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|  | Questions are followed by answer fields. Use the ‘Tab’ key to navigate through. Replace Y/N or Yes/No fields with your answer. |
| Northern Territory Department of Education |
| Before you fill in this form* Read the Northern Territory (NT) Department of Education (department) Research guidelines and procedures, which details the department’s expectations, requirements and the criteria considered when assessing applications.
* Include all supplementary documentation that should be included in your application, as itemised in the checklist.
* Provide sufficient information in this form to enable the Department of Education to process the application adequately. This includes completing Appendix 1 if applicable and any other required attachments.
* Allow for a minimum of 10 weeks for your Research application form to be processed before commencing your project, and longer if data is required.
* Email your application and attachments to: ResearchApps.DET@education.nt.gov.au.

NOTE: Researchers must wait until they have received a letter of support from the department before undertaking research in NT Government schools.  |
| Complete all sections of the Research application form. If a section is not applicable, indicate this. If you require assistance while completing this form, phone (08) 8999 3535 or contact ResearchApps.det@education.nt.gov.au |
| Section 1. Project title and category |
| Full title of research project |  |
| Short title of research project |  |
| Summary to be published on our online research repositoryMaximum 150 words.Note: the name of your research institution or university will be published alongside this summary |  |
| Category A - externally generated research |
| A1. research resulting from a nationally agreed program, for example COAG or National partnerships | Yes/No |
| A2. research originating from university or research institute staff or centres | Yes/No |
| A3. post graduate research, submitted by Ph.D., masters or research candidates | Yes/No |
| A4. research projects by undergraduate or coursework students | Yes/No |
| A5. research undertaken by another NTG department or another State Government, including Commonwealth funded research | Yes/No |
| A6. other, including related commercial or product development, requests from overseas, marketing development, philanthropic endeavours, or miscellaneous surveys | Yes/No |
| Category B – internally generated research  |
| B1. consultancies for the department  | Yes/No |
| B2. research linked to a partnership agreement with the department | Yes/No |
| B3. research undertaken by a division, branch, region, or school within the department | Yes/No |
| B4. postgraduate studies undertaken by departmental staff linked to NT Government schools or education  | Yes/No |
| Category C – other researchPlease provide information below |
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| Section 2. Applicant information  |
| Details of the people responsible for the research This includes principal researcher, chief investigators, and candidates and supervisors for post graduate projects Provide contact details and brief descriptions of their role in this research project |  |
| Contact details for the primary contact person |
| **Email:** |  |
| **Business hours phone:** |  |
| **Mobile:** |  |
| Do you have appropriate insurance cover?Please provide copies with your application |
| Public liability | **Yes/No** |
| Worker’s compensation | **Yes/No/Not required** |
| Professional Indemnity | **Yes/No/Not required** |
| List sponsoring organisations providing funding or any type of benefit of valueList the organisation name and details of funding or benefit of value |  |
| List the NT Government schools and department representatives you have contacted to date Have you approached any department staff including principals, in the planning stages of the project? If yes, who? Applications from department staff should indicate who has endorsed the research |  |
| List other organisations involved in the researchFor example, philanthropic organisations, communities, unions |  |
| Conflict of interest Provide information regarding potential conflicts of interest either real or perceived in relation to this research. For example, power imbalances, school employee, other projects you are involved in |  |
| Have you previously received approval to conduct research in NT schools, government or non-government, or involving the department’s data? If yes, provide details of previous research |
| NT schools, government and non-government | **Yes/No** |
| Department data | **Yes/No** |
| **Details** |
| Section 3. Project details  |
| Project aim and objectives |  |
| Research problem or hypothesisUsing maximum 150 words, describe the research problem the proposed study will address |  |
| Research methodology overviewDescribe the overall research design, justifying the appropriateness of the research and choice of implementation |  |
| Provide research instrumentsList and attach a copy of all data collection instruments, for example, questionnaires, interview protocols and focus group questions |  |
| Sample selection List NT Government schools proposed to be involved in the research, including reason for selection and details of sampling procedure |  |
| **Project timeline** |
| **Dates**Start, site visits, other key dates, finish | **Activity including site visits** | **Amount of time activity will take** |
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| Does the project require NT Government school student participation? If yes, provide details of each type of activity, involvement in the research and time required | **Yes/No** |
| **Type of activity**Individual or group survey, interview, focus group, observation, video, audio recording |  |
| **Participants in each school**The number and type by year levels |  |
| **Time allocation for activity** |  |
| **When activity will take place**For example, during class time |  |
| **Classes**Number of students, classes or year levels |  |
| **Participation strategy**Whole class, students withdrawn from class |  |
