# New application form: Conducting research and evaluation with department staff and students

## Instructions to applicants

#### You must complete this form if:

* You are seeking access to research participants within department sites and/or
* Seeking to obtain or use administrative data held by the department for evaluation or research purposes
* Seeking to involve department staff or communication channels to advertise or recruit for a research study.

*‘Sites’ include South Australian government education services and facilities, including out of school hours care, preschools, schools, and corporate support units.*

#### For queries about completing this application form please:

* Refer to the Department for Education’s [conducting research and evaluation web page](https://www.education.sa.gov.au/department/research-and-statistics/conducting-research/conducting-research-and-evaluation) and [Conducting research and evaluation with department staff and students procedure (education.sa.gov.au)](https://www.education.sa.gov.au/policies/pdf/conducting-research-and-evaluation-with-department-staff-and-students-procedure.pdf).
* Contact the Education Research unit by email at [Education.ResearchUnit@sa.gov.au](mailto:Education.ResearchUnit@sa.gov.au)

#### To submit this application form:

* Email this completed application form and all supporting documents to [Education.ResearchUnit@sa.gov.au](mailto:Education.ResearchUnit@sa.gov.au)

## Cover page

#### About this application

|  |  |  |
| --- | --- | --- |
| Does the project involve direct contact between the researchers and students? | **Yes** | **No** |
| Is mental health or wellbeing a focus of the project? | **Yes** | **No** |
| Does the project involve a program evaluation? | **Yes** | **No** |
| Does the project require access to administrative data held by the Department for Education (*including records held locally by schools or preschools*)? | **Yes** | **No** |

#### Application checklist

Prior to submitting your application, please check you have attached and clearly labelled all relevant documents as listed below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **Not applicable** | **Document file name(s) attached to email:** |
| Have you provided copies of Working with Children approvals for all project members? |  |  | Click or tap here to enter text. |
| Have you provided evidence of Human Research Ethics Committee (HREC) approval, or an ethics statement from a suitable substitution (e.g., internal ethics committee in the case of some organisations) |  |  |  |
| Have you provided evidence of insurance coverage? |  |  | Click or tap here to enter text. |
| Have you provided copies of information letters for all applicable project stakeholders and participants (e.g., principals, preschool directors, teachers, staff, students, parents)? |  |  | Click or tap here to enter text. |
| Have you provided copies of participant consent forms (including parent consent forms if conducting research with children and young people under the age of 18 years? |  |  | Click or tap here to enter text. |
| Have you provided copies of all applicable research tools (e.g., surveys, interview/focus group questions, session outlines)? |  |  | Click or tap here to enter text. |
| Have you provided evidence of department support if relevant (e.g., copies of letters of support from sites, copies of emails between the researcher and department contacts advising of their support for the project) |  |  | Click or tap here to enter text. |

## Researcher Agreement

* I declare the information provided in this application to be true and correct.
* I agree to notify the Education Research Unit of any major changes or adverse events affecting the conduct of the project via [Education.ResearchUnit@sa.gov.au](mailto:Education.ResearchUnit@sa.gov.au).
* I agree to only undertake the project in line with this application and any conditions or amendments agreed in writing with the Department for Education Research Unit.
* I agree to obtain appropriate consent and maintain confidentiality of information in accordance with Information Privacy Principles. This includes not revealing any personal information that may identify a person without the consent of the individuals concerned (or their guardians, for children and young people aged under 18 years).
* I agree to abide by site child protection processes for reporting child abuse and neglect.
* I agree to maintain appropriate Child-Related Employment Screening (e.g., DHS working with children clearance) checks for all required project staff for the duration of the project.
* I agree to notify the Education Research Unit immediately if I become aware that any person involved in conducting the project is charged (regardless of the outcome of the charges) or sentenced with any criminal offence or have any complaints related to their behaviour with children at any time since the date of their child-related employment screening check.
* I agree to maintain appropriate public liability insurances.
* I agree to provide the Department for Education, through the mailbox [Education.ResearchUnit@sa.gov.au](mailto:Education.ResearchUnit@sa.gov.au) with a copy of any planned publication (including manuscripts, reports, public presentations or presentations to government or academic audiences (not including DECD personnel or closed university meetings) at least 30 days prior to publication.
* I agree that if the Department for Education, in its absolute discretion, informs me in writing that a proposed publication would disclose personal information, I will not publish the information until such a time as the publication can be modified to the department’s satisfaction.
* I agree to give prior notification to the Department for Education Media Unit and Education Research Unit of any planned media coverage of the project.
* I agree to ensure that all data records will be either destroyed or kept in a secure environment as per the conditions set out in this application.
* I agree to have a summary of the research project published in Department for Education internal communications and/or included on the Department for Education public website.

