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# **Department for Child Protection**

# **Research Application Form**

**Instructions to applicants**

### Complete this form to seek approval to:

* access Department for Child Protection (DCP) sites and/or students, clients or staff to conduct a research project, and/or
* access data[[1]](#footnote-1) owned or managed by the Department for Child Protection for research purposes.

Please note that the approval process takes several weeks, requiring approval of the Chief Executive and signing of a Research Agreement prior to commencement.

### For queries about completing this application form:

* refer to the Research and Evaluation Framework
* refer to the Research Application Assessment Criteria
* Contact the Research and Evaluation team by email at [DCPResearchandEvaluation@sa.gov.au](mailto:DCPResearchandEvaluation@sa.gov.au).

For any research pertaining to Aboriginal people, please ensure that consultation with appropriate Aboriginal stakeholder/s has been built into your proposal. All research on children and young people in out-of-home care requires Aboriginal Ethics approval/consultation unless a valid reason is provided as to why it is not being sought.

### To submit this application form:

* Email this completed application form and all supporting documents to [DCPResearchandEvaluation@sa.gov.au](mailto:DCPResearchandEvaluation@sa.gov.au).

## Submission Checklist

**I/We confirm**

All of the information and consent forms are written using trauma-informed and culturally appropriate language suitable for the target population.

The consent forms appropriately identify the permissions needed (e.g., for children in OOHC permission is gained from the CE with consent from the carer).

Researchers conducting interviews or observations with children and young people have appropriate training, knowledge, or experience in trauma informed engagement and communication skills.

All the necessary documents are attached or comment has been added identifying when these documents will be provided.

Appropriate cultural consultation (including AHREC) has/will be sought.

The intended start date of the project has accounted for the length of time that may be required for DCP approval.

**Research title**

Click or tap here to enter text.

**Project summary:**

**Start date:** Click or tap to enter a date.

**End date:** Click or tap to enter a date.

(note that the Research Agreement will end on this date, unless extended)

**List the aims of the project:**

Click or tap here to enter text.

**Permission requests:**

Permission for children or young people to participate

Permission for DCP staff to participate

Permission to observe children, young people, or DCP staff

Permission to access to DCP data

Permission to advertise via DCP communications

**DCP data to be used in the project:**

Statistical data

Case file data

Interviews

Surveys

Observations

Other written ethnographic data (e.g. meeting minutes)

**Other comments:**

Click or tap here to enter text.

**Contact details**

**Lead investigator/researcher details**

|  |  |
| --- | --- |
| **Name** | Click or tap here to enter text. |
| **Faculty / Department** | Click or tap here to enter text. |
| **Organisation / University** | Click or tap here to enter text. |
| **Telephone / Mobile** | Click or tap here to enter text. |
| **Email** | Click or tap here to enter text. |
| **Postal address** | Click or tap here to enter text. |
| **If student researcher, please specify degree being sought** | Click or tap here to enter text. |

**Details of associate researcher (or supervisor)**

|  |  |
| --- | --- |
| **Name** | Click or tap here to enter text. |
| **Faculty / Department** | Click or tap here to enter text. |
| **Organisation / University** | Click or tap here to enter text. |
| **Telephone / Mobile** | Click or tap here to enter text. |
| **Email** | Click or tap here to enter text. |
| **Postal address** | Click or tap here to enter text. |

**Research team details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title and name** | **Role on project** | **Agency/Institution** | **WWCC** |
| <insert title and name> | Choose an item. | <insert agency/institution> | Choose an item. |
| <insert title and name> | Choose an item. | <insert agency/institution> | Choose an item. |
| <insert title and name> | Choose an item. | <insert agency/institution> | Choose an item. |
| <insert title and name> | Choose an item. | <insert agency/institution> | Choose an item. |

**Project details**

**Provide a brief description of the project:**

Click or tap here to enter text.

**Describe the methodology and methods of the project:**

Click or tap here to enter text.

**Describe the need for your study, clearly outlining the short-term and long-term benefits it will provide to children and young people (directly or indirectly). *Please note that enhanced knowledge or understanding is not a sufficient benefit*.**

Click or tap here to enter text.

