

Application Details

Instructions

APPLICATION TO CONDUCT RESEARCH IN CATHOLIC SCHOOLS

Instructions to Applicants :

- Please complete ALL (applicable) questions, using the spaces provided and/or attaching additional pages / documents where necessary.
- Please refer to the Melbourne Archdiocese Catholic Schools requirements - **Procedures for Obtaining Approval to Conduct Research in a Catholic School** whilst completing your application.
<https://www.macs.vic.edu.au/About-Us/Policies/Researchers-in-Catholic-Schools-and-Access-to-Data.aspx>

With the aim of improving school access to research projects and information, MACS has enabled Melbourne Catholic schools to view a repository of research projects approved by MACS.

Schools will only see a simple summary version of all approved projects including project title, summary, start and end dates and lead university/institution. See [example here](#).

Researcher name and contact details will not be provided unless the researcher elects to being contacted by schools who might be interested in their project.

Enquiries :

Policy, Strategy and Performance, Melbourne Archdiocese Catholic Schools
Phone : (+613) 9267 0228
Email : research@macs.vic.edu.au

Click on the green arrow to start completing the e-form

Are you familiar with Melbourne Archdiocese Catholic Schools online e-forms?

- Yes, I am familiar with online e-forms.
 No, show me help information on how to use the e-form.

This question is not answered.

General Details

1. Type of Application

Are you seeking approval for a **NEW research project**, or **MAJOR amendment/s** to an existing project? (For example, your project is entering a new phase and/or the original approval was more than three years ago.)

Please select *

- New research project
 Major amendment/s

This question is not answered.

2. Project Title

Title of Research Project:*

New Project

3. Summary

Please give a brief summary of your research question and project. (max 250 words)*

This question is not answered.

4. Details of the Researchers

IMPORTANT

This section is for any personnel involved in this project that **require access to this form**. All persons listed here need to be registered users and will be required to sign the declaration. Other personnel who do not need access to this form can be listed in question 5 below.

If a person is not registered to the system you will need to register them to add them into the grid. Click the help icon below for 'How to Register' instructions.

****Every application MUST delegate a Primary Contact AND a Principal Researcher.** This can be the same person, even in the case of student researchers (as long as supervisor details are included in question 5 below). To change a person's delegation, click on their name in [blue](#) below.

****Every person listed MUST have a Position allocated e.g. Student, Institutional Researcher.** To change a person's position, click on their name in [blue](#) below.

*

Position	Full Name	Principal Researcher?	Primary Contact?
Institutional Researcher	Ms Tess Ting	Yes	Yes

Details of the Principal Researcher

Job Title:*

This question is not answered.

Phone:*

This question is not answered.

Address:*

This question is not answered.

Suburb:*

This question is not answered.

Country:*

This question is not answered.

State:*

This question is not answered.

Postcode:*

This question is not answered.

5. Details of Other Researcher(s) - No System Access Required


Are there other people involved in this project that do NOT need access to the online application?*

- Yes
 No

This question is not answered.

6. Other Details

a. Who is the lead Organisation/University for this Research?

Please enter the name of the organisation/university in the field below, then click on  to search *

This question is not answered.

Please note that you can add only one organisation as the lead organisation. If the Organisation/University is not listed, please select "Other" and enter details in the "Please Specify" field

b. Is this research contributing to a qualification? *

- Yes
 No

This question is not answered.

If yes, you will need to specify the qualification level, name and institution to which it is attached.

c. Is the Principal Researcher employed in a Catholic School?*

- Yes
 No

This question is not answered.

If yes, you will be asked to name the school and its location

Research in Schools Application

Details of Research Project

7. Research Classifications and Benefits

- Choose the most appropriate theme/topic from the Classification Name/Code drop down list.
- Indicate if this is the primary.
- If none of the classification options are appropriate, please select "Other" and enter details in the "Please Specify Other" field.
- Once the first field has been saved a second may be selected.

a. Please enter and search the themes/topics in the 'Classification Name' field below. *

This question is not answered.

A drop-down list of preselected categories will appear

b. Will the research directly support and improve student learning, wellbeing and/or engagement?*

- Yes No

This question is not answered.

c. Will the research directly strengthen school leader, teacher and/or parent capability?*

- Yes No

This question is not answered.

d. Will the research contribute to the knowledge and capacity of the broader community to enhance the outcomes of children and/or young people, locally and/or globally?*

- Yes No

This question is not answered.

e. Will the research directly seek to engage schools as important and respected stakeholders in educational research?*

- Yes No

This question is not answered.

f. Outline reasons for wanting to involve Catholic schools and the benefits to Melbourne Archdiocese Catholic Schools. (max 2000 characters)*

This question is not answered.

g. How will you help schools engage with the findings of the research?

*e.g. Professional Learning sessions, resources, report with implications for schools?**

This question is not answered.

8. Proposed dates for research

Please click on the calendar icon to select the relevant date from the calendar.

a. Date to start data collection: [DD/MM/YYYY]*

This question is not answered.

b. Anticipated date of final report: [DD/MM/YYYY]*

This question is not answered.

9. Proposed research sample

a. Total number of schools to be recruited...

Government:

This question is not answered.

Independent:

This question is not answered.

Catholic:

This question is not answered.

b. Scope of Research:*

- International
 National
 Victoria
 Melbourne Only

This question is not answered.