|  |  |  |  |
| --- | --- | --- | --- |
| **Principal Researcher** | | **Supervisor (if principal researcher is a student)** | |
| Name: | Click or tap here to enter text. | Name: | Click or tap here to enter text. |
| Signature: |  | Signature: |  |

## Project details

### Instructions

Complete the relevant sections as follows:

* You are conducting research and/or evaluation with data and/or participants from Department for Education sites – [**complete section A**](#_Section_A_–)
* You are seeking access to administrative data held by the Department for Education– [**complete section B**](#_Section_A_-)
* You are seeking access to research participants on Department for Education sites (including children, young people, and/or adults) [**complete section C**](#_Section_B_-)

#### Section A – complete if you are **conducting research and/or evaluation** with data and/or participants from Department for Education sites.

##### Applicant details

Any researcher that will have any contact with children or students, or access to their personal information must provide a copy of a current Department of Human Services working with children clearance.

“Contact with a child or young person” may involve:

* any form of oral communication, whether face to face, by telephone or otherwise
* any form of physical contact
* and any form electronic or digital communication (e.g., email, video-conference)

“Access to confidential or personal information” may involve access to:

* names, addresses, email addresses; and/or
* any data that personally identifies participants arising from surveys (online or paper based), interviews and focus groups.

It is the responsibility of the researchers to ensure the check is current for the duration of a research project. Researchers who hold a current teacher registration with the Teachers Registration Board of South Australia may present a copy of their certificate or official notification from the Teacher Registration Board website as evidence.

Please refer to the [Department of Human Services website](https://www.sa.gov.au/topics/rights-and-law/rights-and-responsibilities/screening-checks/screening-wwcc) for further information.

Lead investigator/researcher details

|  |  |
| --- | --- |
| Name: | Click or tap here to enter text. |
| Faculty / Department: | Click or tap here to enter text. |
| Organisation / University: | Click or tap here to enter text. |
| Telephone / Mobile: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |
| Postal address: | Click or tap here to enter text. |
| If student researcher, please specify degree being sought: | Click or tap here to enter text. |
| Do you have a current DHS or relevant working with children check? | Choose an item. |

Please attach evidence of the working with children check to your application using the following naming convention: Attachment A.1 - Lead investigator/research working with children check.

Associate researcher / supervisor details

|  |  |
| --- | --- |
| Name: | Click or tap here to enter text. |
| Faculty / Department: | Click or tap here to enter text. |
| Organisation / University: | Click or tap here to enter text. |
| Telephone / Mobile: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |
| Postal address: | Click or tap here to enter text. |
| Does this researcher have a current DHS or relevant working with children clearance? | Choose an item. |

Please attach evidence of the working with children check to your applicating using the following naming convention: Attachment A.2 - Associate researcher /investigator working with children check.

Project team details (where applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| **Title and name** | **Role on this project** | **Organisation/University** | **Does this person have a current DHS or relevant working with children clearance?** |
| Click or tap here to enter text. | Choose an item. | Click or tap here to enter text. | Choose an item. |
| Click or tap here to enter text. | Choose an item. | Click or tap here to enter text. | Choose an item. |
| Click or tap here to enter text. | Choose an item. | Click or tap here to enter text. | Choose an item. |

Please attach evidence of the working with children check to your application using the following naming convention: Attachment A.3a - Research team member working with children check, Attachment A.3b - Research team member working with children check etc.

