# Overview of Research Project

* 1. Title
  2. Summary (Please provide a brief outline of your research)
  3. Content Keywords (Indicate one to three areas from the attached list: Content Keywords): 1. 2. 3.

# Details of Researcher(s)

* 1. Lead Researcher Contact Details

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

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Institution Address Work Phone Mobile

Email Address

* 1. Research Coordinator/Project Officer Contact Details

(this should be the first point of contact for questions related to the research) Name

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Institution Address

Work Phone Mobile

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Email Address

* 1. Additional Members of the Research Team Contact Details

(Please indicate if a member of the team is responsible for a specific education jurisdiction)

Name Institution Address Work Phone Mobile

Email Address

Role in the research (if student, please indicate for which degree)

Add More Researchers +

* 1. Please provide information regarding potential conflicts of interest either real or perceived in relation to this research (e.g. a researcher conducting research at the school at which they are employed)

# Methodology and Data Collection

* 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?
  2. Please explain your research methodology/research design and procedure?
  3. Please list your research participants (e.g. students, teachers, principals), the selection criteria for participants (e.g. Year 5 students studying English), and what data will be collected from each particiant (e.g. survey data).

|  |  |  |
| --- | --- | --- |
| **Research Participant** | **Selection Criteria** | **Data to be Collected** |

Add More +

* 1. Please attach a copy of your research instruments (interview questions, surveys, observation protocols etc.) with the heading: '3.4 Research Instruments'. Please label the documents so that they relate to the above table (e.g. Year 5 Student English Survey).
  2. 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.)
  3. What is your research question(s)? How will the collected information be used to answer each research question?
  4. Will your research collect any personal information (e.g. 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. 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?
  6. How will you analyse your data to answer your research question(s)? Be specific about any statistical analysis techniques (ANOVAs, t-tests, chi square, etc.) and comparisons that will be used
  7. 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?

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

Source

Amount

* 1. What strategies will you use to disseminate the findings of your research?

# Location of Research and Recruiting Participants

* 1. Please indicate where the research will take place:

|  |  |
| --- | --- |
| The research will take place in: | Please tick |
| Primary Schools |  |
| Secondary Schools |  |
| Education support schools |  |
| Other education support schools |  |
| Administrative offices |  |

Please complete as 'Other' in Tables 4.3 and 4.4

* 1. Please explain how you will choose the schools you invite to participate in the research. Some examples might be:
* Schools have expressed interest in participating in the project (please provide information about this)
* Schools will be chosen based on ICEA or SES (please provide information about ICEA or SES criteria)
* Schools are already involved in a program, and the purpose of the project is to evaluate the program in those schools (please provide an overview of the program)
  1. In which states/territories and jurisdictions do you propose to conduct your research?

(Please indicate numbers of schools or education sites you propose to approach in each jurisdication) Use the Table 4.4 for Catholic diosese

|  |  |  |  |
| --- | --- | --- | --- |
|  | | Government | Independent |
| Australian Capital Territory | Primary |  | |
|  | Secondary |
|  | Other |
| New South Wales | Primary |
| Secondary |
| Other |
| Northern Territory | Primary |
|  | Secondary |
| Other |
| Queensland | Primary |
|  | Secondary |
| Other |
| South Australia | Primary |
|  | Secondary |
| Other |
| Tasmania | Primary |
|  | Secondary |
| Other |
| Victoria | Primary |
|  | Secondary |
| Other |
| Western Australia | Primary |
|  | Secondary |
| Other |
| TOTAL EDUCATION SITES | Primary |  | |
|  | Secondary |
| Other |
| TOTAL |

* 1. Please complete the following table if your research involves Catholic schools

(Please indicate numbers of schools or education sites you propose to approach in each diocese/office) Note that not all Catholic dioceses/offices accept the NAF.

See the guidelines for a current list of Catholic diocese that accept the NAF or contact individual diocese:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | Primary | Secondary | Other |
| Australian Capital Territory | Canberra-Goulburn |  | | |
| New South Wales | Armidale |
|  | Bathurst |
| Broken Bay |
| Lismore |
| Maitland-Newcastle |
| Parramatta |
| Sydney |
| Wagga Wagga |
| Wilcannia-Forbes |
| Wollongong |
| Northern Territory | Darwin |
| Queensland | Brisbane |
|  | Cairns |
| Rockhampton |
| Toowoomba |
| Townsville |
| South Australia | Adelaide |
|  | Port Pirie |
| Tasmania | Hobart |
| Victoria | Ballarat |
|  | Melbourne |
| Sale |
| Sandhurst |
| Western Australia | Broome |
|  | Bunbury |
| Geraldton |
| Perth |
| TOTAL CATHOLIC SITES |  |  |  |  |

* 1. Please list 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 jurisdiction and sector.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Participant Type |  | ACT | NSW | NT | QLD | SA | TAS | VIC | WA |
|  | Government |  |  | | | | | | |
|  | Catholic |  |  |  |  |  |  |  |  |
| Independent |  | | | | | | | |

Add More +

* 1. Please list the total number of participants across the whole project and justify why this many participants are required.

Total number of participants: Justification:

* 1. Please explain your recruitment and consent process in detail.

Make clear which research recruitment documents will be used for each participant

E.g. Principals will be mailed an information sheet. Once the Principal returns their consent form indicating they agree for the school to participate, the Principal will be emailed teacher information sheets to distribute to all English teachers. Interested teachers will liaise directly with the research team and can email or post a consent form back to the researcher. Following this, a suitable time for the telephone interview will be negotiated.

# Impact

* Please indicate the activities staff, teachers, students, children, young people and parents/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.

