# Research in Victorian government schools and early childhood services application form. department of Education and Training.

| 1: Project details |
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|  |
| **Title:** |  |
| **Keywords:** | *Select one to three keywords from the list below* |
| [ ]  | Aboriginal / Indigenous / Koorie | [ ]  | Culturally and linguistically diverse backgrounds | [ ]  | Curriculum and assessment | [ ]  | Disability |
| [ ]  | Disadvantage | [ ]  | Early childhood | [ ]  | Education policy and system design | [ ]  | Engagement and disengagement |
| [ ]  | Health and wellbeing | [ ]  | Higher education | [ ]  | Literacy and/or numeracy | [ ]  | Parents and families |
| [ ]  | Pedagogy | [ ]  | Psychology and behaviour | [ ]  | School leadership | [ ]  | Schools |
| [ ]  | STEM | [ ]  | Teacher professional development | [ ]  | Vocational Education and Training (VET) |  |  |
|  |
| **Aims and research questions:** |
| *No more than 300 words* |
|  |
| **Benefit and impact:** |
| *List the anticipated benefits of this research (including benefits to participating schools and early childhood settings) and any planned products of the project, e.g. journal articles, conferences, thesis. No more than 200 words* |
|  |
| **Estimated timelines:** | *Commencement dd/mm/yyyy* | *Completion dd/mm/yyyy* |
|  |
| **Category of research:** |
| [ ]  | **Student**  | *Please provide details* |
| [ ]  | **Academic** |
| [ ]  | **Government**  |
| [ ]  | **Non-government**  |
| [ ]  | **Commercial**  |
| [ ]  | **Other**  |

| 2: Funding |
| --- |
|  |  |
| Sources of funding | *Provide information about funding sources* |
| Total funding amount |  |
|  |  |
| **Is this project initiated, funded, or partnered by the Department?** [ ]  **Yes** [ ]  **No** |
| DET Funding amount | *If applicable* |
| DET Division/Branch | *If applicable* |
| DET contact person | *If applicable* |
|  |

| 3: Research team details |
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| **Principal researcher:**  |
| Title |  | Name |  | Qualifications |  |
| Organisation/University |  |
| Faculty/Department |  |
| Postal Address |  |
| Phone |  |
| Email address |  |
|  |
| **Associate researcher / Academic supervisor:**  |
| Title |  | Name |  | Qualifications |  |
| Organisation/University |  |
| Faculty/Department |  |
| Postal Address |  |
| Phone |  |
| Email address |  |
|  |
| **Additional researchers:**  | *If applicable* |
| Title  |  | Name |  |
| Title  |  | Name |  |
| Title  |  | Name |  |
| Title  |  | Name |  |
|  |

| 4: Methodology |
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| **Sampling strategy:** |
| *How will schools/early childhood sites/individuals be selected for participation? No more than 100 words* |
|  |
| **Total number of schools:**  |  | **Total number of participants:** |  |
|  |
| **Active Participants:** | [ ]  Principals / Directors  | [ ]  Teachers / Staff |
| [ ]  Parents / Guardians | [ ]  Students / Children |
| **Age of student/child participants if applicable:**  | [ ]  0 < 5 | [ ]  6 <11  | [ ]  12 <15 | [ ]  16+ years |
|  |
| **Recruitment process:** |
| *Describe how you will recruit participants and the role of the site in this process. No more than 150 words* |
|  |
| **Research methods:** |
| *Provide detail on the research method that will be used, e.g. qualitative, quantitative, data linkage, case studies. No more than 150 words* |
|  |
| **Instruments of data collection:** |
| *List the instruments you will use and a brief description. No more than 150 words**Note: copies of the actual instruments* ***must*** *be attached*  |
|  |
| **Burden:**  | *Indicate participation and support activities expected from each site and the time involved* |
| **Activity** | **Participants/personnel involved**  | **Time required** |
|  |  |  |
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| 5: Ethical conduct |
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|  |
| **Has this application been submitted to a Human Research Ethics Committee?** |
| [ ]  **Yes** | *If* ***No*** *please provide details. No more than 100 words* |
| [ ]  **No** |
| **Status of application:** | [ ]  **Approved** | [ ]  **In progress** | [ ]  **Not approved** |
|  |
| **Does this research cover sensitive topics or categories of research defined as more than ‘low risk’ by the** [***National Statement on Ethical Conduct in Human Research***](http://www.nhmrc.gov.au/guidelines/publications/e35)**?** |
| [ ]  **Yes** | *If* ***Yes*** *please provide details. No more than 100 words**The expression ‘low risk research’ describes research in which the only foreseeable risk is one of discomfort. Research in which the risk for participants is more serious than discomfort is not low risk.* |
| [ ]  **No** |
|  |
| **Procedure for obtaining informed consent:** |
| *Describe the procedure for obtaining the consent of participants and from the parents/guardians of participants under the age of 18. No more than 150 words* |
|  |
| **Protection from harm and additional support:** |
| *Outline support available to participants in the event of any disturbance resulting from participation in this research. No more than 300 words* |
|  |
| **Strategies to maintain privacy:** |
| *Outline data collection, data storage, and publication/reporting strategies to maintain privacy of participants. Describe any limitations on confidentiality and anonymity if applicable. No more than 150 words*  |
|  |

| **Research Agreement**  |
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| *Double click check boxes for marking. Electronic signatures are acceptable.* |
| **As principal researcher, and on behalf of the research team, I agree:** |
| [ ]   | to maintain confidentiality of information in accordance with the Privacy and Data Protection Act 2014 (Vic.), and the Health Records Act 2001 (Vic.);  |
| [ ]   | to obtain appropriate permissions and consents from organisations and individuals participating in the research; |
| [ ]   | to abide by all Department of Education and Training (DET), and where applicable school and/or early childhood services, policies and procedures;  |
| [ ]   | to provide DET and any participating schools and/or early childhood services with a concise summary report of the research and its findings; |
| [ ]   | to the publication of this summary in the DET [Research and Evaluation Register](http://www.education.vic.gov.au/about/research/Pages/researchreg.aspx) which is accessible to the public on the Victorian Department of Education and Training website (*optional*); |
| [ ]   | to provide DET with the opportunity to comment on any materials generated from the research prior to formal publication, and to acknowledge any differences of opinion related to the research outcomes in any publications, presentations and public forums. |
| [ ]   | Any researchers in direct contact with children will have a current Working with Children Check.  |
|  |  |
| [ ]   | The researcher(s) (or their institution or employer) hold public liability and, where appropriate, workers’ compensation insurance for the term of the research project. |
| [ ]   | **I declare the information provided in this application to be true and correct.** |
|  |
| ……………………………………………………………………… Date……/……/……. |
| Signature (Principal Researcher) |
| **In the case of student research, Academic Supervisors must review applications prior to submission to DET.** |
| [ ]  | I have reviewed this application in my capacity as Academic Supervisor, and am satisfied that it meets the academic and ethical standards of the research community.  |
| ……………………………………………………………………… Date……/……/……. |
| Signature (Academic Supervisor)  |
|  |
| Please return an electronic copy of this application to research@edumail.vic.gov.au |