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

**Application Form**

**About this form**

This form is for applicants wishing to conduct research projects with the involvement of Victorian government schools and any early childhood settings within Victoria.

**Only complete applications will be accepted**. Incomplete applications will not be registered, and the sender will be informed.

**Please submit your application to:** [**research@education.vic.gov.au**](mailto:research@education.vic.gov.au)

**For further information about permission to conduct research in school and early childhood settings, please visit:** [**Conduct research with the Department of Education**](https://www.vic.gov.au/conduct-research-department-education)

**Have you included everything?**

Please check that you have provided all the required documents and signatures with lodgement of your application and indicate this in the following checklist.

|  | **Research Agreement**  The Research Agreement on page 10 of this form must be completed and signed by the Principal Researcher and their Supervisor (in the case of student research) |
| --- | --- |
|  | **Working with Children Card**  A copy of the Working with Children Card for all researchers who will have direct contact with children, including oral, electronic communication, as well as face-to-face and physical contact |
|  | **Letters to principals or site directors**  A copy of the proposed letter to be sent to principals or site directors requesting approval to conduct the research in their settings |
|  | **Letters to participant groups**  A copy of the proposed letter of invitation and plain language statement to each participant group |
|  | **Letters to parents/guardians**  A copy of the proposed letter to parents/guardians, inviting children to participate in the research (where applicable) |
|  | **Consent forms**  Consent forms (where applicable) for:   * principals/directors * teachers/staff * parents/guardians * students/children |
|  | **Research Instruments** Copies of all research instruments (for example, questionnaires, surveys, interview schedules) |
|  | **A copy of HREC approval or evidence of application to a HREC (where applicable)**  Approval from a Human Research Ethics Committee (HREC), or evidence of application to a HREC (where applicable) is required for the department to accept the application |
| If any of the above boxes have not been ticked please outline why: | |

1. **Application tiers**

Research applications are processed in one of two tiers depending on the risk of the research.

* **Tier One** comprises lower risk research. These applications may be subject to a more streamlined assessment process and processed more quickly. If your application is a Tier One application, you **only need to complete all questions in tables with white fill**.
* **Tier Two** comprises higher risk research. These applications typically require additional review and as a result can take longer to assess. If your application is a Tier Two application, **you** **need to complete all questions in tables with white fill and any relevant (as guided by the criteria) questions in table with orange fill**.

**1.1 Application Tier**

| **Answering Yes to any of these questions will place this application in Tier Two.**  **Additional information will be required for questions answered as Yes.** | **No** | **Yes** |
| --- | --- | --- |
| Does the research methodology include invasive techniques? (e.g. blood tests, mouth swabs)  *If you answered yes to this question, you must complete question 2.4* |  |  |
| Will more than 10 schools or early childhood settings be approached for the research? |  |  |
| Does your research cover content or topics that may be sensitive in schools or early childhood settings?  *If you answered yes to this question, you must complete questions 7.3 and 7.4*  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 |  |  |
| Will attributable personal or sensitive information be collected or stored as part of this research?  *If you answered yes to this question, you must complete question 7.7*  Personal data, including names, addresses, contact information, names of family members or other data that could reasonably be expected to identify individuals  Sensitive information, which may include religion, political views, Aboriginal and Torres Strait Islander (ATSI) status or any other information as defined in the *Privacy and Data Protection Act 2014*   * Health data, which may include information about physical, mental or psychological health, disability, health services or any other information as defined in the *Health Records Act 2001*. |  |  |
| **Research Tier** | **Tier One** | **Tier Two** |
| Please indicate which tier your research aligns to:  *If you selected ‘Yes’ for one or more of the above criteria you must select Tier Two* |  |  |

1. **Suitability of the proposed research**

**2.1 Research relevance**

| **Describe the aims and research questions** |
| --- |
| *(Word limit: 300 words)*  *Insert text here* |

| **2.2 Category of research** | | | |
| --- | --- | --- | --- |
|  | Student/Child |  | Academic |
|  | Government |  | Non-Government |
|  | Other\* |  | |
| **If other, please provide details.** | | | |
| *Insert text here* | | | |

