

Application to Conduct Research

For your Research Application to be processed in a timely manner, ensure that you:

- Read the [Guide for Completing the Application to Conduct Research](#) which details expectations regarding specific questions found in this form, and describes the criteria considered for the approval process.
- Include all supplementary documentation that should be included in your application, as itemised in the Research Application Checklist.
- Provide sufficient information in this form to enable the Department of Education (the department) to process the application adequately. This includes completing Annexure 1: Information Access Application (if applicable).
- Allow a minimum of 6 weeks for your Application to Conduct Research to be processed before commencing your project (longer if data is required).
- Email your application and attachments to: Researchapps.det@nt.gov.au

NOTE: Researchers must wait until authorisation through a letter of approval from the Research Advisory Committee has been obtained before seeking to undertake research in Northern Territory Government (NTG) schools. However, researchers may contact the principal of relevant schools prior to submitting this application to gauge their interest in participating in the research project. A letter of support from a relevant school principal can be included as part of this application but should not be treated as approval to commence research in schools.

Instructions: Complete all sections of the Application to Conduct Research. If a section is not applicable, indicate this. To check a tick box, right click in the box, select Properties, and check the default value. If you require assistance while completing this form, phone (08) 8999 5829 or contact Researchapps.det@nt.gov.au

Section A – Project Title and Category		
Full title of Research Project		
Short title of Research Project		
Category of Research		
A	Externally generated research	
A1	Research resulting from a nationally agreed program (e.g. COAG, National partnerships)	<input type="checkbox"/>
A2	Research originating from university or research institute staff/centres	<input type="checkbox"/>
A3	Post-graduate research (submitted by Ph.D. / Masters by Research candidates)	<input type="checkbox"/>
A4	Research projects by undergraduate / coursework students	<input type="checkbox"/>
A5	Research undertaken by another NTG Department or another State Government	<input type="checkbox"/>
A6	Other (including related to commercial or product development, requests from overseas, marketing development, philanthropic endeavours, miscellaneous surveys, etc.)	<input type="checkbox"/>

B	Internally generated research		
	B1	Consultancies for the department	<input type="checkbox"/>
	B2	Research linked to a partnership agreement with the department	<input type="checkbox"/>
	B3	Research undertaken by a division/branch/region/school within the department	<input type="checkbox"/>
	B4	Postgraduate studies undertaken by departmental staff linked to NTG schools or education	<input type="checkbox"/>
C	Other research (<i>If the research does not fall in the above categories, please provide more information.</i>)		<input type="checkbox"/>

Section B – Applicant Information

Name and title of person(s) responsible for the research <i>Including [1] Principal researcher filling the application, [2] Chief Investigators responsible for large projects, [3] Candidates and supervisors for post-graduate projects. Provide contact details and brief descriptions of role in this research project.</i>	
Information for the primary contact person	Email: Telephone (BH): Telephone (Mob):
Address for correspondence <i>Postal or email</i>	
Sponsoring organisation(s) providing funding for the research	
Details of funding	
Do you have sufficient insurance cover (where appropriate)?	Public liability: <input type="checkbox"/> Yes <input type="checkbox"/> No Workers compensation: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required Professional indemnity: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required
List your contact person(s) within NTG schools/ the department (if applicable). <i>Have you approached any department staff in the planning stages of the project? If yes, who? Applications from departmental staff should indicate who has endorsed the research.</i>	

<p>List other organisations involved in the research (if applicable) <i>(e.g. communities, philanthropic organisations, unions, etc.)</i></p>	
<p>Conflict of Interest <i>Provide information regarding potential conflicts of interest either real or perceived in relation to this research.</i></p>	
<p>Have you previously received approval to conduct research in Northern Territory schools (Government or non-government) or involving the department's data? <i>If yes, provide details of previous research.</i></p>	<p>Northern Territory schools: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Departmental data: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Section C – Benefits of Proposal</p>	
<p>Alignment to national and/or Northern Territory strategic priorities, goals, policies, initiatives (maximum 400 words)</p>	
<p>Anticipated benefits of proposed study (maximum 200 words). <i>For example, detail the expected benefits to participants, the department, the school, the community, the education or health sectors, etc.</i></p>	
<p>Section D – Proposal Details</p>	
<p>Project Aim and Objectives</p>	
<p>Research problem (maximum 125 words) <i>Describe the research problem the proposed study is addressing.</i></p>	
<p>Research hypothesis (if applicable) <i>Your hypothesis should be testable using the methodology and instruments provided and able to provide answers to your research questions.</i></p>	
<p>Overview of research methodology <i>Describe overall research design. Justify appropriateness of the approach. Describe the choice of implementation and general approach for the recruitment of participants.</i></p>	
<p>Provide your research instruments <i>List and attach a copy of all data collection instruments (e.g. questionnaires; interview protocols; focus group questions).</i></p>	

