**Research in Victorian government schools and early childhood settings (RISEC)**

**Amendment Form**

**About this form**

This form is used to communicate proposed amendments to projects that have previously been approved by the Victorian Department of Education through the Research in Schools and Early Childhood Settings (RISEC) process.

**Completed amendment requests (with supporting documentation) should be sent via email to** [research@education.vic.gov.au](mailto:research@education.vic.gov.au).

**New RISEC projects should use the application form located here:** **[Conduct research with the Department of Education | Victorian Government (www.vic.gov.au)](https://www.vic.gov.au/conduct-research-department-education)**

**Please note**: If proposed amendments are deemed to involve a substantial alteration to the approved project, or if a considerable period has elapsed since the initial approval, then a new RISEC application may be requested by the department.

There are 6 sections to this form:

1. Amendment Details
2. Contact with Schools and Early Childhood Settings
3. Ethical Risks
4. Adding or Removing Researchers
5. Change to Indicative Completion Date
6. Checklist for Documentation
7. **Amendment Details**

| **Please provide the following information regarding your project:** | |
| --- | --- |
| RISEC Identification Number | *Insert text here* |
| Project Title | *Insert text here* |
| Research Organisation | *Insert text here* |
| Lead Researcher | *Insert text here* |
| Lead Researcher Contact Email | *Insert text here* |

| **Please provide a brief overview of the proposed amendments:** |
| --- |
| *Insert text here* |

1. **Contact With Schools and Early Childhood Settings**

| **Do the proposed amendments involve changes to any of the following:**   * **number of sites being recruited** * **number of participants being invited to participate in the project, or** * **time required of individual participants or sites?**   **If so, please specify:** |
| --- |
| *Insert text here* |

| **If these amendments require changes to the recruitment materials provided to education sites (e.g. information letters, consent forms, emails), please provide a brief description of the changes:** |
| --- |
| *Insert text here* |

| **If the proposed amendments require changes to the research instruments being used (e.g. surveys, interview questions or protocols), please provide a brief description of the changes:** |
| --- |
| *Insert text here* |

Please include all updated recruitment and research materials (with tracked changes) with your amendment request to the department.

[Note: incomplete amendment requests will not be considered.]

1. **Ethical Risks**

| **Do the proposed amendments raise any ethical risks in relation to the following? Please select all that apply:** | |
| --- | --- |
| Data Privacy (including data linkage)[[1]](#footnote-1) |  |
| Use of passive (opt-out) recruitment |  |
| Use of invasive techniques |  |
| Use of payments or compensation for participants |  |
| Content/topics considered sensitive[[2]](#footnote-2) in education settings |  |

| **If you have answered yes to the above, please specify how these risks will be appropriately managed by researchers:** |
| --- |
| *Insert text here* |

| **Did the proposed changes require additional approval from a constituted Human Research Ethics Committee (HREC)?** | **Yes** | **No** |
| --- | --- | --- |
|  |  |

If this amendment required approval from a HREC, please provide evidence of this approval with your amendment request to the department.

[Note: incomplete amendment requests will not be considered.]

1. **Adding or Removing Researchers**

| **Are you proposing to add or remove researchers from the project? If so, please specify:** |
| --- |
| *Insert text here* |

| **For new researchers engaged in research activities in education settings, have valid Working with Children Checks been included in your amendment request email to the department?** | **Yes** | **No** | **N/A** |
| --- | --- | --- | --- |
|  |  |  |

[Note: incomplete amendment requests will not be considered.]

1. **Change to Indicative Completion Date**

| **Are you proposing a changed completion date for this project? If so, please specify;** |
| --- |
| *Insert text here* |

1. **Checklist for Documentation**

| **Please indicate whether the required documentation has been included with your amendment request, where applicable:** | | | |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** |
| **Updated research materials (e.g. surveys, protocols)** |  |  |  |
| **Updated recruitment documents (PLIS, consent forms)** |  |  |  |
| **Evidence of HREC Approval** |  |  |  |
| **Working with Children’s Check(s)** |  |  |  |

**End of the application form.**

1. Further information on this topic, including the collection of personal and private information, can be found in the *Privacy and Data Protection Act 2014* (Vic). [↑](#footnote-ref-1)
2. Sensitive topics include body image, drugs, death, mental health (including suicidal ideation or self-harm), sexual health and behaviour, family issues, research focusing on vulnerable cohorts, violence (including family violence), abuse, illegal activity, bullying and cultural sensitivities issues. [↑](#footnote-ref-2)