

# MACS Research Register User Guide

For External Researchers



MELBOURNE  
ARCHDIOCESE  
**CATHOLIC SCHOOLS**

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# 1 Introduction

Melbourne Archdiocese Catholic Schools (MACS) assesses applications to conduct research in Catholic schools on the basis that the findings may assist in improving student outcomes and increase school effectiveness, and are in keeping with the mission of Catholic education.

To seek approval to conduct research, researchers must apply through the MACS Research Register. From submitting an application, the review process is likely to take 4-6 weeks with the principal researcher and primary contact receiving formal advice about the outcome via email.

## Glossary

HREC	Human Research Ethics Committee
MACS	Melbourne Archdiocese Catholic Schools
NHMRC	Australian Government National Health and Medical Research Council

## 2 Accessing the MACS Research Register

Click on [RESEARCH REGISTER](#) to reach the log in screen or find the link on the MACS webpage: [Researchers in Catholic Schools and Access to Data on Catholic Schools](#).

The login screen for people performing research on their own behalf or on behalf of an external party or organisation will appear as in Figure 1.

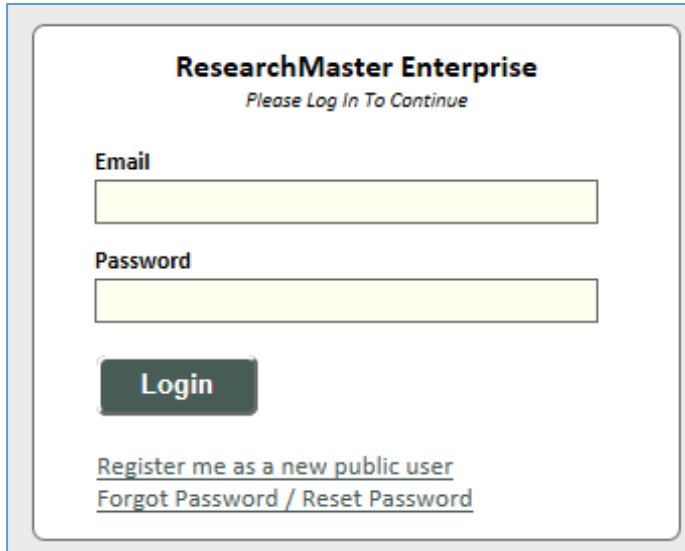
The image shows a login interface for 'ResearchMaster Enterprise'. At the top, the title 'ResearchMaster Enterprise' is displayed in bold, with the instruction 'Please Log In To Continue' below it. There are two input fields: one for 'Email' and one for 'Password', both with yellow backgrounds. Below these fields is a dark grey 'Login' button. At the bottom of the form, there are two links: 'Register me as a new public user' and 'Forgot Password / Reset Password', both underlined.

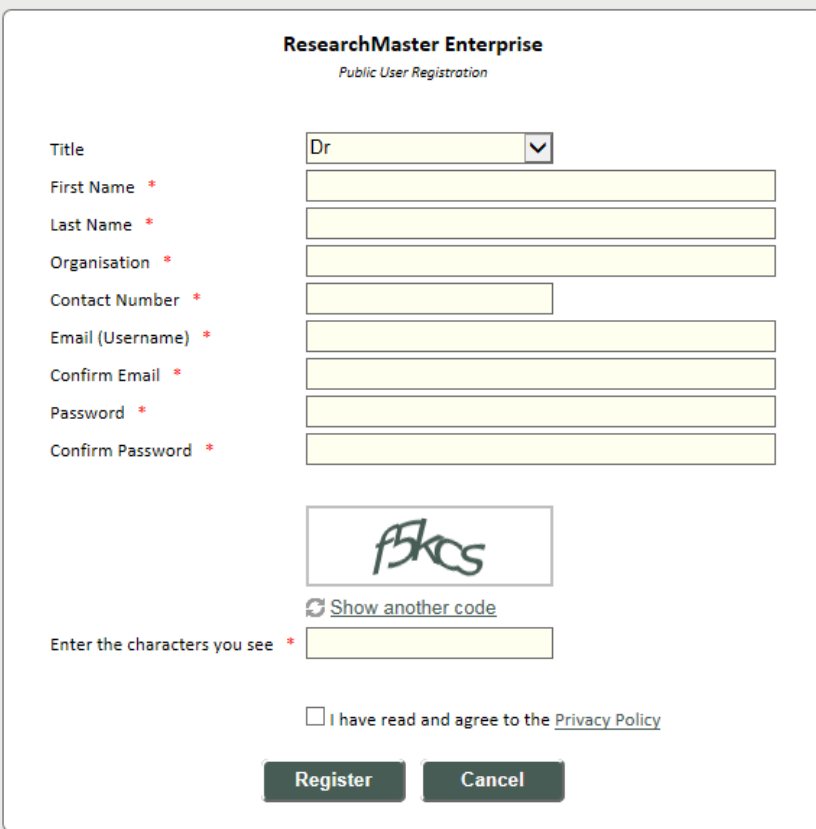
FIGURE 1

To enter a research application, applicants will need to register.

To register as a new user:

- Click on the **Register me as a new public user** link.

## 2.1 Registering as a new user



The screenshot shows a web form titled "ResearchMaster Enterprise" with the subtitle "Public User Registration". The form contains the following fields and elements:

- Title:** A dropdown menu with "Dr" selected.
- First Name:** A text input field with a red asterisk indicating it is required.
- Last Name:** A text input field with a red asterisk indicating it is required.
- Organisation:** A text input field with a red asterisk indicating it is required.
- Contact Number:** A text input field with a red asterisk indicating it is required.
- Email (Username):** A text input field with a red asterisk indicating it is required.
- Confirm Email:** A text input field with a red asterisk indicating it is required.
- Password:** A text input field with a red asterisk indicating it is required.
- Confirm Password:** A text input field with a red asterisk indicating it is required.
- Image:** A square image showing the letters "f5kcs" in a stylized font.
- Refresh Button:** A button with a circular arrow icon and the text "Show another code".
- Security Code:** A text input field with the label "Enter the characters you see" and a red asterisk indicating it is required.
- Privacy Policy:** A checkbox followed by the text "I have read and agree to the [Privacy Policy](#)".
- Buttons:** Two buttons at the bottom: "Register" and "Cancel".

FIGURE 2

- Complete the registration form (as shown in Figure 2).

The email address entered in this form will be your username and where all correspondence about your research applications will be sent.

- Once all details have been entered, select **Register**.

This will generate a confirmation email containing an activation link (valid for 72 hours) to complete the registration process.

Once registered, researchers can use their login details to access the research register to create and submit an application.

### 3 Home page

The home page of the MACS Research Register includes brief instructions on accessing and submitting research applications.

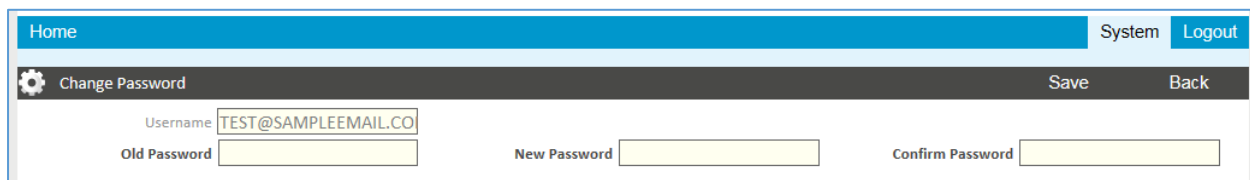
On this page researchers are able to:

- Access the list of all MACS research applications they have created or been linked to (through the **Applications** link).
- Create a new research application (through the **Applications** link).
- Change their password (through the **System** drop-down menu).
- Check their user profile (through the **Personnel** menu)

Home	Personnel	System	Logout
<h2>Welcome to the Melbourne Archdiocese Catholic Schools Research Register</h2> <p>You may wish to print out instructions on screen prior to commencing</p> <p><b>1. If you are a RESEARCHER and wish to:</b></p> <ul style="list-style-type: none"><li><b>a. Submit a NEW research application</b><ul style="list-style-type: none"><li>Click on 'Applications' link on the right</li><li>Click on 'Create Application' on the left</li><li>Fill in all mandatory fields and follow the e-form instructions.</li></ul></li><li><b>b. Complete an application already started, or check the status, or respond to feedback on an EXISTING application</b><ul style="list-style-type: none"><li>Click on 'Applications' on the right</li><li>Under 'My Applications' on the left, click on 'Draft' (if completing an application already started) or 'Pending' (if application is already submitted)</li><li>Select the relevant project from the table.</li></ul></li><li><b>c. Amend an approved/declined application</b><ul style="list-style-type: none"><li>Email <a href="mailto:research@macs.edu.au">research@macs.edu.au</a> stating the project number, title and principal researcher</li><li>In the email, clearly outline the amendments requested.</li></ul></li></ul> <p><b>2. If you are a Melbourne Archdiocese Catholic Schools EMPLOYEE and wish to:</b></p> <ul style="list-style-type: none"><li><b>a. Review and sign-off an application</b><ul style="list-style-type: none"><li>Click on 'Applications' link on the right</li><li>Click on 'For Review' on the left</li><li>Select the relevant application and follow the instructions stated in the email received from <a href="mailto:research@macs.edu.au">research@macs.edu.au</a></li></ul></li><li><b>b. Provide advice on an application, as requested by the Analysis, Policy and Research team</b><ul style="list-style-type: none"><li>Click on 'Applications' on the right</li><li>Click on 'For Review' on the left</li><li>Select the relevant application and follow the instructions stated in the email received from <a href="mailto:research@macs.edu.au">research@macs.edu.au</a></li></ul></li><li><b>c. Submit an internal commissioned research proposal</b><ul style="list-style-type: none"><li>Click on 'Applications' link on the right</li><li>Click on 'Create Application' on the left</li><li>Select 'Internal Commissioned Research' proposal, fill in all the mandatory fields and follow the e-form instructions.</li></ul></li></ul> <p>If you require assistance or support, please contact the Melbourne Archdiocese Catholic Schools, ICT Help Desk on (+613) 9267 0422.</p>		<p>Online Forms</p> <p><a href="#">Applications</a></p>	