Researchers wishing to approach schools outside the Archdiocese of Melbourne will need to seek approval from the Directors of Catholic Education of the dioceses involved (Ballarat, Sale or Sandhurst).

c. I will be seeking approval from:

- Ballarat Diocese
 Sale Diocese
 Sandhurst Diocese

This question is not answered.

d. Please specify type and number of **MACS** Schools you wish to engage in your research.

Note: You can select only one school type and the corresponding number of schools for that type.

MACS School Type*

Select from: Primary, Secondary, Primary and Secondary, Special or Other.

Research in Schools Application

Participants

10. Categories & number of research participants to be sought (From Melbourne Archdiocese Catholic Schools)

Please indicate **Melbourne Archdiocese Catholic Schools (MACS)** participants only.

a. Will students be participating in the research?

- Yes
- No

This question is not answered.

b. Will parents be participating in the research?

- Yes
- No

This question is not answered.

c. Will teachers be participating in the research?

- Yes
- No

This question is not answered.

d. Will principals be participating in the research?

- Yes
- No

This question is not answered.

e. Will there be other participants involved in the research?

- Yes
- No

This question is not answered.

11. Inducements

Are participants or schools to be offered any inducements to participate in the research?*

- Yes
- No

This question is not answered.

12. Participant Recruitment Strategies

Describe how you intend to recruit participants and include details for specific participant populations. *

This question is not answered.

Research in Schools Application

Methodology

13. Methods of data collection

Please outline the proposed methodology, i.e. strategies used to gather and analyse data and information (e.g. survey, focus groups, interviews, data analysis)*

This question is not answered.

Research in Schools Application

Ethical Considerations

For each group involved in the research (students, teachers, principals, others) you will need to indicate: i) how many participants (and year level if students); ii) what each participant will be invited to do and; iii) a time indication for each activity.

14. Consent of participants

Please note, it is the strong preference of Melbourne Archdiocese Catholic Schools for active parental consent to be sought. If passive consent is proposed, researcher(s) must outline adequate strategies to ensure parents are sufficiently informed.

Indicate how consent will be sought. *

This question is not answered.

15. Intrusiveness

Identify any parts of the research with the potential to be intrusive, upsetting or incriminating to participants.*

This question is not answered.

16. Follow-up support

Indicate what support will be made available for participants should it be required.*

This question is not answered.

17. Provide outline of arrangements for protecting confidentiality of data and ensuring privacy of participants.

Refer to [NHMRC Australian Code for the Responsible Conduct of Research 2018](#) and [Privacy Act 1988 \(Commonwealth\)](#).*

This question is not answered.

Research in Schools Application

HREC Approval

18. Approval by Human Research Ethics Committee (HREC)

Please note that;

- Almost all research applications require approval from the lead organisation/university Human Research Ethics Committee (HREC) AND
- Notification of approval should be attached below.

Require HREC Approval?*

Yes No

This question is not answered.

You will be asked to provide the name of the HREC reviewing your proposal and attach approval once obtained.

Research in Schools Application

Documents

19. Please attach the relevant documents for this application before submitting your application.

- Click on the icon in the 'Soft Copy' column to upload the relevant document listed in the following table.
- The list below is a guide for what documentation is required as part of your application. Please note that only 10 documents are displayed in the first page and you need to go to the next page to see the rest of the document list.
- If you need to add further materials which are not displayed in the list, click on 'Add New Document' on the top right hand side
- When uploading documents, be sure to name them clearly with their purpose AND audience in the title. For example: Plain Language Statement for Students.
- To replace a file, unclick the tick box and re-select the upload icon. Browse to required file and select. Then save.

Ensure all relevant documents are attached.*

This question is not answered.

Research in Schools Application

Documents to be included:

- * Principal letter
- * Consent form(s)
- * Plain language statement(s)
- * All research instruments
- * HREC approval letter

Declaration

20. Instructions to complete the Declaration Sign-off.

- All researchers with access to the online application form need to complete their declaration sign-off to submit the application.
- To request declaration sign-off from other researchers linked in the application, please select '**Request Sign-Off**' from the Action tab (top left-hand menu) once all other fields have been completed.
- To complete your declaration sign-off:
 - Click on your name below
 - Check the box 'I accept'
 - Select 'OK'
 - Once completed, if there are multiple researchers for the application, select '**Sign-off Completed**' from the Action tab (top left-hand menu) to notify this has been done.

I agree to provide Melbourne Archdiocese Catholic Schools with a summary of the findings of the research described in this application.

I further agree to provide participating schools with a suitable final report.

I grant Melbourne Archdiocese Catholic Schools the right to publish an edited summary of the research findings.

I agree to protect the confidentiality of data collected during this project and to ensure privacy of all participants.

I acknowledge that by submitting this application I am agreeing to an abbreviated version of this research project ([see example](#)) being visible to CEM schools via this register (if the application is approved).

I declare that the above information is true and correct. *

1	Full Name	Ms Emma Curtin
	Position	Institutional Researcher
	Declaration signed?	No

If there are no names listed or incorrect names are listed in the table above, please check you have entered a 'position' for the people listed in question 4 in the General Details section.

21. Consent to be contacted.

I agree for MACS schools interested in this research project to contact me (or a nominated member of our research team if applicable):

Yes No

This question is not answered.

If you have agreed to MACS schools contacting you about your project, please provide your name, email address and phone number in the box below.

This question is not answered.

To submit your application, please go to the 'Action' tab (top left) and 'Submit application'.

Research in Schools Application