**\* Please note: The department will not approve research with a commercial purpose**

| **2.3 Recruitment process** | | | |
| --- | --- | --- | --- |
| **Select all that apply. Does the research use either of the following recruitment approaches?** | | | |
|  | Passive or opt out approaches\* |  | Incentivised or compensated participation\* |

**\* Please note: The department will not approve research that uses passive consent, including opt-out, recruitment approaches or incentivised participation**

**2.4 Invasive techniques**

| **If the research methodology includes invasive techniques\* (e.g. blood tests, mouth swabs), describe how you will implement appropriate mitigations to manage the risks to the physical and mental wellbeing of participants?** |
| --- |
| *(Word limit: 300 words)*  *Insert text here* |

**\* Please note: The department will not approve research that uses significantly invasive techniques (e.g. use of restraints)**

1. **Project information**

| **3.1 Project title:** | *Insert text here* |
| --- | --- |

| **3.2 What areas of education will your project explore? Select all those that apply.** | | | |
| --- | --- | --- | --- |
|  | Early childhood |  | Primary School |
|  | Secondary School |  | Higher Education |
|  | Vocational Education and Training (VET) |  |  |

| **3.3 What is the research topic? Please select one to three keywords from the list below.** | | | |
| --- | --- | --- | --- |
|  | Aboriginal / Indigenous / Koorie |  | Culturally and linguistically diverse backgrounds |
|  | Disadvantage |  | Health and wellbeing |
|  | Disability |  | Engagement and disengagement |
|  | Pedagogy |  | STEM |
|  | Psychology and behaviour |  | Teacher professional development |
|  | Curriculum and assessment |  | Education policy and system design |
|  | Literacy and/or numeracy |  | School leadership |
|  | Parents and families |  | |

| **3.4 Timeframes** | |
| --- | --- |
| **Commencement date (dd/mm/yyyy):** | *Insert text here* |
| **Completion date (dd/mm/yyyy):** | *Insert text here* |

|  |  |  |  |
| --- | --- | --- | --- |
| **3.5 Who is the principal researcher?**\* | | **Has evidence of a valid working with children check been provided?\*\*** | |
| **Title** | *Insert text here* | Yes | No |
| **Name** | *Insert text here* |  | |
| **Qualifications** | *Insert text here* |  | |
| **Organisation/University** | *Insert text here* |  | |
| **Postal Address** | *Insert text here* |  | |
| **Phone** | *Insert text here* |  | |
| **Email** | *Insert text here* |  | |
| **If a valid working with children check is not provided please explain why** |  | | |

**\* If the Principal Researcher is a student, the student’s academic supervisor should be listed as an additional researcher, and identified as the student’s supervisor**

**\*\* Evidence of a valid working with children check is required if the researcher will have contact with children (including in-person or via electronic communication), be on school grounds, or visit an early childhood setting.**

| **3.6 Additional researchers or supervisors** | | **Has evidence of a valid working with children check been provided?\*\*** | |
| --- | --- | --- | --- |
| **Title** | *Insert text here* | Yes | No |
| **Name** | *Insert text here* |  | |
| **Phone** | *Insert text here* |  | |
| **Email** | *Insert text here* |  | |
| **Title** | *Insert text here* | Yes | No |
| **Name** | *Insert text here* |  | |
| **Phone** | *Insert text here* |  | |
| **Email** | *Insert text here* |  | |
| **Title** | *Insert text here* | Yes | No |
| **Name** | *Insert text here* |  | |
| **Phone** | *Insert text here* |  | |
| **Email** | *Insert text here* |  | |
| **If a valid working with children check is not provided please explain why** |  | | |