FIGURE 3

## 3.1 Changing your password

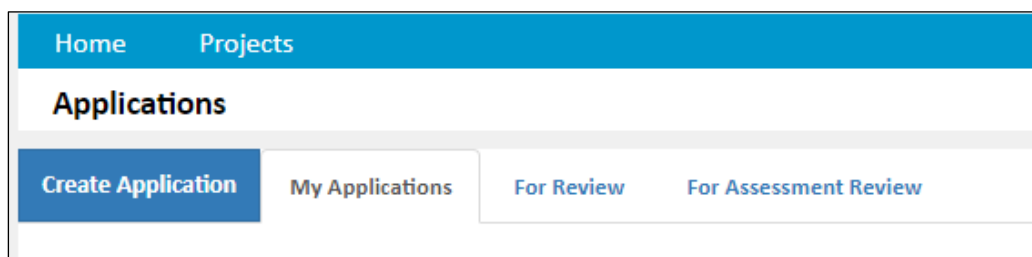


The screenshot shows a web interface for changing a password. At the top, there is a blue navigation bar with 'Home' on the left and 'System' and 'Logout' on the right. Below this is a dark grey header bar with a gear icon, the text 'Change Password', and buttons for 'Save' and 'Back'. The main content area has a light grey background. It contains a 'Username' field with the text 'TEST@SAMPLEEMAIL.CO', an 'Old Password' field, a 'New Password' field, and a 'Confirm Password' field. All password fields are empty and have a yellow background.

FIGURE 4

- Hover over the **System** menu in the top-right corner of the home page.
- Select **Change Password**.
- Complete the **Old Password**, **New Password** and **Confirm Password** fields.
- Select **Save**.

## 3.2 Search for an existing research application



The screenshot shows a web interface for managing research applications. At the top, there is a blue navigation bar with 'Home' and 'Projects' on the left. Below this is a white header bar with the text 'Applications'. Underneath, there is a light grey bar with four buttons: 'Create Application' (blue), 'My Applications' (grey), 'For Review' (blue), and 'For Assessment Review' (blue). The main content area is white and currently empty.

FIGURE 5

- Click on the **Applications** link on the right-hand side of the screen.
  - If no previous projects have been created under the username, the left hand menu will appear as shown in Figure 5.
  - If applications have previously been created under the username, submenus will appear under the *My Applications* heading.
  - Researchers will only be able to see research applications that they have either created or been linked to.

## 4 Application form

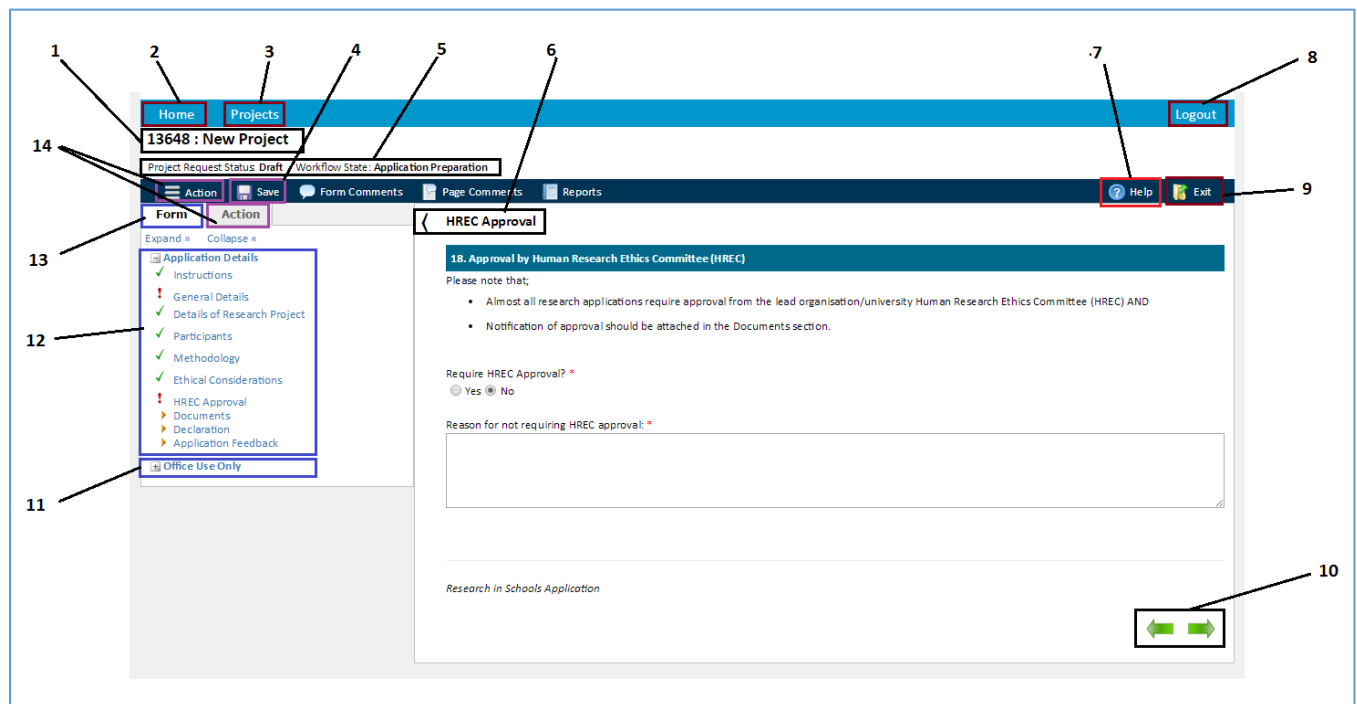


FIGURE 5

No.	Name	Description
1	Project No. and Name	MACS Project number (allocated automatically) and Title of research project
2	Home menu	Navigate to Home screen
3	Projects menu	Navigate to Applications screen
4	Save button	Save research application form. <b>Make sure to save the application form regularly before exiting and logging off.</b>
5	Application Status	Shows the current status of the Research Application
6	Page name	Current page name
7	Help button	Shows Help text for the current page. This duplicates help information shown in individual questions on the form page.
8	Logout	Logout of MACS Research Register.
9	Exit button	Exit the current application
10	Navigation arrows	Move to the previous or next page of the application form
11	Office use only	For MACS use only. Pages within this area are used during the review of the research application.
12	Application Details	List of pages within the research application form. These links can be used to navigate between pages. The icon to the left of each page name will show if all mandatory questions on the page have been answered or if the page has not been visited.
13	Form tab	Contains the application details and office use only sections
14	Action tab & menu	Lists the actions available for the research application form at its current status. The same list of actions is shown in both the Action tab and the Action menu.



# 5 New Applications

## 5.1 Creating and completing a new application

- Click on **Create Application** as in Figure 5.
- A new application form will be created and opened.
  - It will have an automatically allocated project number and title (*New Project*).

### Information Page

The new application will open on the information page.

**NOTE:** If the allowable character limit is not sufficient to respond to a question(s) within the application form, additional information can be uploaded as an attachment in the *Documents* section of the research application.

Are you familiar with Catholic Education Melbourne online eForms?

☐ Yes, I am familiar with online eForms.

☒ No, show me help information on how to use the form.

**Toolbar**

: Go to the previous page    : Go to the next page    : Save form

: Make/view comment(s) for the form    : Print Views and Snapshot(s)    : Make/view comment(s) for the current page

: View Help information    : Close form

**Navigation Panel**

**Form**    Review    Action

Expand »    Collapse »

Section

Page

**Section/Page details of the form.** As you move through the application the status of each page is indicated by the icon on the left.

- ✓ All answers in the page are valid
- ! There are mandatory questions in the page that have not been answered.
- ▶ The page has not been visited.
- ⌚ The page require revisit as parts of the content have been changed. This might be caused by changes occurred in other parts of the form.

**Reviewer group details.** This section will be enabled for nominated user groups only and when the current form is to be reviewed by a reviewer or reviewer group (e.g. CEM Review Group, committee review, etc.).

**CEM Review Group**    View/Manage the reviewer list in the reviewer group.

*Note: "CEM Review Group" is the name of the reviewer group which is used in this form. A different reviewer group might be chosen for the specific purposes of the reviewer group in your form.*

**Reviewer Assignment History**    View reviewer assignment changes and send notification to reviewers regarding these changes.

**Review Outcome**    View review outcomes that are entered by the reviewers.

**Form**    Review    Action

Return to Draft

Submit

Delete

**Available Actions.** You can find all form Actions (e.g. Submit Application) that are currently available from this section.

*Note: The available actions (e.g. Submit Application, Delete Application) will differ depending on the form which you are using and your current stage within the form.*

FIGURE 7

General Details Page

Q1. Type of Application

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

FIGURE 6

Most research applications will be new. However, if a research application is a major amendment it should be linked to the original proposal.

- Select the **Major amendment/s** option to open the search screen as shown in Figure 9.

Please select \*

☐ New research project

☒ Major amendment/s

Please search and select the approved application below. \*

Search Project Title/Code:

More Criteria

Linked Project Code	Project Title
No records to display.	

FIGURE 7

- If you know the **Project title** or **Code** enter this in the search box as shown in Figure 9.
- To search by researcher and/or Project status click on the **More Criteria** link to show extra fields (shown in Figure 10)
- Click **Search**.
- Select the application from the list.
- The new application form is now linked with the previous application.