<p>Sample selection <i>List NTG schools proposed to be involved in the research, including reason(s) for selection and details of sampling procedure.</i></p>			
<p>Project timeline <i>Include start and finish dates, site visits and any other key dates/milestones.</i></p>	<p>Start Date / End Date</p>	<p>Activity, including site visits</p>	<p>Amount of time activity will take</p>
<p>Does the project require participation of <i>students</i> in Northern Territory Government schools?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>If yes, provide details of each type of activity, involvement in the research and time required. <i>Copy and complete the table for each activity type.</i></p>	<p>Type of activity <i>(e.g. individual / group surveys; interview; focus group; observation; videoing)</i></p>		
	<p>Participants in each school <i>(number & type by year levels)</i></p>		
	<p>Amount of time activity will take <i>(e.g. 30 mins)</i></p>		
	<p>When activity will take place <i>(e.g. in class time, Term 2 2015)</i></p>		
	<p>Classes <i>(e.g. number of students or classes & year levels)</i></p>		
	<p>Participation strategy <i>(e.g. whole class/ students withdrawn from class)</i></p>		
<p>Does the project require participation of <i>staff</i> in Northern Territory Government schools?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>If yes, provide details of involvement in the research and time required. <i>(e.g. individually or in groups; completing surveys or administering surveys; focus groups; interviews etc.)</i> <i>Copy and complete the table for each activity type.</i></p>	<p>Type of activity <i>(e.g. survey, interview, video observation)</i></p>		
	<p>Number and type of staff from each school <i>(e.g. Principal, 4 teachers, XYZ School)</i></p>		
	<p>Amount of time activity will take <i>(e.g. 30 mins)</i></p>		
	<p>When activity will take place <i>(e.g. in class time, Term 2 2015)</i></p>		

<p>Does the project require the participation of <u>corporate or other departmental staff</u>?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No									
<p>If yes, provide details of involvement in the research and time required. <i>(e.g. individually or in groups, completing surveys or administering surveys, focus groups, interviews etc.</i></p> <p><i>Copy and complete the table for each activity type.</i></p>	<table border="1"> <tr> <td data-bbox="608 286 959 367"> Type of activity <i>(e.g. survey, interview, video observation)</i> </td> <td data-bbox="959 286 1479 367"></td> </tr> <tr> <td data-bbox="608 367 959 434"> Number and type of staff from division or region </td> <td data-bbox="959 367 1479 434"></td> </tr> <tr> <td data-bbox="608 434 959 528"> Amount of time activity will take <i>(e.g. 30 mins)</i> </td> <td data-bbox="959 434 1479 528"></td> </tr> <tr> <td data-bbox="608 528 959 595"> When/where activity will take place </td> <td data-bbox="959 528 1479 595"></td> </tr> </table>		Type of activity <i>(e.g. survey, interview, video observation)</i>		Number and type of staff from division or region		Amount of time activity will take <i>(e.g. 30 mins)</i>		When/where activity will take place	
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When/where activity will take place										
<p>Do you require access to the department's data, including data within its schools?</p> <p><i>If yes, complete Annexure 1: Information Access Application.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No									
Section E – Ethics										
<p>Have you received or sought approval from a Human Research Ethics Committee (HREC) for this research?</p> <p>NOTE: <i>Research applications without appropriate ethics approval are unlikely to be approved.</i></p>	<input type="checkbox"/> Yes Approval received <i>(Attach a copy of ethics application and evidence of approval)</i> <input type="checkbox"/> Yes Approval sought and outcome pending <i>(Attach a copy of ethics application)</i> <input type="checkbox"/> No									
<p>Indicate the type of approval received or sought:</p> <p>NOTE: <i>The department strongly recommends all projects be approved by an HREC registered with the National Health and Medical Research Council (NHMRC).</i></p>	<input type="checkbox"/> Full ethical clearance from HREC registered with the NHMRC <input type="checkbox"/> Low risk ethical clearance from HREC registered with the NHMRC <input type="checkbox"/> In-house or external ethical clearance from organisation not registered with NHMRC									
<p>Is the research of a sensitive nature?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No									
<p>If yes, please explain how and why. <i>For example: Criminal or anti-social behaviour, Depression and/or anxiety, Bullying, Grief, trauma/death, Sexuality, Drugs or alcohol, Eating disorders and/or body image, Race or Ethnic relations, Religious Beliefs, other personal issues.</i></p>										
Section F – Reporting										

