of the participants including information management practices.
Information should only be collected for the purpose of this research application. Any subsequent use of information must be clearly outlined in your application and must have ethical approval from a university ethics committee.

List the schools or groups that will be requested to participate in the research. Include the name of the school and the suburb.

Indicate the period of the year during which the research activity will commence and be concluded. Also indicate the **estimated amount of time required** of the school and any individual participants in the research.

Researchers visiting a school are required to have minimum public liability cover of $20,000,000 and Workers Compensation coverage. Copies of **policies** must be provided with this application

A **letter outlining the nature of the research** must accompany approaches to school principals seeking approval to conduct research. This letter should indicate the commitment required of school staff.

A copy of this letter must be included with the proposal.

Working with Children Check

Where the research methodology requires either the Researcher or any Assistant Researchers to have direct contact with students, Child Protection law requires the completion of the Working with Children Check. In the case of employees of the Diocese of Maitland-Newcastle, this is done as part of the employment process. For all other researchers, this Check is the responsibility of the University or other institution. The person responsible within the university signs off on the researchers with Form RP1 identifying the researchers, and apply online http://www.kids.nsw.gov.au/Working-with-children/New-Working-With-Children-Check/New-Working-with-Children-Check to obtain a Working with Children screening number. This should then be sent along with all other documentation.

Will any of the Researchers have direct unsupervised contact with students? ☐ Yes / ☐ No

Reporting to schools and the Catholic Schools Office

It is a condition of approval that, upon completion of a project, the researcher will provide the Catholic Schools Office and each school participating in the project with a Research Findings Summary along with permission for the Catholic Schools Office, Diocese of Maitland-Newcastle to disseminate information from the Research Findings Summary to its personnel. (Please refer to Form C "*Agreement to provide research findings to the Catholic Schools Office, Diocese of Maitland-Newcastle)* ". If relevant to the research, it is expected that the Research Findings Summary will compare and contrast the results within the school with those for the total cohort in the study.

Please indicate the date by which you would expect to be able to provide a copy of research findings to the Catholic Schools Office Diocese of Maitland-Newcastle and to participating schools.

Approval process

Any submissions to conduct research in schools in the Diocese of Maitland-Newcastle require approval from the Catholic Schools Office. Advice regarding research projects and studies will be sought from relevant officers of the Catholic Schools Office who will make recommendations to the Director of Catholic Schools

Research not directly related to education

The Catholic Schools Office will give approval for non-educational research projects in schools only where there is a demonstration of significant public benefit outweighing the inconvenience to school communities.

Commercial Gain

It is not the intention of the Catholic Schools Office, Diocese of Maitland-Newcastle to provide approval for research that is undertaken primarily for commercial or material gain.

Checklist before submission of application

Documents should be emailed to: brid.corrigan@mn.catholic.edu.au or posted to:

Brid Corrigan
Strategic Programs Advisor
Catholic Schools Office
Diocese of Maitland-Newcastle
P.O. Box 714
Newcastle NSW 2300

Document	***Required for:***	***Preferred submission method:***
Application, p.2-5	All research	Email
Form A, page 7	All research	Email
Form B, page 8	Any research involving others besides the Researcher	Email
Form C, page 9	All research	Email
Form D, page 10	Research undertaken to satisfy the requirements of a degree	Email
Form RP1, Child Protection Compliance – Identification of Researchers	Required wherever the Researcher or any Research Assistants will have direct contact with students	Email
Working with Children Check Screening number	Required wherever the Researcher or any Research Assistants will have direct contact with students	Email
Copy of Public Liability and Workers Compensation Insurance policies	Required wherever the Researcher or any Research Assistants will have direct contact with students	Email
Ethics Committee Approval	All research requiring ethics approval	Email
Draft letter to school principals	All research	Email
Draft letter to parents seeking approval	All research involving students	Email
Research Proposal	Not required, but useful to attach if it has been prepared for other purposes	Email
Data Collection Instruments	Where available, these are useful in supporting your application.	Email

Form A

Confidential Declaration by Researcher

Where a research project involves any contact with a school in the Diocese of Maitland-Newcastle

Having submitted an application for a Research Project called

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I declare that:

1. The information provided in the application is complete and accurate;
2. I am aware of and will comply with the special responsibilities associated with undertaking research with children and young people, specifically, my responsibilities and obligations under the *Child Protection (Prohibited Employment) Act 1998*
3. I declare that there are no other circumstances or reasons that might preclude my undertaking research with children and young people.
4. In relation to assistants conducting research with children and young people with me and /or on my behalf, I will ensure that they will be made aware of the special responsibilities associated with undertaking research with children and young people, specifically, their responsibilities and obligations under the *Child Protection (Prohibited Employment) Act 1998* (See **Form B** for assistant researchers)

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Signature of Researcher **Date**

Form B

Confidential Declaration by Assistant Researcher(s)

Where a research project involves any contact with a school in the Diocese of Maitland-Newcastle

1. I am aware of and will comply with the special responsibilities associated with undertaking research with children and young people, specifically, my responsibilities and obligations under the *Child Protection (Prohibited Employment) Act 1998*

2. I declare that there are no other circumstances or reasons that might preclude my undertaking research with children and young people.

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Signature of Assistant Researcher **Date**

Form C

Agreement

to provide research findings to the Catholic Schools Office, Diocese of Maitland-Newcastle

As the Researcher, I

- agree to provide the Catholic Schools Office, Diocese of Maitland-Newcastle with a copy of the research findings of the proposed study upon completion;
- agree to provide participating schools with a summary of the research findings.
- agree that the Catholic Schools Office may publish a summary of these research findings within its systemic publications

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Signature of Researcher **Date**

Supervisor's Report

Form D

Name of Researcher	
Title of research proposal	
Name of Supervisor	
Supervisor's position	Institution
Supervisor's address	
Telephone Email address	Fax
Please comment on the following aspects of the proposal, in relation to the submitted applications	
Significance, purpose and value of the research	
Appropriateness of the research design	

Methodological adequacy and viability
Ethical considerations
To what extent do you consider the Researcher to be capable of undertaking the research described in the attached proposal?
Is this proposal exempt from ethical approval? ☐ Yes / ☐ No
If exempt, for what reasons?

I have examined this research proposal and I am satisfied that the proposed purposes, approach and research instruments are appropriate and feasible.

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Signature of Supervisor **Date**

Catholic Schools Office
DIOCESE OF MAITLAND-NEWCASTLE

RPI

Child protection compliance: identification of researchers

The requirements of current New South Wales child protection legislation (Child Protection (Prohibited Employment) Act 1998 / The Commission for Children & Young People Act 1998 (Part 7 Employment Screening), must be met where they apply to researchers.

The Catholic Schools Office in the Diocese of Maitland-Newcastle meets such requirements for its own employees. Compliance for researchers and others who are proposed to have direct, unsupervised contact with students, apart from employees of the Catholic Education Office in the Diocese of Maitland-Newcastle must be ensured by their own university or other institution.

Research Applicants/Volunteers who are proposed to have direct contact with students are required to apply for a Working with Children Check screening number. This can be done by visiting

https://wwccheck.ccyp.nsw.gov.au/Applicants/Application

The person completing and signing this form must be the same person as completes and signs the Working with Children Check screening.

Names of persons who are proposed to be engaged in child-related research:

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Name of person filling out form (PRINT) Signature

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Witness (PRINT) Signature

Date .....