Search Project Title/Code:

Investigator

--Please Select--

Project Status

--Please Select--

Search

Clear

Cancel

FIGURE 8

## Q2. Project title

The title should be brief and will be used to identify your research project.

- Type in your research project title.

## Q3. Summary

- Type in a summary of your research. It should be concise and include the major research question/s.

The screenshot shows two sections of the form. Section 2, titled '2. Project Title', has a label 'Title of Research Project: \*' and a text input field containing 'New Project'. Section 3, titled '3. Summary', has a label 'Please give a brief summary of your research question and project. (max 250 words) \*' and a large empty text area.

FIGURE 9

## Q4. Details of the Researchers

The fields record the name/s and email/s of researchers who need access to the online application form as well as the details of the Principal Researcher. **All people linked to the research application in this section will need to complete the declaration sign-off for the application form (see page 27).**

The screenshot shows section 4, titled '4. Details of the Researchers'. It includes an 'IMPORTANT' notice stating that all listed personnel need to be registered users and sign the declaration. A grey box provides instructions on how to register new users. Below this, two paragraphs explain the requirements for delegating a Primary Contact and Principal Researcher, and for allocating a Position to each person. At the bottom, there is a red asterisk, a help icon, an email input field, a search icon, and a 'More Criteria' link.

FIGURE 10

- Enter the email address of researchers to be linked to the application (as shown in Figure 12).

A new registered user can be added as described in Section 2.1 of this guide. These instructions are also included in the help text for this question (as shown in Figure 15).

When selecting a researcher to link to an application, the details screen (as shown in Figure 13) will expand to enable more details to be entered.

The screenshot shows a software window titled "MACS Research Register" with a dark blue header bar containing "Help" and "Exit" buttons. The main content area is a form for entering researcher details. At the top, there is a table with four columns: "Position", "Full Name", "Principal Researcher?", and "Primary Contact?". The first row of the table contains the values "Not Specified", "Ms Tess Ting", "No", and "No". Below the table, the form includes several fields and checkboxes. Two checkboxes are present: "Is this person the Principal Researcher? (Note: there must be a Principal Researcher) \*" with "No" selected, and "Is this person the Primary Contact for the project? (Note: there must be a Primary Contact) \*" with "No" selected. Below these are dropdown menus for "Position \*" (set to "Not Specified") and "Title" (set to "Ms"). Text input fields are provided for "First Name \*" (containing "Tess"), "Last Name \*" (containing "Ting"), "Full Name \*" (containing "Ms Tess Ting"), "Organisation Name", and "Email Address". At the bottom right of the form are "OK" and "Cancel" buttons.

Position	Full Name	Principal Researcher?	Primary Contact?
Not Specified	Ms Tess Ting	No	No

Is this person the Principal Researcher? (Note: there must be a Principal Researcher) \*

☐ Yes ☒ No

Is this person the Primary Contact for the project? (Note: there must be a Primary Contact) \*

☐ Yes ☒ No

Position \*

Not Specified

Title

Ms

First Name \*

Tess

Last Name \*

Ting

Full Name \*

Ms Tess Ting

Organisation Name

Email Address

OK Cancel

FIGURE 13

## Q5. Other Researcher/s

- Enter the details of researchers associated with the application who do not need to be involved with the MACS approval process.
- Up to 4 people can be added.

**5. Details of Other Researcher(s)**

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

☒ Yes  
☐ No

Please add the details of the external people who do not need access to this application

**Person 1**

Position \*  
Administration

Title \*  
Dr

First Name \*

Last Name \*

Contact Number \*

Email \*

Institution \*

Would you like to add another person?  
☐ Yes

FIGURE 14

## Q6. Other details


### Q6a. Who is the lead Organisation/University for this Research?


- Type the university name (or part thereof) in the **Select Partnership** field and click on the search icon to display the table of results.
- Select the name of the correct university/organisation.
  - Multiple organisations can be added to an application if needed but **only one** can be chosen as the lead organisation.

To view all of the listed organisations and universities, leave the **Select Partnership** field blank, and click on the Search icon. 

**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 \*

Select Partnership   [More Criteria](#)

Organisation / University code	Organisation Name	Primary Organisation ?
No records to display.		

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

FIGURE 15

### Q6b. Is the research contributing to a qualification?

If the research is contributing to a qualification:

- Select the Yes option
- Enter information about the qualification (as shown in Figure 16).

The screenshot shows a form titled "b. Is this research contributing to a qualification? \*". It has two radio buttons: "Yes" (selected) and "No". Below this is a section titled "Qualification Details for Student Researcher". It contains four fields: "Qualification Level: \*" with a dropdown menu showing "Not Specified"; "Qualification Name: \*" with a text input field; "Institution Name: \*" with a text input field; and "Institution Address: \*" with a text input field. At the bottom, there is a "Suburb: \*" label followed by a text input field.

FIGURE 16

### Q6c. Is the Principal Researcher employed in a Catholic School?

When the Yes option is selected, a free text field to enter this information will be shown.

- Enter the name of the school (including the suburb).

The screenshot shows a form titled "c. Is the Principal Researcher employed in a Catholic School? \*". It has two radio buttons: "Yes" (selected) and "No". Below this is a text input field with the label "Which School(s) ? Please specify the suburb/town. \*".

FIGURE 17

Example:

The screenshot shows a text input field with the label "Which School(s) ? Please specify the suburb/town. \*". The text entered in the field is "Caroline Chisholm Catholic College, Braybrook".

FIGURE 18


Details of Research Project

Q7a. Research Classifications

Each research application is classified according to the underlying theme. Up to two themes can be assigned to an application.

- The **Classification Type** field is the default and does not change.
- Select the most appropriate theme from the drop down **Classification Name/Code** list.
- Click **OK** to save, as shown in Figure 20.
- Once the first field has been saved a second may be selected, but only one can be chosen as the primary theme.

7. Research Classifications and Benefits


Choose the most appropriate theme/topic from the list provided. Please click on the  'Help' icon at the end of this question to see the full list of the classifications.

Enter the relevant theme in the 'Classification Name/Code' field and click on 'search' icon.

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. \* 

Classification Type:


Research Classifications (themes/toj ▼)

Classification Name/Code:



Classification Type	Classification Code	Classification Name	Primary?
No records to display.			

FIGURE 19

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


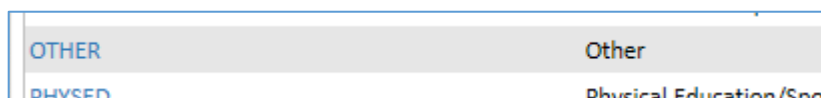
Classification Type	Classification Code	Classification Name	Primary?
Research Classifications (themes/topics) 			
<div><div>Classification Type *</div><div>Research Classifications (themes/topics) ▼</div></div>			
<div><div>Classification Code *</div><div>MATHNUM</div><div>Mathematics/Numeracy</div></div>			
<div><div>Classification Name</div><div>Mathematics/Numeracy</div></div>			
<div><div>Primary? *</div><div><div><input type="radio"/> Yes</div><div><input checked="" type="radio"/> No</div></div></div>			
<div><div>OK</div><div>Cancel</div></div>			

FIGURE 20

If your research is classified under a theme which is not included in the list:

- Select 'Other' from the list of available themes.



- Type the theme in the **Please specify 'Other'** field as shown in Figure 21.
- Click **OK** to save.

FIGURE 11

## Q 7b. – 7e. Research Benefits

The following questions are based on MACS' Research in School policy and reflect our priorities for research. We value your brief reflections on the benefits associated with your research. If you answer 'yes' to any of these questions, a text box will open for you to explain how.

FIGURE 22

## Q7f. Outline reasons for wanting to involve Catholic schools and the benefits to Melbourne Archdiocese Catholic Schools

- Type in the reasons for wanting to involve Catholic schools in your research and the benefits to Melbourne Archdiocese Catholic Schools.

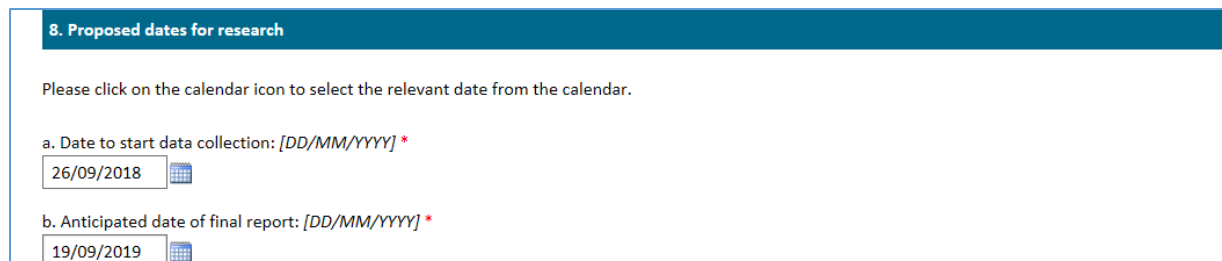


### Q7g. How will you help schools engage with the findings of the research?

- Provide an outline of how schools could engage with your research (e.g. professional learning sessions, resources, and/or a report with implications for the school).

### Q8. Proposed dates for research


The Research Register will generate a request for submission of a final report three months from the Anticipate date of final report.