Outline intentions for disseminating research findings, including feedback to participants and the department	
Do you intend to use the Intellectual Property of the department? <i>(e.g. the department's materials and/or documentation belonging to or being developed by the department such as photos, internal documents, and education tools)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details of your intended use of the department's Intellectual property.	
Date intended to report findings to the department	/ /
Please describe format of findings <i>(e.g. written report, presentation)</i>	
Section G – Additional Information	
Insert any additional information that you would like to provide in support of your application.	

Section H – Researcher’s Declaration (Chief Investigator or Supervisor)

I, _____ agree to:

Take appropriate action to ensure the privacy and security of all information and data obtained or created as part of the research project; and

- Notify the Department of Education in writing of any intended changes to the timing, scope, methodology or any other significant aspects of the project;
- Report child abuse and neglect and cases where a child has been or is likely to be the victim of a sexual offence*;
- Satisfy the requirements regarding the *Working with Children Clearance**;
- Proceed to Phase 2 by obtaining the clearance for school participation with the relevant School Principal;
- Satisfy the Department of Education requirements regarding any access to data (refer to Annexure 2 re Phase 2);
- Provide the Department of Education with the names of the schools that consent to participating;
- Provide a report of the research findings at the conclusion of the research;
- Allow the Department of Education including the report or link to research findings on their online research library (pending launch).

*refer to Guide for Completing Application to Conduct Research for further details.

I _____ declare the above information to be true and correct.

Signature Principal Researcher.....Date / /

Annexure 1 – Research Application Checklist

- Guide for Completing Application to Conduct Research has been read and understood by the researchers.
- Research Application is completed and Declaration signed
- Letters of support and research instruments are attached (e.g. surveys, questionnaires, interview schedules etc.)
- Annexure 2: Information Access Application completed (if applicable)
- Information Sheets, separate Consent Forms and letters attached (including separate participant consent forms for the publication or public use of photos, video recording etc.)
- Application to relevant Ethics Committee is attached
- Final ethics approval/clearance letter or documentation is attached
- Current insurance cover for public liability, professional indemnity and workers compensation (if applicable) has been verified.
- Northern Territory requirements regarding Working with Children Clearance have been checked at <http://www.workingwithchildren.nt.gov.au/>.

Annexure 2 – Department of Education Information Access Application

The Department of Education collects data to monitor performance across schools with the aim to improve services and outcomes in student learning. Some of this data is useful for research and can be made available (under specific conditions of use) when requested by researchers. Whether the data is held centrally, or offered by schools or by their staff, researchers wishing to access any such data must obtain departmental approval and complete this Information Access Application.

Subsequent to researchers obtaining a Letter of Approval to conduct research from the Department of Education (Phase 1), researchers will need to negotiate data supply and use conditions with the department's Performance and Data Management branch. This might add a significant time lag to any project, and should be factored into the implementation of any research involving corporate data. Factors such as the nature, scope, precision and timing of the request, the extra burden placed on the business areas dealing with competing demands for data, and the resources research organisations are willing to invest (in-kind and/or cash) will affect the speed at which data requests can be dealt with by department. The Performance and Data Management branch will seek further details to clarify data extraction, cleaning and validation at that stage of the process (Phase 2).

NOTE: Please answer **all** questions below that apply to your data request.