**Further to the above, select the DCP strategic priority that best aligns with your research. Explain how the project will further this priority.**

Choose an item.

Click or tap here to enter text.

**Project timeline**

**Please outline any project phases, key milestones, or other relevant information to help us plan how to best support you. You are encouraged to attach a Gantt chart.**

Click or tap here to enter text.

*Please note that if your project is approved you will be asked to complete a more detailed timeline at commencement*.

**Ethics approval**

If you have applied to a relevant Human Research Ethics Committee, please insert the status of your application and a copy of the full application and approval letter. If you have not applied to a Human Research Ethics Committee, explain why, referring to the [National Statement](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018).

**Ethics application status:** Choose an item.

List further comments here

If your research will involve collecting data about Aboriginal children, families, carers, or staff, you may need to seek ethics approval from an ethics committee such as the Aboriginal Health Research Ethics Committee ([AHREC](https://ahcsa.org.au/research-and-ethics/ethical-review-ahrec)).

**Please select all criteria that apply:**

the experience of Aboriginal people is an explicit focus of all or part of the research; **OR**

data collection is explicitly directed at Aboriginal people; **OR**

it is proposed to conduct sub-group analyses and separately analyse Aboriginal people in the results; **OR**

the information, potential over-representation in the dataset or geographic location has an impact on one or more Aboriginal communities; **OR**

Governmental Aboriginal health funds are a source of funding e.g. if it is a review of governmental services that may impact on the Aboriginal Community or organisations and there is an intention to disseminate key findings or recommendations in a public report. **OR**

the recruitment population of the study is likely to include a significant proportion of Aboriginal or Torres Strait Islander peoples, **OR**

the study is using instruments or measures that may not account for Aboriginal ways of knowing, being, or doing, resulting in cultural bias.

If you selected any of the above criteria, you MUST apply for Aboriginal ethics approval **OR** seek consultation with an Aboriginal advisor.

**Aboriginal Ethics status:** Choose an item.

If you are not applying for Aboriginal ethics approval, please select one or more responses to justify your decision:

this is a mainstream study with coincidental recruitment of Aboriginal people in a low-risk scope AND its proposed references to Aboriginal people are only in terms of demographics at the total sample level with no sub-group analysis; **OR**

the study does not hold research characteristics (e.g. no hypotheses) and is an evaluation or audit of projects for reporting purposes or continuous quality improvement activities, **OR**

advice was sought from an Aboriginal ethics advisor (or similar) who determined that Aboriginal ethics approval was not appropriate. Name and contact details of the advisor:

Click or tap here to enter text.

*Please note that even if Aboriginal ethics is not required, your study should still have cultural consultation to provide guidance*.

**Research Principles**

Please provide clear and concrete examples of how your research will align with the principles of DCP’s Research and Evaluation Framework:

**Ethical (including how you will minimise risk and discomfort):**

Click or tap here to enter text.

**Child-centred:**

Click or tap here to enter text.

**Quality:**

Click or tap here to enter text.

**Partnership:**

Click or tap here to enter text.

**Cultural safety (also identify the names of any cultural consultants/advisors):**

Click or tap here to enter text.

**Ownership:**

Click or tap here to enter text.

**Funding**

Is your proposed research project funded? If so, what is the source of the funds and amount of funding?

Click or tap here to enter text.

**Data management**

Will [Personal information](https://www.agd.sa.gov.au/legal-rights/privacy-rights#:~:text='Personal%20information'%20is%20any%20information,include%20photographs%20or%20video%20footage.) be collected?

Choose an item.

If yes, outline what personal information will be collected and why it is needed for the research.

Click or tap here to enter text.

Outline where the data will be stored and for how long, how it will be transferred, and who will have access to it. Include contingency planning, such as if researchers leave the project, and how the data will be protected from being used beyond the purpose described in this application.

Click or tap here to enter text.