**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] \*

26/09/2018 

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


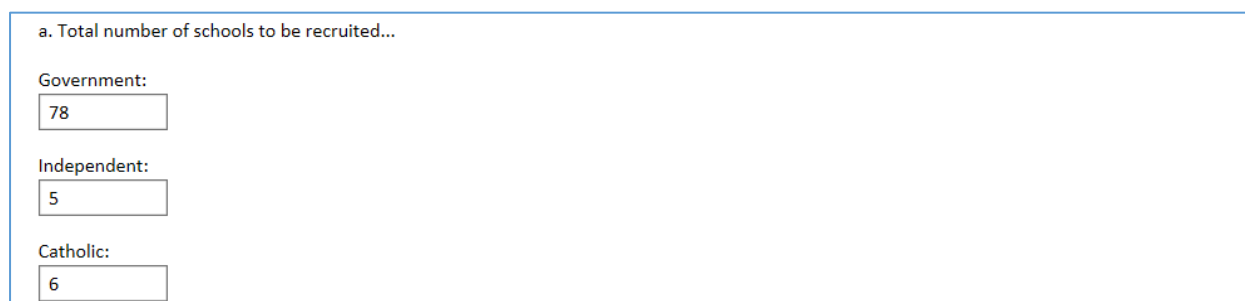
19/09/2019 

FIGURE 23

### Q9. Proposed research sample

#### Q9a. Total number of schools to be recruited

Enter the total number of Government, Independent and Catholic schools that you hope to recruit to your sample.



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

Government:

78

Independent:

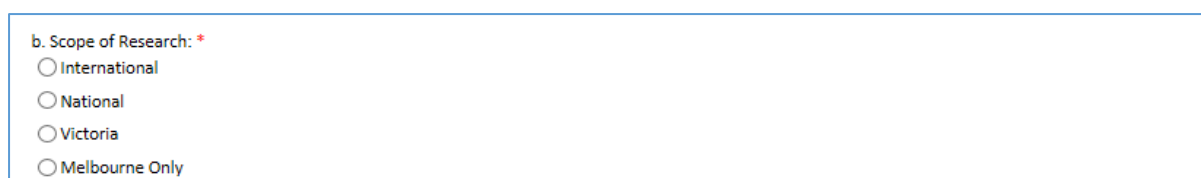
5

Catholic:

6

FIGURE 24

#### Q9b. Scope of Research



b. Scope of Research: \*

☐ International

☐ National

☐ Victoria

☐ Melbourne Only

FIGURE 25

- Select the appropriate option

### Q9c. Approval from other dioceses

*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

FIGURE 26

- Select the appropriate checkbox if your research is to be conducted in other Victorian Dioceses.

Melbourne Archdiocese Catholic Schools is only able to provide approval for researchers to approach Catholic schools within the Archdiocese of Melbourne. You can view a list of these schools on the [Melbourne Archdiocese Catholic Schools website](#). If researchers wish to approach Catholic schools in other Victorian dioceses they will need to approach the other dioceses directly to apply for approval.

#### Contact details for other dioceses

Diocese	Website
Ballarat	<a href="https://ceob.edu.au/publications/">https://ceob.edu.au/publications/</a>
Sale	<a href="https://www.ceosale.catholic.edu.au/work-with-us/conducting-research">https://www.ceosale.catholic.edu.au/work-with-us/conducting-research</a>
Sandhurst	<a href="http://www.ceosand.catholic.edu.au/">http://www.ceosand.catholic.edu.au/</a>

### Q9d. Number of Melbourne Archdiocese Catholic Schools to be approached

Select the correct description of what type(s) of Melbourne Archdiocese Catholic Schools are to be approached by school type from the drop down list. See Figure 27.

Not Specified

Other

Primary

Primary and Secondary

Secondary

Special

FIGURE 27

Enter the number of schools Melbourne Archdiocese Catholic Schools you hope to recruit in each category. Figure 28.

d. Please specify type and number of **Catholic Education Melbourne** 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.

CEM School Type \*

Primary and Secondary ▼

How many CEM primary schools will be part of the research? \*

8

How many CEM secondary schools will be part of the research? \*

6

FIGURE 28

Participants

Q10. Categories and number of research participants to be sought

At least one type of participant should be selected using the option buttons.

For each selected participant type indicate:

- How many are required.
- An estimation of time needed for their participation in the research.
- What they will be invited to do, e.g. survey, interview.

Please indicate **Catholic Education Melbourne (CEM)** participants only.

a. Will students be participating in the research?

☒ Yes

☐ No

How many CEM students? \*

77

Which year levels? \*

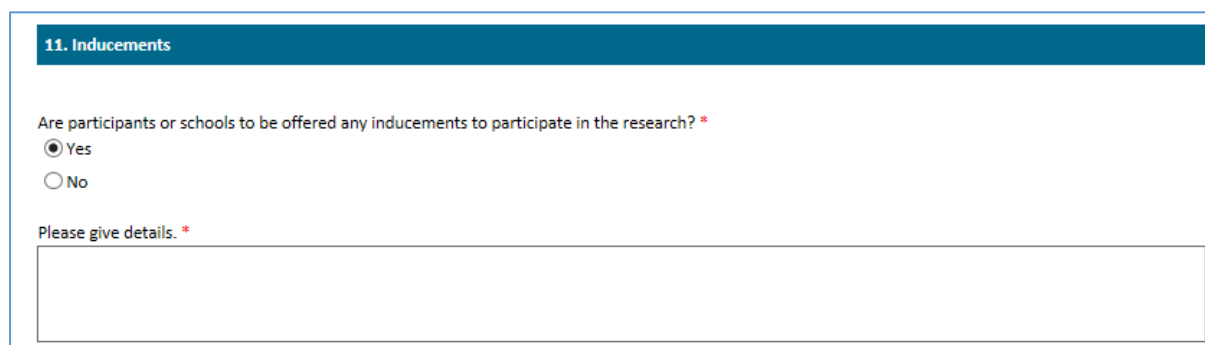
9

Include a time indication to participate in the research and what the participant is being invited to do. \*

ghi

FIGURE 29

## Q11. Inducements



**11. Inducements**

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

☒ Yes

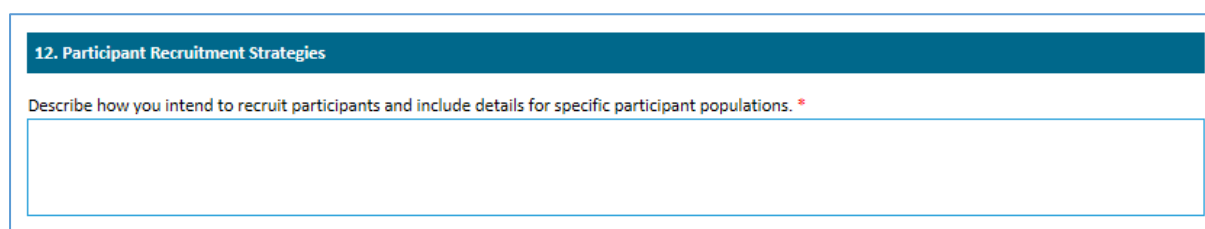
☐ No

Please give details. \*

FIGURE 30

- Record any inducements which will be offered to participants as an incentive or reward for participation in the research.

## Q12. Participant Recruitment Strategies



**12. Participant Recruitment Strategies**

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

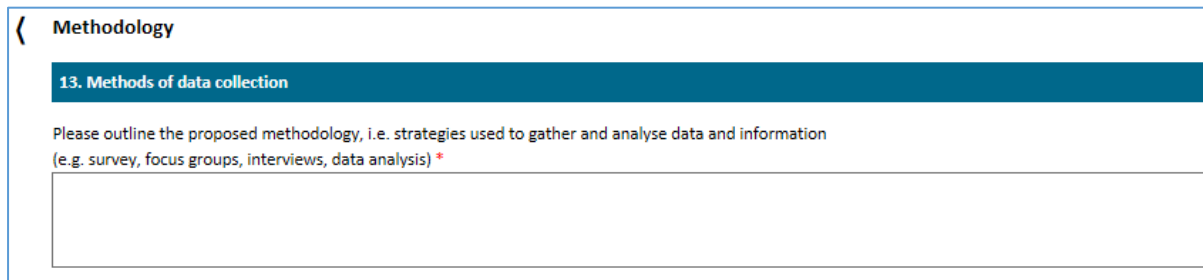
FIGURE 31

- Describe how participants are to be recruited.
  - If more than one participant type is to be recruited as part of your research ensure that any differences in recruitment strategy are clearly stated.

Copies of any promotional materials (e.g. flyers) need to be uploaded in the *Documents* section of the application form.

## Methodology

### Q13. Methods of data collection



The screenshot shows a form section titled '13. Methods of data collection' under a 'Methodology' header. The instruction reads: 'Please outline the proposed methodology, i.e. strategies used to gather and analyse data and information (e.g. survey, focus groups, interviews, data analysis) \*'. Below the text is a large, empty rectangular box for the user to provide their methodology.

FIGURE 32

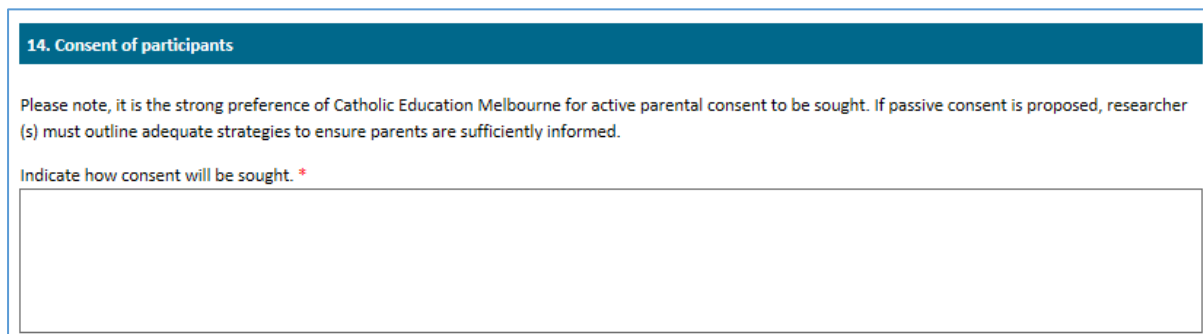
- Outline the proposed methodology

**Note:** All tools used (surveys, interviews, focus groups etc.) **MUST** be attached to the application for review. See page 24 for further information. Should there be any changes to these, the revised tools must be resubmitted.