1. Research participants in each school

## Type of activity Participants in each

**site**

(number & type) (e.g. 50

## Amount of time activity will take

**When activity will take place**

**Participation strategy**

(e.g. whole class,

(e.g. survey, interview,

video observation)

Year 15 children, 2 teachers)

(e.g. 30 mins) (e.g. in class time,

Term 2 2008)

students withdrawn

from class, in waiting room)

Add More +

1. Administrative and other support expected from each school

## Administrative activity or other type of support required

(e.g. distribute and collect consent forms, administer survey)

## Personnel to be involved Amount of time administrative

**activity will take**

1. Benefits
   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)

* 1. Please identify any alignment of your research proposal with the Melbourne Declaration on Educational Goals for Young Australians
  2. List the planned products of the project. Consider what can be fed back to the school, participants, students, teachers etc.

# Ethics

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

* 1. Please complete the following request in an attached document using the title: *7.2 Letters to participants*

*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. Please also attach a corresponding consent form for each participant.*

* 1. 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 applied for/obtained:

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

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| --- | --- | --- |
| 7.5 Will collected data be retained for potential use in future research or for use by other | Yes | No |
| researchers? |  |  |
| 7.6 Will you be offering any incentives or compensation to participants in this research? | Yes | No |
| 8. Sensitivities |  |  |
| Does the proposed research cover the following in any way?  Illegal behaviour? (e.g. hitting others, damaging or stealing property) | Yes | No |
| Bullying or anti-social/inappropriate behaviour? | Yes | No |
| Violence, abuse or neglect | Yes | No |
| Domestic and family violence | Yes | No |
| Grief, trauma and/or death | Yes | No |
| Use of alcohol or other drugs | Yes | No |
| Gambling-like behaviour | Yes | No |
| Depression and/or anxiety | Yes | No |
| Indigenous matters | Yes | No |
| Other topics related to race, cultural or ethnic relations | Yes | No |
| Sexuality | Yes | No |
| Gender diversity | Yes | No |
| Religious matters | Yes | No |
| Radicalisation to violent extremism | Yes | No |
| Students from refugee backgrounds | Yes | No |
| Children in out-of-home care | Yes | No |
| Behaviour support | Yes | No |
| Other | Yes | No |



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| --- | --- | --- |
| Non-curriculum related assessment or intervention (e.g. psychological measurement or  assessment) | Yes | No |
| Deception, concealment or withholding information from participants at ANY stage of the project | Yes | No |
| Questionnaire items with negative wording or valence (e.g. "I feel sad when I wake up in the morning" or "Over the past week, I couldn't seem to experience any positive feeling | Yes | No |
| at all") |  |  |
| Use of procedures, activities or equipment, which may involve body contact, physical risk or emotional distress | Yes | No |
| Passive rather than active consent | Yes | No |
| Children whose parents/caregivers are unable to give informed consent because of language or other difficulties in understanding information | Yes | No |
| Testing methods which are adjusted for people with disability | Yes | No |
| Audio or visual recording (photographs and video recording) | Yes | No |
| Interaction with children individually or outside the classroom environment | Yes | No |
| Incentives or compensation (financial and/or non-financial) | Yes | No |
| Development of a commercial product and/or service | Yes | No |
| Evaluation of departmental interventions, programs or policies | Yes | No |
| A control group without the option to receive the intervention or treatment after the project | Yes | No |
| Use of social media or online collaborative tools | Yes | No |
| Other | Yes | No |
| Are any of the following groups the focus or used as an analytical category in the research? |  |  |
| People who identify as Aboriginal or Torres Strait Islander | Yes | No |
| People with a diagnosed disability (as defined by the Disability Discrimination Act) | Yes | No |
| People with other difficulties (e.g. learning, social, emotional or physical) | Yes | No |
| Minority cultural or ethnic groups | Yes | No |
| Sexuality or gender identity | Yes | No |
| Religious identity | Yes | No |
| Comparison of state (public) schooling with Catholic and/or Independent schooling | Yes | No |
| Comparison of one state/territory (or a state/territory schooling system) with other states, territories or nations | Yes | No |
| Possible identification of participants, classes or schools in reports | Yes | No |
| Other | Yes | No |

Do you anticipate any media interest in the proposed research study?  Yes  No

# Public Liability Insurance

Please provide evidence of your institution’s or organisation’s public liability insurance by attaching a copy of the Insurance policy

Please note: jurisdictions have different insurance requirements for researchers. For additional information about individual jurisdictional requirements, please access the guidelines or contact the relevant jurisdictions. Not adhering to the requirements of jurisdictions you submit an application to will delay the approval of your application.

# 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.

**Please note:** jurisdictions may have different Working With Children Registration requirements for researchers. For additional information about individual jurisdictional requirements, please access the **guidelines** or contact relevant jurisdictions. Not adhering to the requirements of jurisdictions you submit an application to will delay the approval of your application.

# Other Supporting Documents

Please attach any additional supporting documents.

**Please note:** jurisdictions may require the submission of addional documentation. This may include: a list of the schools in the specific jurisdiction; a statement of benefit to schools; or how the research aligns to a specific jurisdiction's goals/strategic plan. Please consult the **guidelines** and submit the additional supporting documents where necessary. Not adhering to the requirements of jurisdictions you submit an application to will delay the approval of your application.

# Researcher's Declaration

The Organisation and principal 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 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.

Optional - I consent to a short summary of my research and the lead researcher's email address being included in a national research repository, to be published on the Australian Association for Educational Research (AARE) website at the discretion of education jurisdictions. Should my research be identified as suitable for inclusion on the national research repository, I may be contacted to confirm the details of my research findings.

Signature(s) of researcher(s):

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Signature of Organisation representative:

# Content Keywords

Return to section 1.3

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