Outline how you will ensure the confidentiality of the people/organisations represented in the data while it is stored. Further information can be found in the [Five Safes Framework](https://www.abs.gov.au/about/data-services/data-confidentiality-guide/five-safes-framework) and the [Information Privacy Principles Instruction](https://www.agd.sa.gov.au/legal-rights/privacy-rights#:~:text='Personal%20information'%20is%20any%20information,include%20photographs%20or%20video%20footage.).

Click or tap here to enter text.

Outline any publications [[2]](#footnote-2)you intend to publish out of this project (if known). Identify how the publications will demonstrate respect and privacy for the research participants and participating organisations.

Click or tap here to enter text.

**Attachments:**

### Tick the appropriate box below and add further information if necessary.

|  |  |
| --- | --- |
| **Document type** | **Attached** |
| **Information sheets**  If applicable, please attach information sheets for each category of participant, for site leaders or managers who may be asked to participate and for parents/guardians. | Yes  No  N/A  Comment:  Click or tap here to enter text. |
| **Consent forms**  If applicable, please attach consent forms for each category of participant and/or for parents/guardians. | Yes  No  N/A  Comment:  Click or tap here to enter text. |
| **Letter to sites**  If you intend to approach sites for your research, please attach a draft letter to the person responsible for the site (e.g. Manager, DCP Office) asking for their permission to conduct the project on the site. This letter should include information outlining the research project, any sensitive issues that may arise as a result of participation, what resources or input will be required from the site, who the participants will be, the time required and include relevant consent and information sheets as attachments. | Yes  No  N/A  Comment:  Click or tap here to enter text. |
| **Human Research Ethics Committee approval**  Please attach a copy of all Human Research Ethics Committee applications, amendments and letters of approval. If in progress, please identify if ethics have been submitted.  Please note that DCP will only allow research to commence after receiving a copy of a final approval letter from a Human Research Ethics Committee.  **Aboriginal Research Ethics Approval**  Please provide evidence of cultural consultation/AHREC or reasons why AHREC was not sought. | Yes  No  N/A  Comment:  Click or tap here to enter text.  Yes  No  N/A  Comment:  Click or tap here to enter text. |
| **Public Liability Insurance**  Please attach a copy of your institution or organisation’s public liability insurance policy. | Yes  No  Comment:  Click or tap here to enter text. |
| **Working with children clearance**  If applicable, please attach evidence of any Child-Related Employment Screening or Working with Children Check clearances.  Any researcher that will have any contact with children or young people, or access to personal information must provide a copy of a signed clearance letter or official confirmation of a Working with Children check dated within five years.  “Contact with a child or young person” may involve:   * any form of oral communication, whether face to face, by telephone or otherwise * any form of physical contact * and any form electronic or digital communication (e.g. email, video-conference)   “Access to confidential or personal information” may involve access to:   * names, addresses, email addresses; and/or * any data that personally identifies participants arising from surveys (online or paper based), interviews and focus groups.   It is the responsibility of the researchers to ensure the check is current for the duration of a research project. Researchers who hold a current teacher registration with the Teachers Registration Board of South Australia may present a copy of their certificate or official notification from the Teacher Registration Board website as evidence.  To apply for or obtain further information about the South Australian government [Working with Children checks](https://screening.sa.gov.au/types-of-check/new-working-with-children-checks) | Yes  No  Comment:  Click or tap here to enter text. |

1. **Data** is defined as any facts, statistics, instructions, concepts or other information in a form that is capable of being communicated, analysed or processed whether by an individual or by a computer or other automated means [(SA Public Sector (Data Sharing) Act 2016).](https://www.legislation.sa.gov.au/lz?path=%2FC%2FA%2FPUBLIC%20SECTOR%20(DATA%20SHARING)%20ACT%202016) [↑](#footnote-ref-1)
2. **Publication** includes media interviews, media releases, books, articles, newspaper writings, journal entries and journal articles, conference and seminar papers and oral presentations, essays, theses and other works of whatever kind, and whether in written form, electronic, oral or any other format and ‘Publish’ means making a publication available to the public. [↑](#footnote-ref-2)