Instructions for submitting changes after approval are included in Section 6.2.

## Ethical Considerations

### Q14. Consent of participants

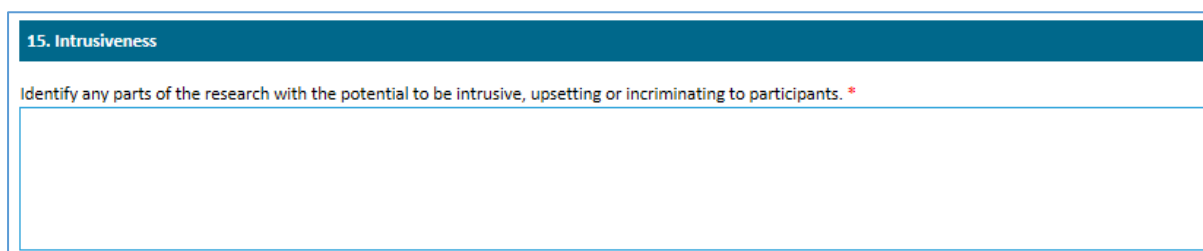


The screenshot shows a form section titled '14. Consent of participants'. The instruction reads: 'Please note, it is the strong preference of Catholic Education Melbourne for active parental consent to be sought. If passive consent is proposed, researcher (s) must outline adequate strategies to ensure parents are sufficiently informed.' Below this, it says 'Indicate how consent will be sought. \*' followed by a large, empty rectangular box for the user to describe their consent strategy.

FIGURE 33

- Summarise the methods by which consent will be sought for all participants.
  - Copies of all consent documents must be uploaded in the *Documents* section of the application.

### Q15. Intrusiveness



The screenshot shows a form section titled '15. Intrusiveness'. The instruction reads: 'Identify any parts of the research with the potential to be intrusive, upsetting or incriminating to participants. \*'. Below the text is a large, empty rectangular box for the user to identify potentially intrusive aspects of their research.

FIGURE 34

- Summarise the aspects of the research have the potential to be intrusive, upsetting or incriminating to the participants.

## Q16. Follow-up support

16. Follow-up support
Indicate what support will be made available for participants should it be required. *
<div></div>

FIGURE 35

- Summarise the measures that will be put in place to support participants during and after their participation.

## Q17. Outline of arrangements for protecting the confidentiality of data and ensuring the privacy of participants.

17. Provide outline of arrangements for protecting confidentiality of data and ensuring privacy of participants.
Refer to <a href="#">NHMRC Australian Code for the Responsible Conduct of Research 2007</a> and <a href="#">Privacy Act 1988 (Commonwealth)</a> . *
<div></div>

FIGURE 36

- Outline how data confidentiality and participant privacy will be protected.

Any data obtained from research participants (such as survey responses or interview transcripts) must be handled in a manner that is consistent with confidentiality requirements, legislation, privacy policies and other guidelines.

Appropriate arrangements must be in place for collection, storage and disposal of any data obtained from the research, and the privacy of participants must be preserved at all stages. For more information refer to the [NHMRC Australian Code for the Responsible Conduct of Research 2018](#) and the [Privacy Act 1988 \(Cth\)](#).

## HREC Approval

The NHMRC sets out guidelines for the review of research proposals by a Human Research Ethics Committee (HREC). Since research conducted in schools falls within the requirements of the NHMRC, approval from an Ethics Committee is normally required.

Researchers may apply for MACS approval while their application is being assessed by their HREC. However, researchers must **NOT** approach schools until they have submitted a copy of their notification of HREC approval to MACS. If modifications to the research are required by the HREC, researchers must submit all modifications to MACS for review.

Select if HREC Approval is required. See Figure 37.

- If Yes
  - type in name of HREC reviewing the proposal
  - if HREC has been obtained, type in approval date and expiry date
    - upload A COPY OF your HREC ethics approval notification by clicking on BROWSE to select the document from your computer and then click on UPLOAD see Figure 37.
  - if HREC has not been obtained, type in reason for this.
- If No
  - Type in reason HREC is not required

**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

**Note: Notification of approval should be attached in the Documents section.**

a) Name of the HREC which is reviewing the proposal: \*

b) Has HREC approval been obtained? \*

☒ Yes ☐ No

HREC obtained date \*

HREC expiry date \*

Please upload a copy of your HREC ethics approval notification

HREC Approval.docx

Remove

Upload

Browse ...

FIGURE 37

# Documents

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. \*

Add New Document

Name	Reference (Document Title)	Soft Copy
Letter of invitation to the Principal		
Plain Language Statement 1		
Plain Language Statement 2		
Plain Language Statement 3		
Research Instrument 1		
Research Instrument 2		
Research Instrument 3		
Consent Form 1		
Consent Form 2		
Consent Form 3		

Change page: < > | Displaying page 1 of 2, items 1 to 10 of 12.

FIGURE 38

Standard document categories have been included on the Documents page (Figure 38) as a guide to the requirement for documentation.

Name	Reference (Document Title)	Soft Copy
Letter of invitation to the Principal		
Plain Language Statement 1		
Plain Language Statement 2		

To upload a file click 'Browse' to find the file. When you have found the correct file click 'OK' to upload it. If you decide not to upload a file at this time click 'Cancel'

File

Browse...

Description (optional)

OK

Cancel

FIGURE 39

- To upload a new document click on the **Upload Document** icon for the relevant entry, navigate to the document and select **OK** to upload as shown in Figure 39.



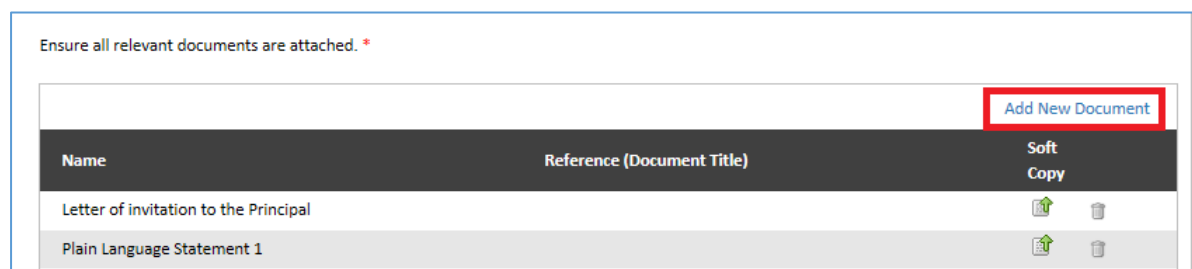


FIGURE 40

To upload a document not included in the standard document categories or additional documents for a particular category (e.g. Plain Language Statement 4) click on the **Add New Document** link at the top of the table as shown in Figure 40

- Enter the document category in the *Name* field of the upload window.

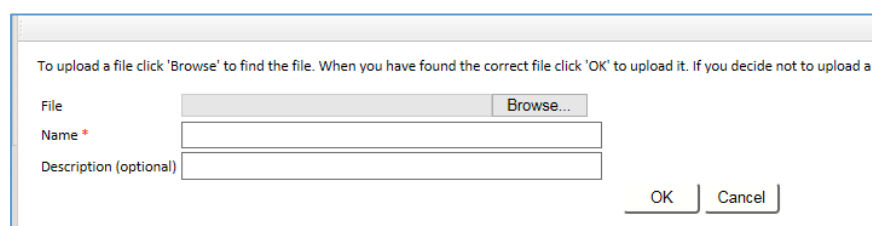


FIGURE 41

- Click OK to save.

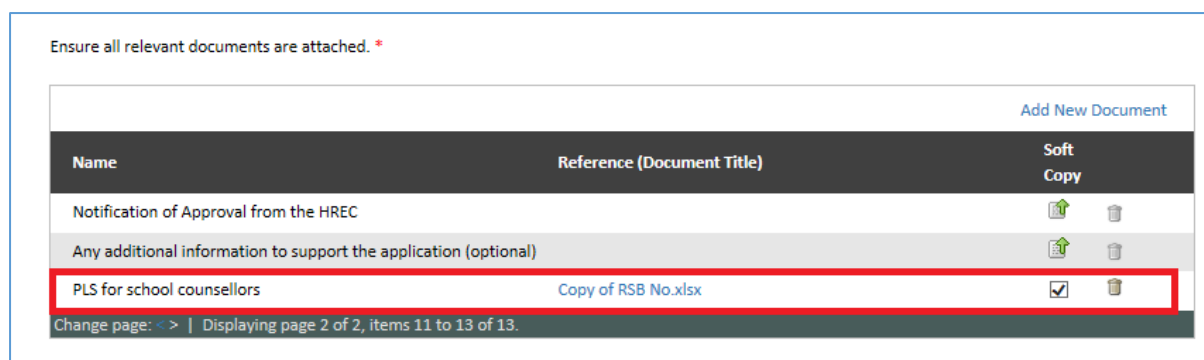


FIGURE 42

- The new document is added to the second page of the **Documents** table.

To remove a document which has been updated or uploaded in error,

- Deselect the checkbox in the **Soft Copy** column.
- Another version of the document can then be uploaded in its place, if needed.
- Once all documents have been uploaded click **Save** in the top menu bar.

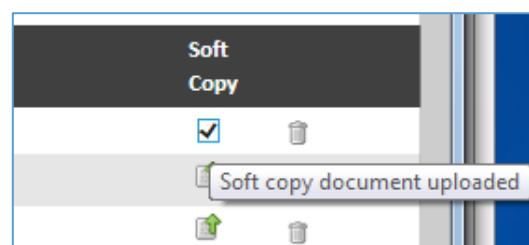


FIGURE 43

# Declaration

All Researchers entered in Q4 as needing access to the online form are required to complete the *Declaration*. All researchers must attest that the information included in the application form is true and correct.