| If more than one activity involving students, insert rows and provide details |  |
| Does the project require NT Government school staff participation? If yes, provide details of involvement in the research and time required | **Yes/No** |
| **Type of activity** |  |
| **Number and type of staff from each school**For example, principal, 4 teachers, School |  |
| **Amount of time activity will take** |  |
| **Where or when activity is to take place**For example, in class time, term 2 2024 |  |
| If more than one activity involving staff, insert rows and provide details |  |
| Does the project require corporate or other department staff participation? If yes, provide details of involvement in the research and time required | **Yes/No** |
| **Type of activity** |  |
| **Number and type of staff from division or region** |  |
| **Amount of time activity will take** |  |
| **Where or when activity is to take place** |  |
| If more than one activity involving staff, insert rows and provide details |  |
| Recruitment and consent processesDescribe the general approach for the recruitment of participants and consent processesNote: The department will not support opt-out, implied or passive consent processes |  |
| Do you require access to the department’s data, including data within schools? If yes, complete Appendix 1 | **Yes/No**  |
| Section 4. Benefits of proposal |
| Alignment to national or NT strategic priorities, goals, policies, initiativesMaximum 400 words |  |
| **Anticipated benefits of proposed study**Maximum 200 wordsThis may include expected benefits to participants, the department, school, community, or education or health sectors |  |
| Section 5. Ethics and risk  |  |
| Have you received or sought approval from a Human Research Ethics Committee (HREC) for this research?This is required for projects that involve students, including identifiable and re-identifiable student data. Specify whether approval application has been received and approved, is pending approval, or has not received approval. If approval has been granted researchers must prove a letter of ethical conduct.  |
| Approval receivedWhere Yes, attach a copy of ethics application and evidence of approvalWhere No, you must provide a letter of ethical conduct | **Yes/No** |
| Approval sought and outcome pendingWhere Yes, attach a copy of ethics application and evidence of approvalWhere No, you must provide a letter of ethical conduct | **Yes/No** |
| **The department strongly recommends all projects be approved by an NT HREC registered with the NHMRC****Specify whether full ethical clearance or low risk ethical clearance has been granted** |
| Full ethical clearance from HREC registered with NHMRC | **Yes/No** |
| Low risk ethical clearance from HREC registered with NHMRC | **Yes/No** |
| Is the research of a sensitive nature? | **Yes/No** |
| If yes, please explain how and whyFor example, criminal or anti-social behaviour, mental health, body image, bullying, sexuality, drugs or alcohol, race or ethnic relations, religious beliefs |  |
| Please outline foreseeable risks and mitigation strategies in place to manage these. |  |
| Please demonstrate how your research aligns to the Office of the Information Commissioner’s [Information Privacy Principles](https://infocomm.nt.gov.au/privacy/information-privacy-principles)  |  |
| If applicable, please name any Cloud based platforms used, and their transfer and storage security  |  |
| If applicable, please outline how community cultural intellectual property will be preserved  |  |
| Section 6. Reporting |
| Outline intentions for disseminating research findings, including feedback to participants and the department |  |
| Once completed, will a report be made publicly available?  | **Yes/No**  |
| Do you intend to use the intellectual property of the department? This may include the department’s materials or documentation belonging to or being developed by the department such as photos, internal documents, and education tools | **Yes/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 note, if supported, the letter of support is valid for 6 months after this date | **Date:**  |  |
| Section 7. Additional information  |
| **This section is for any additional information, background or context you would like to provide in support of your application** |  |
| Section 8. Researcher’s declaration – completed and signed by the principal researcher |
| **I (Applicant’s name), agree to the following:*** take appropriate action to ensure the privacy and security of all information and data obtained or created as part of the research project
* notify the NT 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 NT’s Working with Children Clearance\*
* obtain consent for school participation from the relevant school principal
* satisfy the NT Department of Education requirements regarding any access to data, refer to Appendix 2
* provide the NT Department of Education with a list of NT government schools that agree to participate
* provide research findings to the NT Department of Education at the conclusion of the research
* allow publication of the project title, project summary and report or link to the findings on the NT Department of Education online Research Repository, pending launch
* inform the NT Department of Education of any planned publication or media coverage of the project

\*refer to NT Department of Education research guidelines for further details. |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

# Collection notice

The personal information collected by the Department of Education (department) is used for direct service provision and such information may also be used for statistical, research, planning and reporting purposes aligned with the functions of the department.

This information will only be disclosed for another purpose if that purpose is related to the primary purpose for collection, and the individual would reasonably expect the information to be used or disclosed or the individual has consented to the use or disclosure.

For more information, go to the department’s [Policy and advisory library](https://education.nt.gov.au/policies) and read the Data access protocol.

