Application to Conduct Research in Catholic Schools Parramatta Diocese (CSPD)

Thank you for your interest in conducting research in CSPD. Please complete this application form and email the completed form to research@parra.catholic.edu.au

Please note the following when completing this form:

* Read this form in conjunction with the [CSPD Research Guidelines](https://docs.google.com/document/d/1C7otFtnt055hlNznXEelVMk8oLr386KP5FoFV94_N9s/edit?usp=sharing) to conduct research in education.
* Include all required supporting documentation as listed in the section: [Attachments](#_3au7xv1ep21r)

Please note that incentives to encourage participants to engage in research at CSPD are not permitted. This includes gift cards or payment of any type.

Contents

[1. General Information 2](#_szfhho7ec8ly)

[2. Research Scale (organisations) 3](#_jhp0imnk9xmm)

[3. Research Scale (participants) 3](#_2rewzlcokbnw)

[4. Research Scale (activity & time) 4](#_8d6oqlab26i7)

[5. Research Timeline 5](#_2z6r454vjhf5)

[6. Research Data 5](#_95q984vy6ouo)

[7. Working With Children Check (WWCC) 5](#_4hppgp318voj)

[8. Ethics 6](#_x2w0oj8u2ptp)

[9. Public Liability Insurance 6](#_w9k3lx5fm80m)

[10. Dissemination of Research Findings 6](#_wzv6o1acj2xc)

[11. Attachments 6](#_3au7xv1ep21r)

[12. Confidential Declaration by Lead Researcher 7](#_eki07tsn0wme)

|  |
| --- |
|  |

# General Information

|  |  |
| --- | --- |
| * 1. Research Project Title
 |  |
| * 1. Research Project Description (max 50 wds)
 |  |
| * 1. Potential benefits of the research to CSPD (max 50 wds)
 |  |
| * 1. Name of the organisation or university advocating for this research
 |  |
| * 1. Application contact person details
 | Name |
| Email |
| Phone |
| * 1. Lead Researcher details
 | Name |
| Email |
| Phone |
| * 1. Is the lead researcher internal to CSPD (school or office)? If yes, provide details
 | School name or office location:  |
| * 1. Is the lead researcher external to CSPD (university/other)? If yes, provide details.
 | Organisation/university name: |
| * 1. What is the purpose of the Research?
 | Select[ ]  Research for a Higher Degree by Research (HDR)[ ]  Research commissioned by a university[ ]  Research commissioned by an entity/organisation[ ]  OtherIf HDR is selected, state the award

|  |
| --- |
|  |

If other is selected, provide details

|  |
| --- |
|  |

 |

#

# Research Scale (organisations)

|  |  |
| --- | --- |
| * 1. This research is
 | [ ]  an international study[ ]  a national study (Australia)[ ]  a local study (NSW)[ ]  other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * 1. Select
 | [ ]  Other **Australian non-Government** **school systems** will be approached to participate in this research. If this option is selected provide details:

|  |
| --- |
|  |

[ ]  Other **Australian Government school systems** will be approached to participate in this research. If this option is selected, provide details:

|  |
| --- |
|  |

[ ]  No other schools systems apart from CSPD will be invited to participate in this research |

# Research Scale (participants)

|  |  |
| --- | --- |
| * 1. Research participants: Schools
 | Potential number  |
| Number of **primary** schools (if applicable) |  |
| Number of **secondary** schools (if applicable) |  |

|  |
| --- |
| * 1. Research participants: Students
 |
| Primary school Year group | Potential number |  | Secondary school Year group | Potential number |
| Kindergarten |  | Year 7 |  |
| Year 1 |  | Year 8 |  |
| Year 2 |  | Year 9 |  |
| Year 3 |  | Year 10 |  |
| Year 4 |  | Year 11 |  |
| Year 5 |  | Year 12 |  |
| Year 6 |  |  |  |

|  |  |
| --- | --- |
| * 1. Research participants: School staff
 | Potential number |
| Primary school teachers |  |
| Secondary school teachers |  |
| School principals |  |
| School assistant/deputy principals |  |
| Other: Please specify

|  |
| --- |
|  |

 |  |

|  |  |
| --- | --- |
| * 1. Research participants: Parents/carers
 | Potential number |
| Parents/carers of school-aged children |  |