Section A – Data/Information requested

Please describe as precisely as possible the scope of data requested

Detailed description of cohorts, attributes, level of breakdown, comparison groups, needed filters (demographics, Indigenous status, region type, schools, year levels, age, etc.)	
Specific dataset or sources (if known)	
Time frame / frequency of data units	
Expected number of cases in relevant cohorts, or other groupings (if known)	
Format / layout of data (or information) to be provided – and desired method of transmission. Is a specific platform required (data format, analytical tools, type of file or spread-sheet, etc.)?	

Section B – Rationale for requesting the data

Rationale for the actual specifications of data needs – link to research project	
Is there a prior agreement with the department to provide such data? If so, provide name of departmental delegate and context of such a commitment as well as written or contractual evidence of promise.	
Date by which data is required; request status (urgent, important, routine).	
How would you rate your level of proficiency at manipulating and using data? Do you anticipate requiring assistance for the sake of using and/or interpreting the data?	

Validation – Is some of the data likely to be current (or recent) and not yet validated? Please comment on your needs.	
Section C – Use and outputs involving the data	
Which anticipated outputs will the data inform or appear in? For instance, which reports (public or private) or other dissemination is expected? Provide details on what is intended to be reported as such (actual data, summary findings, test results, etc.).	
Provide details specifically relating to intended publications and whether actual data would appear in those.	
Section D – Conditions of access to data are likely to apply <i>To be negotiated with the department's Performance and Data Management branch</i> <i>Please check the relevant boxes below to signal your expectations.</i>	
<input type="checkbox"/> I understand that I will have to negotiate with the appropriate department data branch over the timeline, conditions of use and disposal, error-checking and validation after obtaining this research approval.	
<input type="checkbox"/> I am willing to sign a confidentiality pledge regarding data access; and take full responsibility for data security relating to this request. I confirm that data will be accessed only by named, clearly identified and approved staff, who have signed the pledge of confidentiality.	
<input type="checkbox"/> I am willing to sign an agreement relating to data use; limiting its utilisation for the present agreed research scope, its presentation terms (approved audiences), with respect to not sharing it fully or partially with any 3 rd party, nor attempting to match it with other sources (unless included in negotiated scope).	
<input type="checkbox"/> I am willing to sign an agreement that data will be retained for a limited, pre-set time (with the possibility of extension requiring formal/written approval). I will ensure that NHMRC-endorsed ethics clearance remains current throughout the data retention period.	
<input type="checkbox"/> When this project has been completed, I will dispose of the data and destroy all temporary files and others that do not need to be retained. I will encrypt all remaining files (needed for publication review purposes or for an approved extension of the work using suitable software). I will notify the Department of Education in writing attesting that all raw data has been disposed of and that retained files have been encrypted, nominating the custodian of the encrypted data and where these encrypted files have been stored.	
<input type="checkbox"/> I understand that all pre-publication materials must be submitted for review (by the Department of Education) prior to seeking publication (featuring some of the data or related findings). No information can be released in any research output in which it may be possible to (reasonably) identify an individual person. I will inform the Department of Education of all planned publications and reports of results/ or analysis, and provide those upon request, for pre-publication clearance.	
<input type="checkbox"/> I will immediately notify the Department of Education of any change in the list of researchers working with the data files requested, and of changes in the conditions imposed by the Ethics Committee. I will immediately notify the Department of Education of any breach to any of the above conditions, whether intentional or unintentional, and regardless of who committed the breach.	
<input type="checkbox"/> I understand that if the Department of Education is informed or suspects non-compliance with the 'research-data' agreement (relating to use, access, output diffusion or storage conditions), it will notify the authorities in charge of the research, and any of the following responses might occur: <ul style="list-style-type: none"> • Immediate termination of access to datasets, • Suspension and / or revocation of data access approval, • Denial of any further access to data holdings (or other data holdings) of the Department of Education, • Reporting of non-compliance to the researcher's home institution, • Reporting of non-compliance to the Research Ethics Board that provided approval for the project, • Reporting of non-compliance to all agencies that provided funding for the project, • Reporting of non-compliance to any organisations who have published findings from the study. 	
Section E – Supplementary Comments	
Please include any comments you believe might be useful.	