# How to submit

Email your application and attachments to: ResearchApps.DET@education.nt.gov.au

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| Research application checklist |
| 1. The department’s research guidelines have been read and understood by the researchers
 | **Yes/No** |
| 1. Research application is completed, and declaration signed
 | **Yes/No** |
| 1. Research instruments are attached
 | **Yes/No** |
| 1. If applicable, Appendix 1: Northern Territory Department of Education – Request for data completed
 | **Yes/No** |
| 1. Information sheets, separate consent forms and letters attached, including separate participant consent forms for the publication or public use of photos, videos or other recordings
 | **Yes/No** |
| 1. Application to relevant NT HREC is attached
 | **Yes/No** |
| 1. Ethics application and final ethics approval and clearance letter or documentation is attached
 | **Yes/No** |
| 1. If applicable, current insurance cover for public liability, professional indemnity and workers compensation has been verified
 | **Yes/No** |
| 1. If applicable, proof of NT Working with Children Clearance is attached, noting clearances from other jurisdictions are not accepted.

Note: clearances from other jurisdictions are not accepted. | **Yes/No** |
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| Request for data Appendix 1 |
| The Department of Education collects data for legislative compliance and to monitor performance across schools, with the aim of improving service provision and student learning outcomes. Many of the data holdings contain sensitive information about individual children and exposure and use of such data is restricted under various legislative instruments.Considerable public data is available on the department’s web pages <https://education.nt.gov.au/statistics-research-and-strategies> and other public sites, see the department’s research guidelines for a full listing. Researchers are expected to assess whether publically available data is suited to their research proposal before proceeding further with a Data access application. Non-public data may be useful or be required for particular 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 Data access application. Subsequent to researchers obtaining a letter of support to conduct research from the department, researchers will need to negotiate data provision and use conditions with the department’s data team. 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, be it in-kind or cash, will affect the speed at which data requests can be dealt with by the department. The data team will seek further details to clarify data specification, extraction, cleaning and validation at that stage of the process.Note: Please answer all questions below that apply to your data request. |
| Section A. Data or information requested Please describe as precisely as possible the scope of the data requested |
| Cohorts, attributes, level of breakdown, comparison groups, needed filtersFor example, years, demographics, Indigenous status, region type, schools, year levels, age |  |
| If known, specific dataset or sources |  |
| Time frame or frequency of data units  |  |
| If known, expected number of cases in relevant cohorts, or other groupings |  |
| Format or layout of the data to be provided, including desired method of transmission Is a specific platform required, for example, data format, analytical tools, type of file or spread sheet |  |
| Section B. Rationale for requesting the data  |
| Provide rationale for specifications of data needs, and link to the research project |  |
| Is there a prior agreement with the department to provide said data? If so, provide the name of department representative and context of said commitment, including written or contractual evidence of the agreement  |  |
| Date by which data is required, including request status.Request status may be urgent, important or routine |  |
| How would you rate your proficiency at manipulating and using data? Do you anticipate requiring assistance to use or interpret the data?  |  |
| Is some of the data likely to be current, or recent, and not yet validated? Please comment on your needs for validation |  |
| 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. This may include actual data, summary findings or test results.  |  |
| 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 applyTo be negotiated with the department’s Performance branchPlease indicate yes or no to signal your expectations |
| 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 | Yes/No |
| I am willing to 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 | Yes/No |
| I am willing to sign an agreement relating to data use; limiting its utilisation for the present agreed research scope, its presentation terms and approved audiences, with respect to not sharing it fully or partially with any 3rd party, nor attempting to match it with other sources, unless included in negotiated scope | Yes/No |
| 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 or written approval. I will ensure that NHMRC-endorsed ethics clearance remains current throughout the data retention period | Yes/No |
| 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 | Yes/No |
| I understand that all pre-publication materials, featuring some of the data or related findings, must be submitted for review by the Department of Education prior to seeking publication. No information can be released in any research output in which it may be reasonably possible to identify or re-identify an individual person without explicit, informed and documented consent from the individual or guardians or both, and the Department of Education. 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 | Yes/No |
| 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. | Yes/No |
| 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 or all of the following responses might occur:* 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.
 | Yes/No |
| Section E. Additional commentsPlease provide any comments you believe may be useful |
|  |
| Collection noticeThe personal information collected by the Department of Education (department) is used for direct service provision and such information may also be used for statistical, research, planning and reporting purposes aligned with the functions of the department.This information will only be disclosed for another purpose if that purpose is related to the primary purpose for collection, and the individual would reasonably expect the information to be used or disclosed or the individual has consented to the use or disclosure.For more information, go to the department’s [Policy and advisory library](https://education.nt.gov.au/policies) and read the Data access protocol. How to submitEmail your completed form to ResearchApps.DET@education.nt.gov.au  |