##### Project details

Project title:

Click or tap here to enter text.

What are the project aims/objectives? What is the gap in evidence you are seeking to address?

Click or tap here to enter text.

What research questions/hypotheses are you investigating through this project?

Click or tap here to enter text.

What methodology will you use for this project? Please describe the project’s:

* Research/study design
* Instruments/measures
* Study procedures/interventions
* Data collection methods
* Data / statistical analysis

Click or tap here to enter text.

How will the research benefit children and young people in the short or long term? (By addressing the research gap identified above, what will or could change?)

Click or tap here to enter text.

What, if any, risks to staff, children/young people, or families will arise from the project? (If no risks are reasonably foreseen, please explain why).

Click or tap here to enter text.

What measures will be taken to address the risks described above, if applicable?

Click or tap here to enter text.

##### Ethics approval

The Department for Education will only approve applications that may involve any level of risk deemed higher than ‘low risk’ to participants if the application includes a copy of a final approval letter from a Human Research Ethics Committee.

Has the project received Human Research Ethics Committee (HREC) approval, or approval from an equivalent suitable substitution (e.g., internal ethics committee)?

|  |  |  |
| --- | --- | --- |
| Yes | No | Not Applicable |

If you have selected yes, please include the reference number below:

Click or tap here to enter text.

If you have selected ‘No’ or ‘Not Applicable’, please provide further comment:

Click or tap here to enter text.

Please attach evidence of HREC approval to your application using the following naming convention: Attachment B - Ethics approval.

##### Public liability insurance

Does this project have public liability insurance?

|  |  |  |
| --- | --- | --- |
| Yes | No | Not Applicable |

If you have selected ‘No’ or ‘Not Applicable’, please provide further comment:

Click or tap here to enter text.

Please attach evidence of public liability insurance to your application using the following naming convention: Attachment C - Public liability insurance.

##### Funding

Is your proposed research project funded?

|  |  |  |
| --- | --- | --- |
| Yes | No |  |

If yes, what is the source of the funds and what is the amount of funding?

Click or tap here to enter text.

##### Publication

How will the project findings be shared/disseminated? (select all that apply)

|  |  |
| --- | --- |
| Journal publication  Internal publication | University dissertation  Other Click or tap here to enter text. |

##### Consultation with staff from the Department for Education

If you have you discussed this project with any staff, sites or business units within the Department for Education, please add their details below (if known).

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Position title | Click or tap here to enter text. |
| Site name or business area/unit | Click or tap here to enter text. |
| Email or telephone number | Click or tap here to enter text. |

Please attach evidence of departmental support for the project to your application (if applicable)

##### Personal information

Will your project require any personal information? Personal information is defined within the [Information Privacy Principles Instruction.](https://www.dpc.sa.gov.au/resources-and-publications/premier-and-cabinet-circulars/DPC-Circular-Information-Privacy-Principles-IPPS-Instruction.pdf)

Choose an item.

If yes, please respond to the following questions. If no, please proceed to [‘data management’](#_Data_management).

Why is it necessary to have access to personal information for this project?

Click or tap here to enter text.

What measures will be taken to protect privacy and the security of this information?

Click or tap here to enter text.

#### Section B - complete if **administrative data** is required

Complete this section if you are seeking access to administrative data held by the Department for Education as part of your project.

##### Data Requested

What type of data are you requesting? Select all that apply.

|  |  |
| --- | --- |
| School data / enrolments  Sites / Locations data  Student achievement data (e.g., NAPLAN)  Children's Services data | Spatial data  Historical data  Other (please specify below)  Click or tap here to enter text. |

Please describe the data or information you require, including data fields, time series of data etc.

Click or tap here to enter text.

What data file formats do you require?

|  |  |
| --- | --- |
| MS Excel  CSV  PDF | Delimited text  MS Access  Other Click or tap here to enter text. |

##### Intended use of data

How are you intending to use the requested data? (e.g., data analysis, reporting, project/program evaluation, resource allocation etc.)

