

Research Application

TO CONDUCT RESEARCH IN CATHOLIC SCHOOLS
IN THE DIOCESE OF MAITLAND-NEWCASTLE

The Catholic Schools Office encourages and supports high quality educational research to inform evidence-based decision making in policy and program development. Approval must be obtained before commencing research activity in Catholic Schools in the Diocese of Maitland-Newcastle.

The approval process is designed to ensure that:

- students are protected from physical, psychological and other forms of harm
- participants' privacy and confidentiality is maintained
- research activity does not negatively impact on the teaching and learning environment
- research conducted provides educational benefits to the schools involved and to the Catholic Schools Office
- research methodologies are appropriate and capable of producing valid and reliable results
- research results are accessible to practitioners in a form they can use.
- integrity of learning is maintained at school sites, and research provides benefits for school communities and education.

4

Research is being undertaken as part of (tick one):

Bachelors(Hons) degree

Masters degree

Doctorate

Other (specify)

Ongoing academic research

6

Title of research proposal

A brief overview of the research project, describing in particular the research procedures and the extent of student, teacher and parental involvement in the project.

A brief description outlining the benefits of the research to the participants. For example, how will teachers and students benefit from your research? Please specify any long term and more general benefits to the Catholic schools in the Diocese of Maitland-Newcastle.

A brief description of the research design and methodology and any strategies to be employed to ensure validity and reliability. Copies of data collection instruments, where available, should be attached.

If appropriate to your research project, specify how you intend to obtain parental approval for contact with students in our schools and include examples of permission letters/consent forms. A copy of this/these letters must be included with the proposal.

Provide details of procedures for establishing confidentiality and procedures for protecting privacy of the participants including information management practices.

Information should only be collected for the purpose of this research application. Any subsequent use of information must be clearly outlined in your application and must have ethical approval from a university ethics committee.

List the schools or groups that will be requested to participate in the research. Include the name of the school and the suburb.

Indicate the period of the year during which the research activity will commence and be concluded. Also indicate the estimated amount of time required of the school and any individual participants in the research.

Researchers visiting a school are required to have minimum public liability cover of \$20,000,000 and Workers Compensation coverage. Copies of policies must be provided with this application

A letter outlining the nature of the research must accompany approaches to school principals seeking approval to conduct research. This letter should indicate the commitment required of school staff. A copy of this letter must be included with the proposal.

7 Working with Children Check

Where the research methodology requires either the Researcher or any Assistant Researchers to have direct contact with students, Child Protection law requires the completion of the Working with Children Check. In the case of employees of the Diocese of Maitland-Newcastle, this is done as part of the employment process. For all other researchers, this Check is the responsibility of the University or other institution. The person responsible within the university signs off on the researchers with Form RP1 identifying the researchers, and apply online [I U U Q T X X X T F S W J D F O T X H P W B V U S B O T B G P S B X P S L J O H X J U I D I J M E S F O D I F D L](https://www.workingwithchildren.nsw.gov.au/) to obtain a Working with Children screening number. This then be sent along with all other documentation.

Will any of the Researchers have direct unsupervised contact with students? Yes No

8 Reporting to schools and the Catholic Schools Of ce

It is a condition of approval that, upon completion of a project, the researcher will provide the Catholic Schools Of ce and each school participating in the project with a Research Findings Summary along with permission for the Catholic Schools Of ce, Diocese of Maitland-Newcastle to disseminate information from the Research Findings Summary to its personnel. (Please refer to Form C “Agreement to provide research findings to the Catholic Schools Of ce, Diocese of Maitland-Newcastle”). If relevant to the research, it is expected that the Research Findings Summary will compare and contrast the results within the school with those for the total cohort in the study.

Please indicate the date by which you would expect to be able to provide a copy of research findings to the Catholic Schools Of ce Diocese of Maitland-Newcastle and to participating schools.

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9 Approval process

Any submissions to conduct research in schools in the Diocese of Maitland-Newcastle require approval from the Catholic Schools Of ce. Advice regarding research projects and studies will be sought from relevant officers of the Catholic Schools Of ce who will make recommendations to the Director of Catholic Schools.

10 Research not directly related to education

The Catholic Schools Of ce will give approval for non-educational research projects in schools only where there is a demonstration of significant public benefit outweighing the inconvenience to school communities.

11 Commercial Gain

It is not the intention of the Catholic Schools Of ce, Diocese of Maitland-Newcastle to provide approval for research that is undertaken primarily for commercial or material gain.



13 Confidential Declaration by Researcher

Where a research project involves any contact with a school in the Diocese of Maitland-Newcastle
Having submitted an application for a Research Project called

I declare that:

1. The information provided in the application is complete and accurate;
2. I am aware of and will comply with the special responsibilities associated with undertaking research with children and young people, specially, my responsibilities and obligations under the Child Protection (Prohibited Employment) Act 1998
3. I declare that there are no other circumstances or reasons that might preclude my undertaking research with children and young people.
4. In relation to assistants conducting research with children and young people with me and /or on my behalf, I will ensure that they will be made aware of the special responsibilities associated with undertaking research with children and young people, specially, their responsibilities and obligations under the Child Protection (Prohibited Employment) Act 1998 (See Form B for assistant researchers)

Signature of Researcher

Date

14 Confidential Declaration by Assistant Researcher(s)

Where a research project involves any contact with a school in the Diocese of Maitland-Newcastle

1.

Signature of Researcher

Date

15 Agreement

to provide research findings to the Catholic Schools Office, Diocese of Maitland-Newcastle

As the Researcher, I

- agree to provide the Catholic Schools Office, Diocese of Maitland-Newcastle with a copy of the research findings of the proposed study upon completion;
- agree to provide participating schools with a summary of the research findings.
- agree that the Catholic Schools Office may publish a summary of these research findings within its systemic publications

Signature of Researcher

Date

Name of Researcher	
Title of research proposal	
Name of Supervisor	
Supervisor's position	
Institution	
Supervisor's address	
Telephone	
Fax	
Email address	
Please comment on the following aspects of the proposal, in relation to the submitted applications	
Significance, purpose and value of the research	
Appropriateness of the research design	
Methodological adequacy and viability	
Ethical considerations	
To what extent do you consider the Researcher to be capable of undertaking the r	

The requirements of current New South Wales child protection legislation (Child Protection (Prohibited Employment) Act 1998 / The Commission for Children & Young People Act 1998 (Part 7 Employment Screening), must be met where they apply to researchers.

The Catholic Schools Office in the Diocese of Maitland-Newcastle meets such requirements for its own employees. Compliance for researchers and others who are proposed to have direct, unsupervised contact with students, apart from employees of the Catholic Education Office in the Diocese of Maitland-Newcastle must be ensured by their own university or other institution.

Research Applicants/Volunteers who are proposed to have direct contact with students are required to apply for a Working with Children Check screening number. This can be done by visiting

<https://wwccheck.cyp.nsw.gov.au/Applicants/Application>

The person completing and signing this form must be the same person as completes and signs the Working with Children Check screening.

Names of persons who are proposed to be engaged in child-related research:

Name of person filling out form (PRINT)

Witness (PRINT)

Signature

Signature

Date