# Research Scale (activity & time)

|  |
| --- |
| * 1. If your study involves surveys, interviews etc., approximately how many respondents are to be included, who are they, when will they be required and for how long?
 |
| Group | Detail | Survey | Focus group / interviews | Observations | Other |
| Principals | Number? (indicate total number) |  |  |  |  |
| Time impost?(indicate total time involvement) |  |  |  |  |
| When will participants be involved? |  |  |  |  |
| Number? (indicate total number) | [ ]  In-class time[ ]  Outside-class time | [ ]  In-class time[ ]  Outside-class time | [ ]  In-class time[ ]  Outside-class time | [ ]  In-class time[ ]  Outside-class time |
| Assistant Principals | Number? (indicate total number) |  |  |  |  |
| Time impost?(indicate total time involvement) |  |  |  |  |
| When will participants be involved? |  |  |  |  |
| Number? (indicate total number) | [ ]  In-class time[ ]  Outside-class time | [ ]  In-class time[ ]  Outside-class time | [ ]  In-class time[ ]  Outside-class time | [ ]  In-class time[ ]  Outside-class time |
| Teachers | Number? (indicate total number) |  |  |  |  |
| Time impost?(indicate total time involvement) |  |  |  |  |
| When will participants be involved? | [ ]  In-class time[ ]  Outside-class time | [ ]  In-class time[ ]  Outside-class time | [ ]  In-class time[ ]  Outside-class time | [ ]  In-class time[ ]  Outside-class time |
| Students | Number? (indicate total number) |  |  |  |  |
| Time impost?(indicate total time involvement) |  |  |  |  |
| When will participants be involved? | [ ]  In-class time[ ]  Outside-class time | [ ]  In-class time[ ]  Outside-class time | [ ]  In-class time[ ]  Outside-class time | [ ]  In-class time[ ]  Outside-class time |
| Parents | Number? (indicate total number) |  |  |  |  |
| Time impost?(indicate total time involvement) |  |  |  |  |
| When will participants be involved? | [ ]  In-class time[ ]  Outside-class time | [ ]  In-class time[ ]  Outside-class time | [ ]  In-class time[ ]  Outside-class time | [ ]  In-class time[ ]  Outside-class time |
| Others | Number? (indicate total number) |  |  |  |  |
| Time impost?(indicate total time involvement) |  |  |  |  |
| When will participants be involved? | [ ]  In-class time[ ]  Outside-class time | [ ]  In-class time[ ]  Outside-class time | [ ]  In-class time[ ]  Outside-class time | [ ]  In-class time[ ]  Outside-class time |

|  |  |  |
| --- | --- | --- |
| * 1. If the research involves lesson delivery by the Research team, how much in-school time will be involved?
 | No. of lessons/sessions: | Time needed for these lessons/ sessions: |

# Research Timeline

|  |
| --- |
| Please provide a planned schedule specifying when major stages of your project will be actioned and your anticipated end date. |
| Stage | Start date | End date |
|  |  |  |
|  |  |  |
|  |  |  |

# Research Data

|  |  |
| --- | --- |
| * 1. What data will be collected from participants?
 |  |
| * 1. How will you ensure that research data collected are maintained securely and confidentially?
 |  |

#

# Working With Children Check (WWCC)

|  |  |
| --- | --- |
| * 1. Does the proposed research involve direct contact with any child/ren under 18 years of age?
 | [ ]  Yes[ ]  No |
| * 1. Does the proposed research involve access to any confidential records or information about any child/ren under 18 years of age?
 | [ ]  Yes[ ]  No |

|  |
| --- |
| * 1. If the answer to either 7.1 or 7.2 is ‘Yes’ provide the following information related to each member of the research team’s current Working With Children Check (please attached documentation)
 |
| Role (e.g. lead researcher, supervisor) | Name | Email | Phone | WWCC number | Expiry date of WWCC |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*Add additional rows as needed.*

# Ethics

|  |
| --- |
| * 1. Provide the following ethics approval information (please attach documentation)
 |
| Ethics number | Issuing authority | Date of approval | Expiry date of approval |
|  |  |  |  |

|  |
| --- |
| * 1. If formal ethics approval is not required for your research, state why this is the case.
 |
|  |

# Public Liability Insurance

|  |
| --- |
| * 1. Provide the following information (please attach documentation)
 |
| Issuing company  | Period of insurance (start date) | Period of insurance (expiry date) | Coverage limit for public liability (must be at least $20m) |
|  |  |  |  |

# Dissemination of Research Findings

|  |
| --- |
| * 1. How will findings from your research be disseminated to CSPD?
 |
|  |

# Attachments

Ensure that that the following documents are attached to this application either as separated documents or combined as one document with this application.

|  |  |
| --- | --- |
| * 1. Signed declaration
 | [ ]  |
| * 1. Ethics approval
 | [ ]  |
| * 1. Participant information letters (provide separate letters for all participant groups, e.g., teachers, students, principals)
 | [ ]  |
| * 1. Participant consent forms
 | [ ]  |
| * 1. Proposed research instruments (provide copies of survey/interview/focus group questions)
 | [ ]  |
| * 1. Public liability insurance (minimum public liability cover $AUD20 million)
 | [ ]  |
| * 1. WWCC for each researcher in paid or voluntary work in a role that involves face-to-face contact with children
 | [ ]  |
| * 1. Short summary of your research (max 250 words) for publication on CSPD intranet (Note: this summary will only be used if your application is approved)
 | [ ]  |

# Confidential Declaration by Lead Researcher

The Organisation and Lead Researcher indemnify participating education jurisdictions (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 Catholic Schools Parramatta Diocese being met. By signing and submitting your research application, you agree to abide by these terms or conditions as stated in the CSPD Research Guidelines.

|  |
| --- |
| I accept the terms and conditions for conducting research in CSPD as stated in the CSPD Research Guidelines.I am aware that approval for this research proposal will be conditional upon my agreement to provide a digital copy of the study report upon completion to CSPD.I am aware of and will comply with special responsibilities associated with undertaking research with children and young people, specifically, my responsibilities and obligations under the Children’s Guardian Act 2019 (NSW), Child Protection (Working With Children) Act 2012 (NSW) and the Child Protection (Working With Children) Regulation 2013 (NSW).Any information I may access or receive while undertaking research will be treated as confidential information, specifically as it relates to the operation of CSPD schools, students and their families.I have provided all necessary documentation for this application to be considered including proposed surveys, interview questions and related research instruments, and the proposed schedule for research. |

Name of Lead Researcher:

|  |
| --- |
|  |

Signature

|  |
| --- |
|  |

Date:

|  |
| --- |
|  |