Click or tap here to enter text.

##### Data management

How will you receive, transfer, store, access and manipulate the data?

Click or tap here to enter text.

Who will have access to the data?

Click or tap here to enter text.

What security measures will be in place?

Click or tap here to enter text.

What will happen in the event the researchers or investigators leave the project?

Click or tap here to enter text.

##### Data disposal/destruction/retention

At the conclusion of the project, how will the data be managed or destroyed?

Click or tap here to enter text.

How will you ensure that the data is not accessed or used without future approvals from the Department for Education?

Click or tap here to enter text.

#### Section C - complete if you are **seeking access to research participants** on Department for Education sites (including children, young people, and/or adults)

Complete this section if you are seeking access to participants on Department for Education sites including children, young people and/or adults.

##### Participants

Do you intend to approach sites or schools as part of your project?

Choose an item.

If yes, when submitting your application, **please attach a draft letter** to the person responsible for the site (e.g. school principal) asking for their permission to conduct research at their site using the following naming convention **Attachment D - Letter to site leader**

Please provide details on the participant group(s) you are seeking to recruit and for your project including:

* A description of inclusion/eligibility and exclusion criteria
* The number of participants you are seeking to recruit from each group(s)
* The rationale for selecting this participant group with reference to your research aims/questions

|  |  |  |
| --- | --- | --- |
| **Participant group and eligibility criteria** | **Number of participants required** | **Rationale** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

##### Recruitment

How will participants be recruited for this project? Please specify the steps that will be taken, who will take them, and the materials required (e.g., participant information sheets)

Click or tap here to enter text.

Please attach copies of the participant information sheets using the following naming convention: Attachment E - (Relevant participant group name) information sheet. For example, if the participant group is students, the file name will be *Attachment E: Student information sheet*.

##### Consent

Describe the procedure for obtaining consent of participants and when necessary, from parents or guardians for their children. If you are seeking approval for an ‘opt-out’ consent protocol, provide reasons for this (refer to the relevant section of the [conducting research and evaluation with department staff and students procedure (education.sa.gov.au)](https://www.education.sa.gov.au/policies/pdf/conducting-research-and-evaluation-with-department-staff-and-students-procedure.pdf).

Click or tap here to enter text.

Please attach copies of the consent forms using the following naming convention: Attachment F: (relevant participant group name) consent form. For example, if the participant group is students, the file name will be *Attachment F: Student consent form*.

##### Procedures

What will participants be asked to do as part of their involvement in the study?

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of activity** | **Participants (number and type)** | **Time required** | **When and where will the activity take place?** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Will you require any administrative support from the department for Education for this project?

Choose an item.

If yes, please provide the following information:

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of activity** | **Who will do this?** | **Time required** | **When and where will the activity take place?** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

##### Instruments, measures, and questions

Will you be administering any administering any instruments, assessments, surveys, questionnaires, or be conducting interviews/focus groups as part of this project?

Choose an item.

If yes, please provide the following information:

|  |  |  |
| --- | --- | --- |
| **Instrument/measure name** | **Reason for including this instrument / measure** | **Number of items/questions** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Please attach copies of all instruments, measures, assessments, questions that will be used in this project using the following naming convention: Attachment F - Measures (Instrument name). For example, if you are administering the Kessler 10 Psychological Distress Scale, the file name will be *Attachment G – Measures (Kessler 10 Psychological Distress Scale).*

##### Protection from harm: intrusive or sensitive issues

Provide detail on any questions or issues with the potential to be intrusive, upsetting or incriminating for participants. Outline the strategies to be put in place to address potential issues.

Click or tap here to enter text.

##### Strategies to maintain confidentiality

Outline how you will ensure the confidentiality of information provided and protect the anonymity of participants and sites in relation to data collection and storage, publication/reporting of results. If applicable, describe and justify any limitations to confidentiality and anonymity with reference to your research aims/questions.

Click or tap here to enter text.