Additionally, Melbourne Archdiocese Catholic Schools’ approval to conduct research is given on the understanding that a final report will be provided to MACS and participating schools.

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 Catholic Education Melbourne 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 Catholic Education Melbourne 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. \*

Full Name	Position	Declaration signed?
Ms Tess Ting	Student	

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.

FIGURE 44

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

Full Name	Position	Declaration signed?
Ms Tess Ting	Student	

FIGURE 45

To sign the Declaration:

- Click on your name or the pencil icon to open the declaration window, shown in Figure 45.
- Select the **I Accept** checkbox.
  - Sign-off date will auto-populate with the current date.

- Select **OK** to save.

Full Name	Position	Declaration signed?
Ms Tess Ting	Student	✓

The declaration for this researcher will now show as completed.

FIGURE 46

To advise other researchers that the application has now been completed and is ready for their review and declaration sign-off:

- Select **Request Sign-off** from the Action menu.
  - This is available through the tab on the left navigation bar, or through the top menu bar.
- An email will be sent to all researchers linked to the application requesting their sign-off and providing instructions for how to access the *Declaration* page.

**NOTE:**

If any page of the form is not complete an error message will be generated and the advice email will not be sent.

Home
Projects

! Application is incomplete or some answers are incorrect

Please complete all the mandatory questions before requesting sign-off

FIGURE 47

Each additional researcher will need to:

- sign into the Research Register using their username and password
- review application
- sign-off their Declaration as described above
- select **Sign-off Completed** from the **Action** menu to advise this has been done

Project Request Status: Draft Workflow St

Action Save F

Form Action

Request Sign-off

**Sign-off Completed**

Submit Application

Delete Application

Project Request Status: Draft Workflow St

Action Save Form Q

F Request Sign-off

**Sign-off Completed**

Submit Application

Delete Application

Submit Application

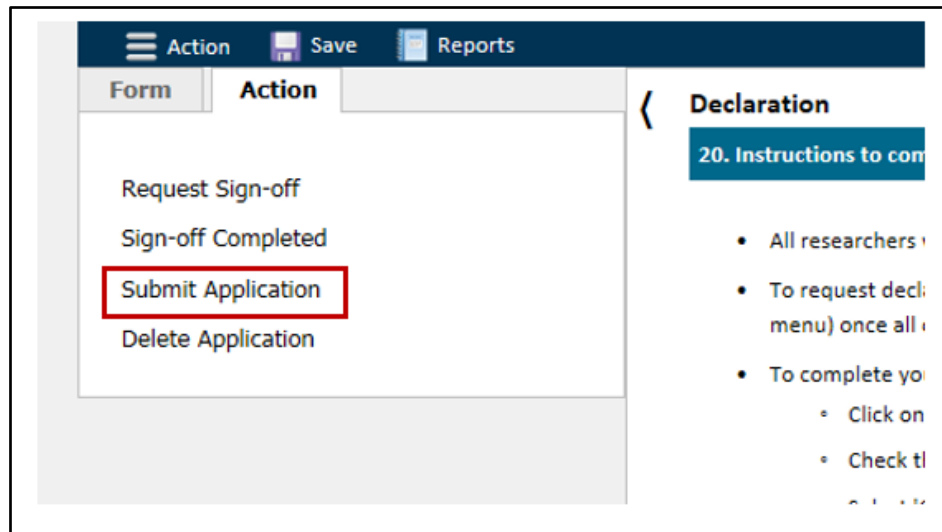
Delete Application

FIGURE 48

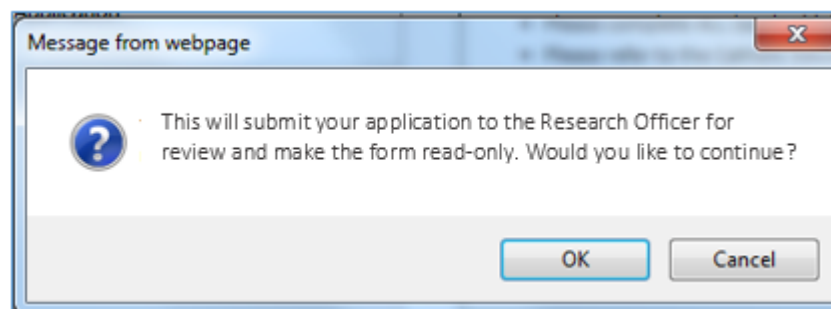
## 5.2 Submitting an application

Once all declarations have been signed off, the application is ready to be submitted to Melbourne Archdiocese Catholic Schools for review.

Select **Submit Application** from the **Action** menu.



- A warning message will be generated confirming that after submission the application form will be read-only.



- Once the application form has been submitted, researchers will only be able make changes to the application after discussion with the Research Officer.
- Select **OK**
- A confirmation message will be shown and the application will progress from *Draft* status to *Pending*.



FIGURE 49

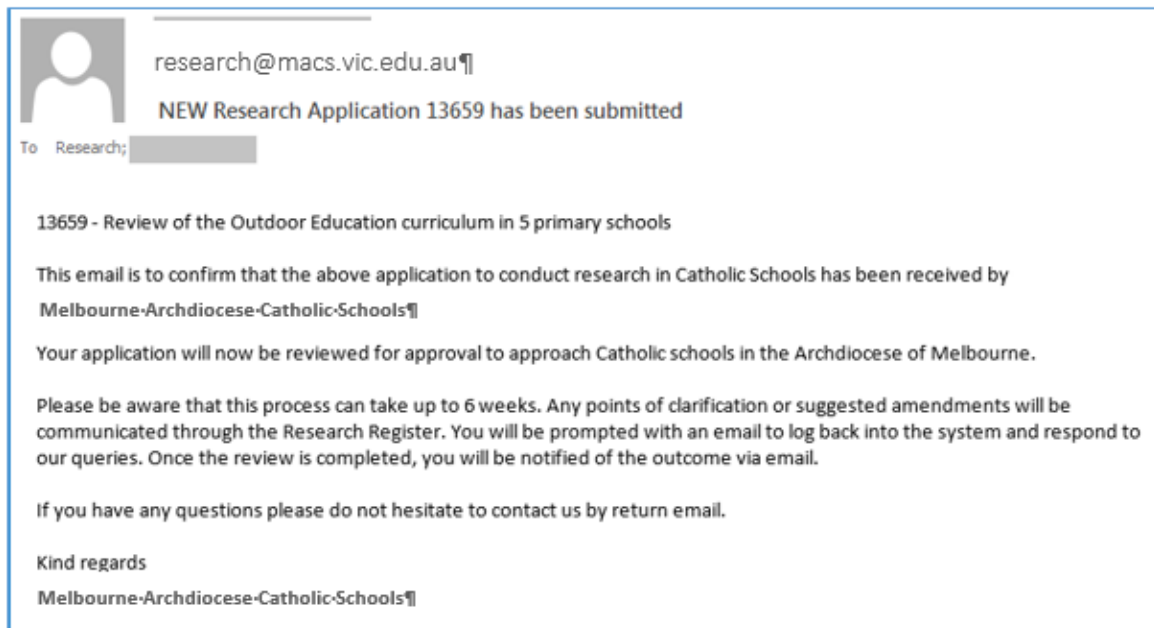


FIGURE 50

- An email advising of the submission of a new application will be sent to [research@macs.vic.edu.au](mailto:research@macs.vic.edu.au) and to the **Primary Contact** for the application, see Figure 50.

### 5.3 Review of a new application

Once an application has been submitted it will be reviewed by Melbourne Archdiocese Catholic Schools.

The MACS application preparation and review process is summarised as below.

