

## Application Details

### Instructions

# APPLICATION TO CONDUCT RESEARCH IN CATHOLIC SCHOOLS

Instructions to Applicants :

- Please complete ALL (applicable) questions, using the spaces provided and/or attaching additional pages / documents where necessary.
- Please refer to the Catholic Education Melbourne Policy 2.8 - **Procedures for Obtaining Approval to Conduct Research in a Catholic School** whilst completing your application.

<http://www.cem.edu.au/publications-policies/policy/policy-2.8-researchers-in-catholic-schools-and-access-to-data/>

#### Enquiries :

Analysis, Policy & Research, Catholic Education Melbourne

Phone : (+613) 9267 0228

Email : [research@cem.edu.au](mailto:research@cem.edu.au)

Click on the green arrow to start completing the e-form

Are you familiar with Catholic Education Melbourne online e-forms?

- Yes, I am familiar with online e-forms.
- No, show me help information on how to use the e-form.

### General Details

#### 1. Type of Application

Are you seeking approval for a **NEW research project**, or **MAJOR amendment/s** to an existing project? (For example, your project is entering a new phase and/or the original approval was more than three years ago.)

Please select \*

- New research project
- Major amendment/s

#### 2. Project Title

Title of Research Project:\*

New Project

#### 3. Summary

Please give a brief summary of your research question and project. (max 250 words)\*

#### 4. Details of the Researchers

The person completing this form is automatically set as the Primary Contact.

All communications will go to the **Primary Contact**, including clarifications and requests for change. The outcome letter will be sent to the **Principal Researcher** and the Primary Contact.

**Please provide details of other Researchers and/or Persons involved in this project.**

If you would like them to be able to access this online application, they will need to be a registered user of this system and be linked to this application. It is recommended you add at least one registered user, so they also have access to this form.

If they do not require access to this application, you only need to provide their contact details in the question 5 below.

For each person, select the **name** and indicate their **position in the project** – Administration; Institutional Researcher; Student; Supervisor; etc.

Please enter the exact email addresses of these Researchers/Person's below to select the relevant person.

If the system does not recognise the email address, they will need to register for this system. Once they have registered, you will then be able to link them by entering their email address below.\*

#### Details of the Principal Researcher

Job Title:\*

Phone:\*

Address:\*

Suburb:\*

Country:\*

State:\*

Postcode:\*

#### 5. Details of Other Researcher(s)

Are there other people involved in this project that do NOT need access to the online application?\*

- Yes  
 No

Please add the details of the external people who do not need access to this application

**Person 1**

Position\*

Title\*

First Name\*

Last Name\*

Contact Number\*

Email\*


Institution\*

Would you like to add another person?

 Yes

## 6. Other Details

a. Who is the lead Organisation/University for this Research?

Please enter the name of the organisation/university in the field below, then click on  to search \*

Please note that you can add only one organisation as the lead organisation. If the Organisation/University is not listed, please select "Other" and enter details in the "Please Specify" field

b. Is this research contributing to a qualification? \*

 Yes No

### Qualification Details for Student Researcher

Qualification Level: \*

Qualification Name : \*

Institution Name : \*

Institution Address :\*

Suburb :\*

Country :\*

State :\*

Postcode :\*


c. Is the Principal Researcher employed in a Catholic School?\*

- Yes  
 No

Which School(s) ? Please specify the suburb/town.\*

## Details of Research Project

### 7. Research Classifications and Benefits

- Choose the most appropriate theme/topic from the list provided. Please click on the  'Help' icon at the end of this question to see the full list of the classifications.
- Enter the relevant theme in the 'Classification Name/Code' field and click on 'search' icon.
- Indicate if this is the primary.
- If none of the classification options are appropriate, please select "Other" and enter details in the "Please Specify Other" field.
- Once the first field has been saved a second may be selected.

a. Please enter and search the themes/topics in the 'Classification Name' field below. \*

b. Please summarise the potential benefit of your research for participants and schools. (max 2000 characters)\*

c. Outline reasons for wanting to involve Catholic schools and the benefits to Catholic Education Melbourne. (max 2000 characters)

Please review the Catholic Education Melbourne [Strategic Plan 2015-2019](#).\*

### 8. Proposed dates for research

Please click on the calendar icon to select the relevant date from the calendar.

a. Anticipated start date: [DD/MM/YYYY]\*

b. Anticipated end date: [DD/MM/YYYY]\*

### 9. Proposed research sample

a. Total number of schools in sample: \*

b. Scope of Research:\*

- International
- National
- Victoria
- Melbourne Only

*Researchers wishing to approach schools outside the Archdiocese of Melbourne will need to seek approval from the Directors of Catholic Education of the dioceses involved (Ballarat, Sale or Sandhurst).*

c. I will be seeking approval from:

- Ballarat Diocese
- Sale Diocese
- Sandhurst Diocese

d. Number of **Catholic Education Melbourne** Schools you wish to engage in your research: (Please add '0' for non-relevant school types)

Primary:\*

Secondary:\*

Other: \*

**Participants**

**10. Categories & number of research participants to be sought** (From Catholic Education Melbourne schools)

a. Will students be part of the research?

