# Conducting research and evaluation with department staff and students: Application Form

## Instructions to applicants

#### You must complete this form if:

* You are modifying a research application previously approved by the Department for Education which involves access to research participants on department sites or administrative data held by the department.

*‘Sites’ may include childcare centres, family day care, out of school hours care, preschools, schools, and corporate support units.*

#### To complete this form:

* Please complete the sections that are relevant to your specific modification.
* If a section is not relevant to your modification, you do not need to complete it.
* You do not need to submit documentation that has already be submitted to and approved by the Department for Education.

#### 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

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| --- | --- | --- |
| Is this application a modification to a project previously approved by the Department for Education? | **Yes** | **No** |
| If yes, what is the application number that was previously approved by the Department for Education? | Click or tap here to enter text. | |
| Is the modification request to add additional researcher(s) to the project team | **Yes** | **N/A** |

#### Application checklist

Prior to submitting your application, please check you have attached and clearly labelled any documentation relevant to the project modification. You do not need to resubmit documents that have already been provided to the Department for Education.

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| --- | --- | --- | --- |
|  | **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) |  |  | Click or tap here to enter text. |
| 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.

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| **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

Project title:

Click or tap here to enter text.

Department for Education reference number:

Click or tap here to enter text.

##### 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. |

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. |

Project team details (where applicable):

Please include details of any researchers you are seeking to add to your project team.

|  |  |  |  |
| --- | --- | --- | --- |
| **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 for each additional project team member to your application.

##### Modification details

Please indicate which section of your project you are modifying. Select all that apply.

|  |  |
| --- | --- |
| Applicant information/details  Organisation / institution details  Project team details | Data request  Publication details  Project details (e.g., methodology, participant groups, instruments) |

Please describe in detail the modifications to your project:

Click or tap here to enter text.

Please attach all supporting documents, if applicable, when submitting your application.