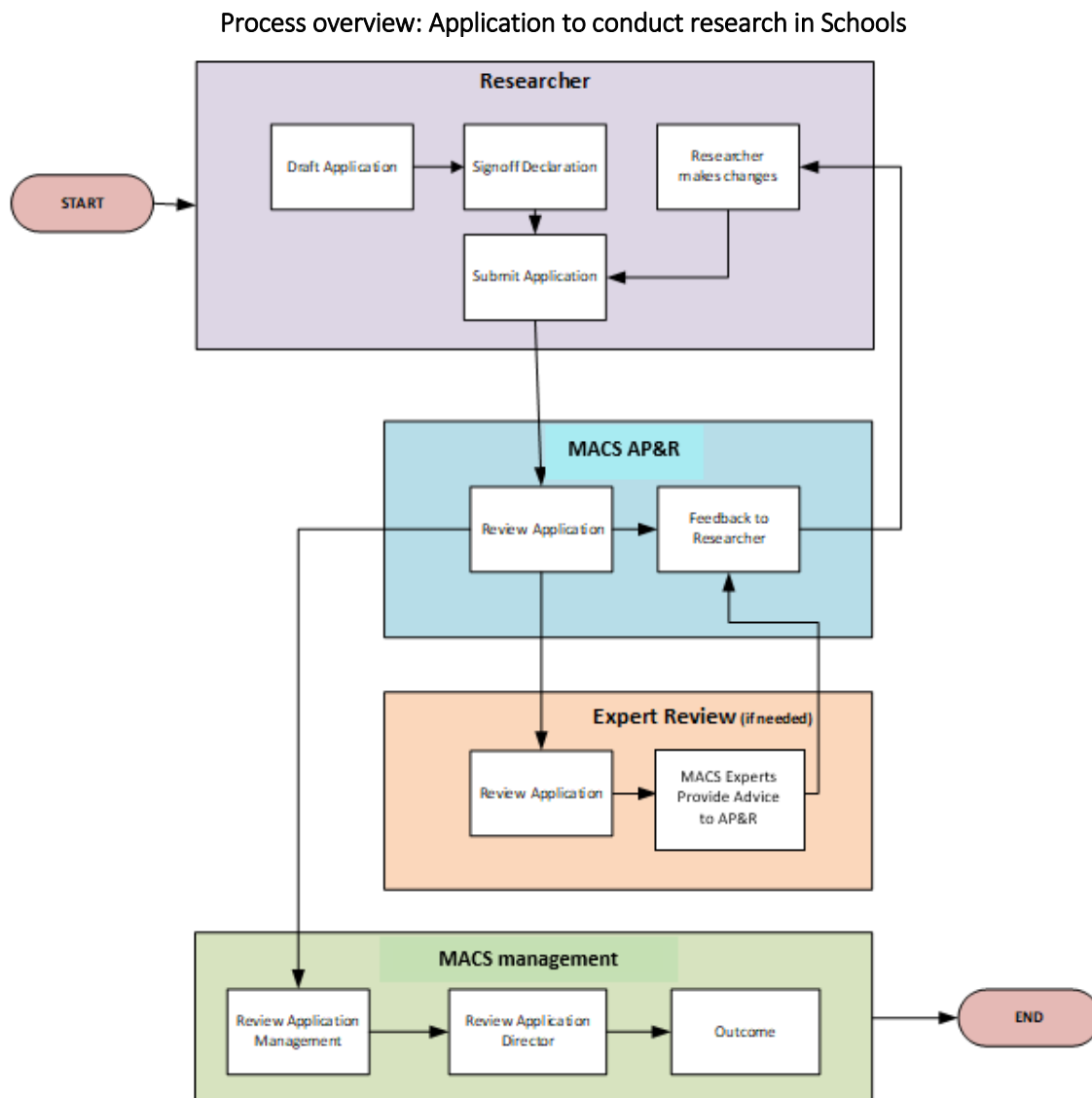
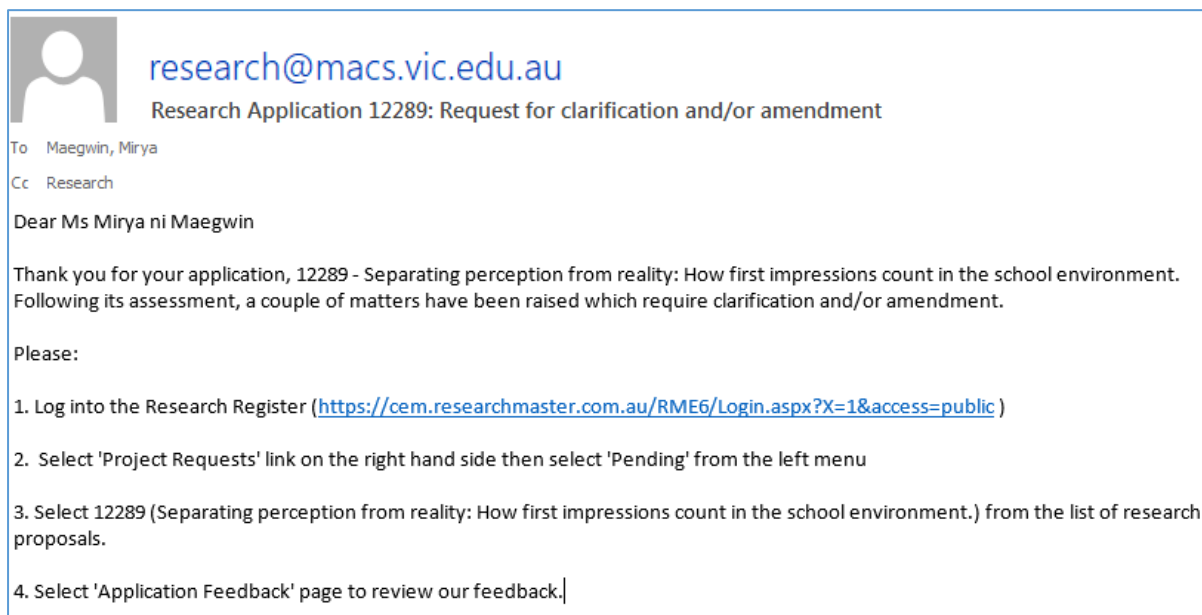



FIGURE 51

**NOTE:** The stages of the review will be managed by the Senior Research Analyst and all communications will be made through the Research Register.

If clarification about a research in schools application is needed, notes will be made within the application itself and an email will be sent to the *Primary Contact* for the application advising of this.



 **research@macs.vic.edu.au**  
Research Application 12289: Request for clarification and/or amendment

To Maegwin, Mirya  
Cc Research

Dear Ms Mirya ni Maegwin

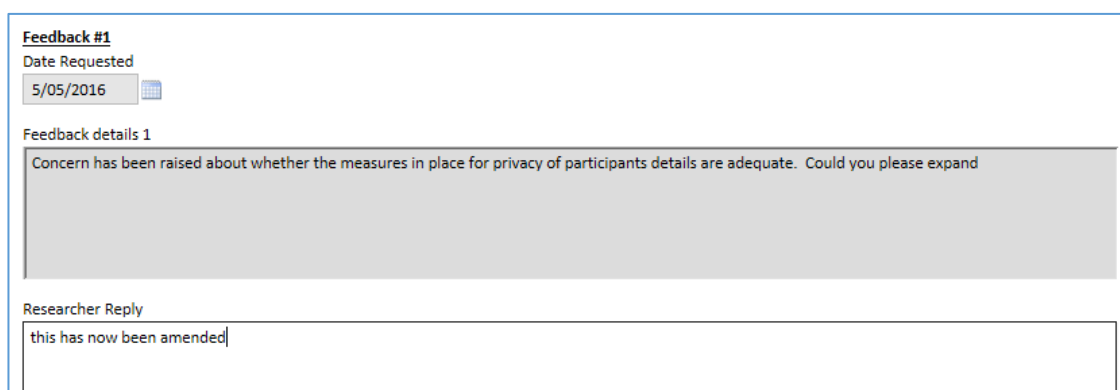
Thank you for your application, 12289 - Separating perception from reality: How first impressions count in the school environment. Following its assessment, a couple of matters have been raised which require clarification and/or amendment.

Please:

1. Log into the Research Register (<https://cem.researchmaster.com.au/RME6/Login.aspx?X=1&access=public>)
2. Select 'Project Requests' link on the right hand side then select 'Pending' from the left menu
3. Select 12289 (Separating perception from reality: How first impressions count in the school environment.) from the list of research proposals.
4. Select 'Application Feedback' page to review our feedback.

FIGURE 52

- Click on the link included in the email to log into the Research Register.
- Select the **Applications** link on the right then select **Pending** from the left menu.
- Select the correct application from list.
- Select the **Application Feedback** page from the left menu to view feedback which has been requested.
- The application form will now be unlocked so any necessary amendments or comments can be added.



**Feedback #1**  
Date Requested  
5/05/2016

Feedback details 1

Concern has been raised about whether the measures in place for privacy of participants details are adequate. Could you please expand

Researcher Reply

this has now been amended

FIGURE 53

- Once changes have been made, select **Resubmit Application** from the *Action* menu.
- An email advising of the submission of a new application will be sent to [research@macs.vic.edu.au](mailto:research@macs.vic.edu.au) and to the *Primary Contact* for the application.

**NOTE:** Some research applications may have several rounds of feedback requests as they progress through the review cycle.

## 5.4 Outcome of a new application

When an application to conduct research in Catholic schools has progressed through all stages of the MACS review process, the **Principal Contact** and **Primary Researcher** will be advised of the **Outcome** of the review.

There are four possible outcomes for a research application.

1. Approved
2. Not Approved
3. Withdrawn
4. Referred out

### Approved

If an application is **Approved**, the confirmation email will include the eight standard conditions under which the approval is granted. Once this email has been received researchers may approach schools in the Archdiocese of Melbourne to participate in their research with a copy of the approval from MACS.