**\*\* Evidence of a valid working with children check is required if the researcher will have contact with children or be on school grounds or visiting an early childhood setting**

1. **Research benefit**

**4.1. Benefit and Value**

| List the anticipated benefits of this research and any planned products of the project, e.g. journal articles, conferences, thesis.  *Consider:*   * *benefits to the department, schools, early childhood settings and participants* * *how the research will to extend (rather than duplicate) existing knowledge, or contribute new knowledge in the focus area* * *whether the research will produce findings that are transferable to other sites, or can be scaled up* |
| --- |
| *(Word limit: 200 words)*  *Insert text here* |

**4.2. Funding source**

| What is the total funding amount? | *Insert text here* |
| --- | --- |
| Who is funding the research? | *Insert text here* |

| Is the research commissioned or funded by either:   * A State or Commonwealth Government department or agency * The Australian Research Council or National Health and Medical Research Centre | **Yes** | **No** |
| --- | --- | --- |
|  |  |
| If answering ‘Yes’ to the question above, is the research initiated, funded or partnered by the Victorian Department of Education? | **Yes** | **No** |
|  |  |
| If answering ‘Yes’ to the question above, contact with Victorian government schools will also require approval from the Operational Policy Support and Engagement Branch in the Victorian Department of Education.  Has this additional approval process been discussed with the department? | **Yes** | **No** |
|  |  |

| If applicable, please list Department of Education funding information | |
| --- | --- |
| Funding Amount | *Insert text here* |
| Division/Branch | *Insert text here* |
| Contact Person | *Insert text here* |

1. **Methodology**

| **5.1 Sampling strategy: how will schools/early childhood sites/individuals be selected** |
| --- |
| *(Word limit: 200 words)*  *Insert text here* |

| **5.2 Total number of schools or early childhood settings to be recruited** |
| --- |
| *Insert text here* |

| **5.3 Total number of participants** |
| --- |
| *Insert text here* |

| **5.4 Participants: please select who will be involved**  **Note: copies of letters to participants and consent forms must be attached** | | | |
| --- | --- | --- | --- |
|  | Principals/Directors |  | Teachers/Staff |
|  | Parents/Guardians |  | Students/Children |

| **5.5 Research methods: provide detail on the research method that will be used, e.g. qualitative, quantitative, data linkage, case studies** |
| --- |
| *(Word limit: 200 words)*  *Insert text here* |

| **5.6 Instruments of data collection: list the instruments you will use and a brief description**  **Note: copies of the actual instruments must be attached** |
| --- |
| *(Word limit: 200 words)*  *Insert text here* |

1. **Burden and impact**

|  |  |
| --- | --- |
| **6.1 Burden: Indicate participation and support activities expected from each site**  For each potential participant group below, please indicate the research and administrative activities required, and the estimated time required for each activity per participant.  When a single activity involves multiple participant groups, please refer to the activity under *each* relevant group. | |
| ***Students*** | |
| **Activity** | **Time required (hours)** |
| *Insert text here* | *Insert text here* |
| *Insert text here* | *Insert text here* |
| *Insert text here* | *Insert text here* |
| ***Teachers/ School Staff*** | |
| **Activity** | **Time required (hours)** |
| *Insert text here* | *Insert text here* |
| *Insert text here* | *Insert text here* |
| *Insert text here* | *Insert text here* |
| ***Principals/ Site Managers*** | |
| **Activity** | **Time required (hours)** |
| *Insert text here* | *Insert text here* |
| *Insert text here* | *Insert text here* |
| *Insert text here* | *Insert text here* |
| ***Parents*** | |
| **Activity** | **Time required (hours)** |
| *Insert text here* | *Insert text here* |
| *Insert text here* | *Insert text here* |
| *Insert text here* | *Insert text here* |

Based on the above information, please provide an estimate of the ***total hours required per school site.***

|  |
| --- |
| *Insert text here* |

Based on the above information, please provide an estimate of the ***average hours required for each participant group***.