- Yes
- No

How many students?\*

I

*For each group involved in the research (students, teachers, principals, others) questions I, II and III numbered in this example (students) will need to be answered.*

Which year levels?\*

II

Include a time indication to participate in the research and what the participant is being invited to do.\*

III

b. Will parents be part of the research?

- Yes
- No

c. Will teachers be part of the research?

- Yes
- No

d. Will principals be part of the research?

- Yes
- No

e. Will there be other participants involved in the research?

- Yes
- No

**11. Inducements**

Are participants or schools to be offered any inducements to participate in the research?\*

- Yes
- No

Please give details.\*

**12. Participant Recruitment Strategies**

Describe how you intend to recruit participants and include details for specific participant populations. \*

**Methodology**

**13. Methods of data collection**

Please outline the proposed methodology, i.e. strategies used to gather and analyse data and information (e.g. survey, focus groups, interviews, data analysis)\*

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*Research in Schools Application*

**Ethical Considerations**

**14. Consent of participants**

Please note, it is the strong preference of Catholic Education Melbourne for active parental consent to be sought. If passive consent is proposed, researcher(s) must outline adequate strategies to ensure parents are sufficiently informed.

Indicate how consent will be sought. \*

**15. Intrusiveness**

Identify any parts of the research with the potential to be intrusive, upsetting or incriminating to participants.\*

**16. Follow-up support**

Indicate what support will be made available for participants should it be required.\*

**17. Provide outline of arrangements for protecting confidentiality of data and ensuring privacy of participants.**

Refer to [NHMRC Australian Code for the Responsible Conduct of Research 2007](#) and [Privacy Act 1988 \(Commonwealth\)](#).\*

**HREC Approval****18. Approval by Human Research Ethics Committee (HREC)**

Please note that;

- Almost all research applications require approval from the lead organisation/university Human Research Ethics Committee (HREC) AND
- Notification of approval should be attached in the Documents section.

Require HREC Approval?\*

Yes  No

**Note: Notification of approval should be attached in the Documents section.**

a) Name of the HREC which is reviewing the proposal: \*

b) Has HREC approval been obtained?\*

Yes  No

Why has HREC not been obtained?\*

## Documents

### 19. Please attach the relevant documents for this application before submitting your application.

- Click on the icon in the 'Soft Copy' column to upload the relevant document listed in the following table.
- The list below is a guide for what documentation is required as part of your application. Please note that only 10 documents are displayed in the first page and you need to go to the next page to see the rest of the document list.
- If you need to add further materials which are not displayed in the list, click on 'Add New Document' on the top right hand side
- When uploading documents, be sure to name them clearly with their purpose AND audience in the title. For example: Plain Language Statement for Students.
- To replace a file, unclick the tick box and re-select the upload icon. Browse to required file and select. Then save.

Ensure all relevant documents are attached.\* **Documents to be included:**

- \* Principal letter
- \* Consent form(s)
- \* Plain language statement(s)
- \* All research instruments
- \* HREC approval letter

## Declaration

### 20. Instructions to complete the Declaration Sign-off.

- All researchers with access to the online application form need to complete their declaration sign-off to submit the application.
- To request declaration sign-off from other researchers linked in the application, please select '**Request Sign-Off**' from the Action tab (top left-hand menu) once all other fields have been completed.
- To complete your declaration sign-off:
  - Click on your name below
  - Check the box 'I accept'
  - Select 'OK'
  - Once completed, if there are multiple researchers for the application, select '**Sign-off Completed**' from the Action tab (top left-hand menu) to notify this has been done.

**I agree to provide Catholic Education Melbourne with a summary of the findings of the research described in this application.**

**I further agree to provide participating schools with a suitable final report.**

**I grant Catholic Education Melbourne the right to publish an edited summary of the research findings.**

**I agree to protect the confidentiality of data collected during this project and to ensure privacy of all participants.**

I declare that the above information is true and correct. \*

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