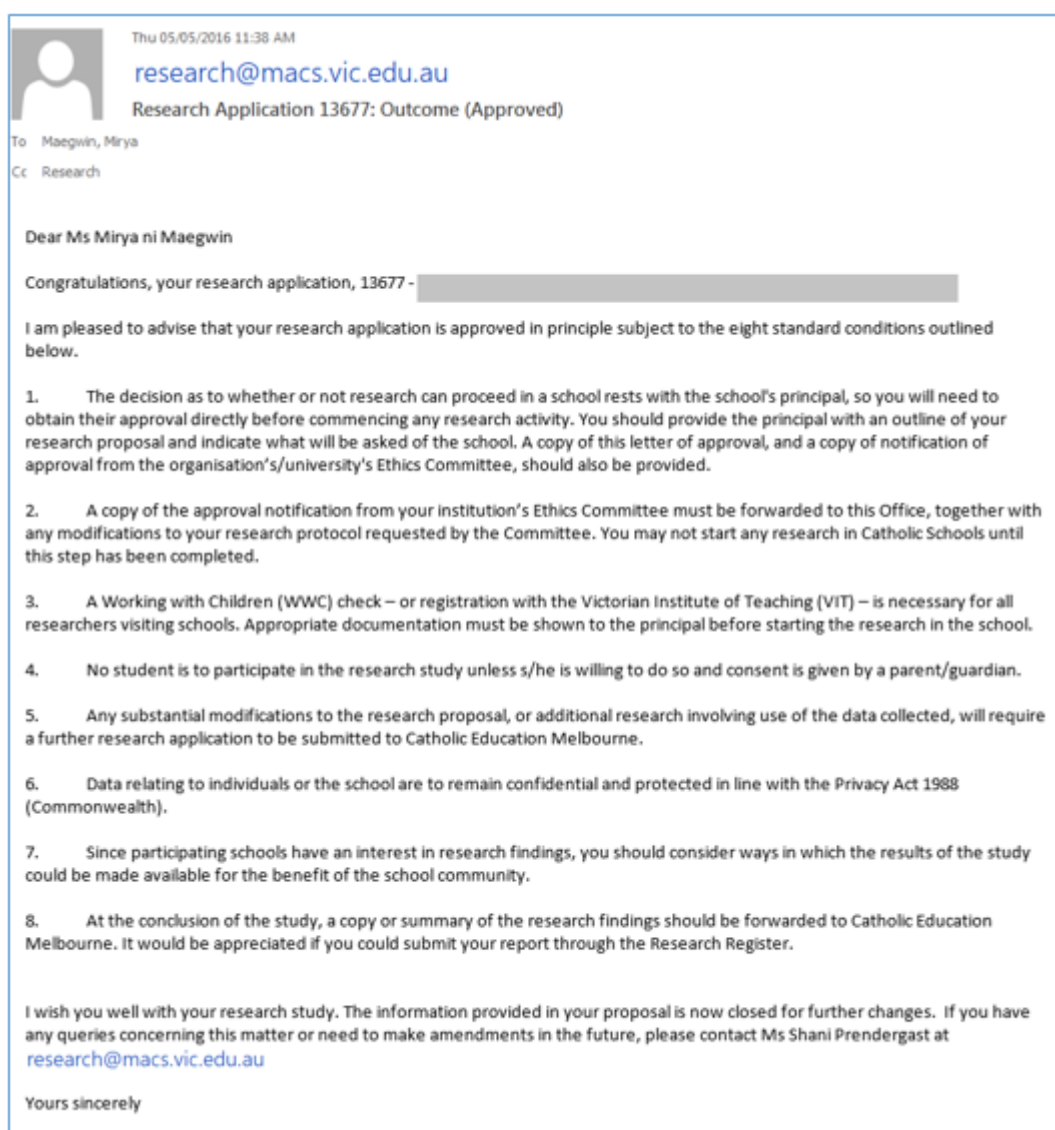
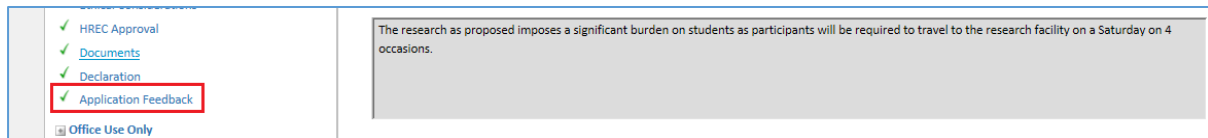


FIGURE 54



## Not approved

If an application is **Not Approved**, it will be generally only after feedback and consultation between MACS and the researcher. If the decision is to not approve a particular research application, the grounds for this decision will be recorded in the outcome comments field in the **Application Feedback** page.



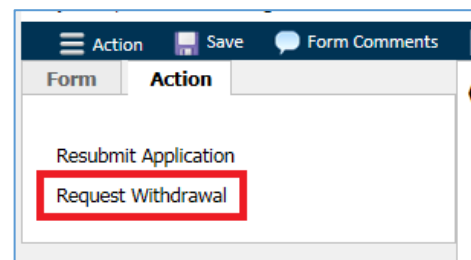
The screenshot shows a sidebar on the left with a list of steps: 'HREC Approval', 'Documents', 'Declaration', 'Application Feedback' (highlighted with a red box), and 'Office Use Only'. The main area on the right contains a text box with the following feedback: 'The research as proposed imposes a significant burden on students as participants will be required to travel to the research facility on a Saturday on 4 occasions.'

FIGURE 55

## Withdrawn

A researcher can **Withdraw** their research proposal by:

- selecting **Request Withdrawal** from the **Action** menu as shown in Figure 56.
  - this can be requested while the application is being reviewed by MACS, that is, while it is at *Pending* status.
- A **Request for Withdrawal** email is sent to [research@macs.vic.edu.au](mailto:research@macs.vic.edu.au) and the **Primary Contact**.
- Researchers should *also* email [research@macs.vic.edu.au](mailto:research@macs.vic.edu.au) with the reasons for withdrawal of the research application.
- Once MACS has received the **Request to Withdraw** email they will send a **Withdrawn** outcome confirmation email to the researcher.



The screenshot shows a dropdown menu with the title 'Action'. It contains two options: 'Resubmit Application' and 'Request Withdrawal' (highlighted with a red box). The menu also has 'Form' and 'Save' tabs at the top.

FIGURE 56

## Referred Out

Melbourne Archdiocese Catholic Schools can only approve applications to conduct research in schools within the Archdiocese of Melbourne. If a researcher wishes to approach schools outside the Archdiocese of Melbourne, they need to contact the relevant diocese for approval. If a research application only involves Catholic schools outside the Archdiocese of Melbourne, a **Referred Out** outcome email will be sent.

Prior to this decision being made generally there will have been feedback and consultation between the researcher and MACS to clarify whether all schools proposed to be approached are outside the Archdiocese of Melbourne.

### Websites for other dioceses

<i>Diocese</i>	<i>Website</i>
Ballarat	<a href="https://ceob.edu.au/publications/">https://ceob.edu.au/publications/</a>
Sale	<a href="https://www.ceosale.catholic.edu.au/work-with-us/conducting-research">https://www.ceosale.catholic.edu.au/work-with-us/conducting-research</a>
Sandhurst	<a href="http://www.ceosand.catholic.edu.au/">http://www.ceosand.catholic.edu.au/</a>

## 6 Amending an application

### 6.1 Pre-Outcome (while under review by MACS)

If a researcher wishes to make an amendment to an application while it is under review by MACS they will need to email [research@macs.vic.edu.au](mailto:research@macs.vic.edu.au) advising of their project number, title and principal researcher. The email should include a summary of the change requested.

If the research in schools application form is currently unlocked due to MACS having requested feedback from the researcher for some aspect of their application, amendments are able to be made in the Research Register.

Examples of amendments which may need to be made by email while an application is still under review are:

- linking an additional researcher who needs to have access to the application form
- additional supporting documents need to be uploaded to the application

Depending on the nature of the amendment, MACS may unlock the application form and request that the researcher makes the amendment within the application itself.

### 6.2 Post-Outcome (Minor Amendment)

If a researcher wishes to make an amendment to an application which has previously been approved by MACS they will need to email [research@macs.vic.edu.au](mailto:research@macs.vic.edu.au) advising their project number, title and principal researcher. The email should include a summary of the change requested.

Examples of **minor** amendments which may need to be made by email after the application has already been approved are:

- advice and evidence that ethics approval for the research have been extended.
- revised research instruments, e.g. a new survey.
- addition of an additional researcher to the application form
  - additional researchers may require access to the form in which case they will need to be a registered user of the system.

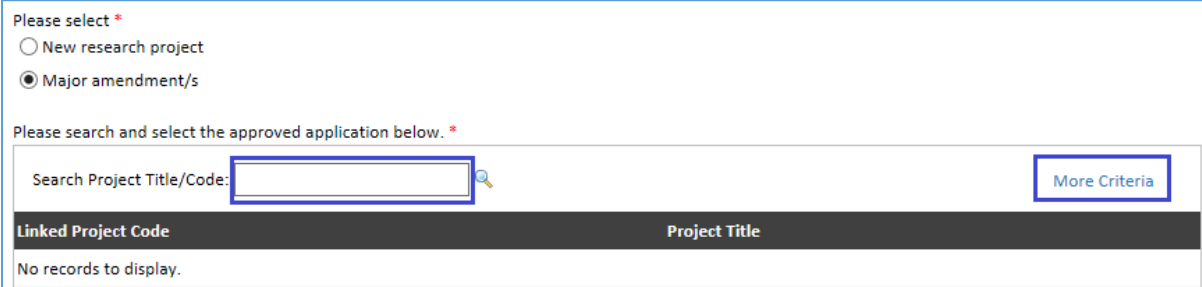
In general, MACS will make note of these minor amendments in the approved application form and upload any relevant documents on the researcher's behalf.

## 6.3 Post-Outcome (Major Amendments)

If an approved research application is entering a new phase *or* the original approval was more than three years ago, a major amendment application may need to be submitted.

To submit a **major** amendment

- Log into the MACS Research Register and click on the **Applications** link on the right of screen.
- Click on **Create Application**
- A new application form will be created and opened with a default project number and title.
- Select the appropriate option on the **Instructions** page and navigate to the second page (**General Details**).




Please select \*

☐ New research project

☒ Major amendment/s

Please search and select the approved application below. \*

Search Project Title/Code:  

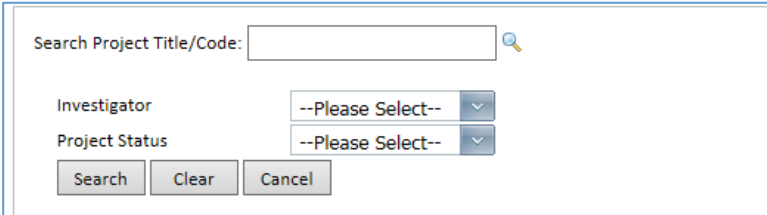
[More Criteria](#)


Linked Project Code	Project Title
No records to display.	


FIGURE 57

At **Question 1** select the **Major amendment/s** option to open the search screen, as shown in Figure 58.

If you know the **Project title** or **Code** it can be entered in to the search box.



Search Project Title/Code:  

Investigator  


Project Status  

FIGURE 58

To expand your search to include researcher and/or Project status, click on the **More Criteria** link, as shown in Figure 58

- Click on the **Search** button to display results, as shown in Figure 58.
- Pick correct application from list.
- The new application form will now be linked to the previous application.
- Continue to complete the application form as for a new application.

## 7 Contact Details

For technical assistance contact the ICT Helpdesk at Melbourne Archdiocese Catholic Schools on (+613) 9267 0422 (8am – 5pm, Monday to Friday) or [ictsupport@macs.vic.edu.au](mailto:ictsupport@macs.vic.edu.au)