|  |
| --- |
| *Insert text here* |

| **6.2 Describe how you will implement appropriate mitigations to manage the burden and impact on the setting/s** |
| --- |
| *(Word limit: 200 words)*  *Insert text here* |

1. **Ethics and conduct**

| **7.1 HREC review** | **Yes** | **No** |
| --- | --- | --- |
| **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***](https://nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018)**?** |  |  |

| **7.2 HREC submission/approval** | **Yes** | **No** |
| --- | --- | --- |
| Has this research been submitted to a HREC?  **Note: Proof of submission to HREC (if applicable) must be provided to the department with this application.** |  |  |
| Has this application been approved by a HREC?  **Note: Proof of HREC approval (if applicable) must be provided to the department.** |  |  |

| **7.3 If the research would be deemed higher than ‘low risk’ by a HREC, describe the risks and demonstrate how you will implement appropriate mitigations to manage them.**  Note that 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. |
| --- |
| *(Word limit: 300 words)*  *Insert text here* |

| **7.4 Where the research includes content or topics that may be sensitive in schools and early childhood settings\*, describe how you will implement appropriate mitigations to manage the risks.** |
| --- |
| *(Word limit: 300 words)*  *Insert text here* |

**\* Please see the Guidelines for applicants for examples of sensitive issues**

| **7.5 Procedure for obtaining active, informed consent** |
| --- |
| Describe the role of the school or early childhood setting in your research. |
| *(Word limit: 200 words)*  *Insert text here* |
| Describe the process for approaching schools/early childhood services and obtaining written permission from principals/site managers to conduct research in their settings. |
| *(Word limit: 200 words)*  *Insert text here* |
| Describe the procedure for obtaining the written consent of participants, including consent from parents/guardians of participants under the age of 18, and assent from participants under the age of 18 to participate in this research. |
| *(Word limit: 200 words)*  *Insert text here* |

| **7.6 Protection from harm and additional support** |
| --- |
| Outline:   * support available to participants in the event of any disturbance resulting from participation in the research * data collection, data storage, and publication/reporting strategies to maintain privacy of participants. Describe any limitations on confidentiality and anonymity. |
| *(Word limit: 450 words)*  *Insert text here* |

| **7.7 If personal or sensitive information or health data will be collected or stored, describe how you will implement appropriate mitigations to manage the risks. Include processes to maintain confidentiality in collection, storage and reporting and any limitations to achieving this.** |
| --- |
| *Word limit: 300 words*  *Insert text here* |

1. **Research Agreement**

**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 conduct research without entering sites (i.e. online) where possible, and to conduct research in compliance with all COVID-19-related public health directions or orders. |
|  | To obtain appropriate permissions and consents from organisations and individuals participating in the research |
|  | To abide by all Department of Education, where applicable, school and/or early childhood services, policies and procedures |
|  | Any researchers in a government school or early childhood setting, or in direct or indirect contact with children enrolled in a setting, 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 |
|  | To notify the department on the conclusion of the research project and provide the department and any participating schools and/or early childhood services with a concise summary report of the research and its findings |
|  | **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 the department.**

| I have reviewed this application in my capacity as Academic Supervisor and I am satisfied that it: | |
| --- | --- |
|  | Meets the academic and ethical standards of the research community |
|  | Is a high quality application, with communication and research materials free from spelling and grammatical errors |
|  | Meets duty of care obligations |
|  | Is clear, coherent, consistent, and easily understood, and that attached documentation aligns with information provided in the application |
| ……………………………………………………………………… Date……/……/……. | |
| **Name and Signature (Academic Supervisor)** | |

Note: Unless provided for in a separate agreement with the Department of Education, the department does not claim ownership of the intellectual property of the research proposals submitted for RISEC review. Project titles and the names of researchers may appear on the department’s website. Other information provided by applicants will not be shared outside of the department without the permission of the applicant or their organisation.

**End of the application form.**