



### How long will it take to find out if my application has been approved?

Melbourne Archdiocese Catholic Schools (MACS) processes applications on a rolling basis and accepts applications all year round. If the research project is considered to have a negligible or low risk, and the application is well prepared (requiring minimal modifications), approval usually takes between two to three weeks. However, more complex applications or those missing documentation may take up to six weeks for approval.

### Why haven't I heard anything from MACS about my application?

An application cannot be processed if the applicant does not submit the form. Once all required personnel have signed the declaration, the creator of the application must go to the toolbar on the left-hand side and select **Submit Application** (see below).

If the form is not submitted, it remains in draft format and MACS is not notified of the application.

**Note:** When the form is submitted, a confirmation email from MACS will be sent and the project request status will change from 'Draft' to 'Pending', see below.

The screenshot shows the application submission interface. On the left is a 'Toolbar' with buttons: Save, Go to Status Override, Request Sign-off, Submit Application (circled in red), Delete Application, Submit Application (Admin), and Reports. On the right is a list of application entries. The top entry shows 'Status: Draft' and 'Workflow State: Application Preparation'. The bottom entry shows 'Status: Pending' and 'Workflow State: Assess Stage 1', with a red arrow pointing to the 'Submit Application' button in the toolbar.

### Do I need human research ethics committee approval before I submit my application?

No, application can be submitted before you receive university human research ethics committee (HREC) approval. However, MACS will not finalise its approval until the ethics approval notification is provided.

### Why do I need MACS approval as well as HREC approval?

MACS, as with all other public and Catholic educational jurisdictions across Australia, requires that research in schools be centrally reviewed and approved. Each jurisdiction has their own priorities and policies, shaped by factors such as strategic plans, research priorities and for Catholic schools, religious ethos. Our review takes into account aspects of the project that a university HREC may not. We represent our school communities and advocate on their behalf for research projects that maximise benefit, minimise disruption and actively seek to engage schools.



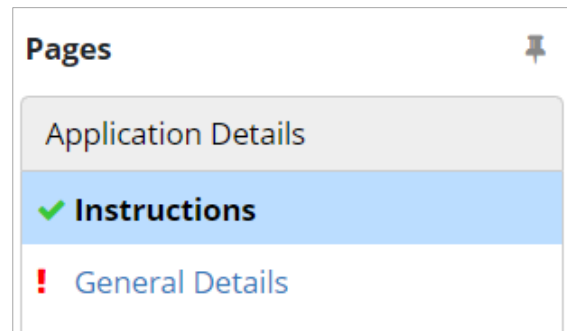
## Why can't I submit my application?

A red exclamation mark (!) indicates that there is an error on a page (generally this means that there is missing information).

The form cannot be submitted if there is an error. . Firstly, check that all questions with a red asterisk (\*) have been answered.

If there is an error alert on the **General Details** page, it is likely to be one of the following issues:

- In Question 4, you need to allocate both a Principal Researcher **and** a Primary Contact. These can be the same person or they can be two different people.  
**Note:** The person filling in the form will automatically be set as the Primary Contact.
- People listed in Question 4 must be allocated a 'position' and cannot be left as the default 'not specified' (double-click on their name to edit).



## My project involves multiple educational jurisdictions across Australia. Do I really have to apply to each one?

Many jurisdictions, including MACS, will accept the Australian Association for Research (AARE) in Education's National Application Form – to conduct research in schools in more than one state or territory in Australia.

This means researchers only need to prepare one application, however, they need to submit the application separately to participating jurisdictions.

A copy of the guidelines and form is available from the [AARE](#) website.

**Note:** MACS will only review and approve the national application for schools located in the Archdiocese of Melbourne. Researchers need to apply separately to each Catholic diocese that may have participating schools.

Submit the form and all attachments to the MACS Performance, Data and Reporting team via [research@macs.vic.edu.au](mailto:research@macs.vic.edu.au).

## Does MACS accept applications for research in Catholic schools throughout the whole of Victoria?

No, MACS only accepts applications for schools located in the Archdiocese of Melbourne. The map on the following page provides a guide to the areas covered by each Catholic diocese in Victoria. Alternatively, you can search for a school using the directory on the [Victorian Catholic Education Authority](#) (VCEA) website.



## Map of Victoria's Catholic dioceses



Each dioceses has their own procedures for approving research in schools.

| Diocese   | Research information   |
|-----------|--|
| Melbourne | <a href="#">Researchers in Catholic Schools and Access to Data</a> |
| Ballarat  | <a href="#">Research</a>   |
| Sale      | <a href="#">Conducting Research</a>                                |
| Sandhurst | <a href="#">Research</a>   |

### Do I need to reapply if there are changes to my project after it is approved?

For minor changes to the design of your research or instruments (e.g. you decide to include a focus group or you want to include more questions on a survey), you will need to provide MACS with the following information:

- project number
- project title
- name of the principal researcher
- clear details of the amendments
- copies of any changed documentation.

Submit this information to the Performance, Data and Reporting team at [research@macs.vic.edu.au](mailto:research@macs.vic.edu.au). MACS will then review the changes and let you know if approval still stands.

For significant changes to the project aims, methodology, participants or recruitment strategies, you may need to submit a new application.

If your original application was made more than three years ago, you will need to submit a new application.

## What information needs to be included in the final research report to MACS?

It is a condition of MACS approval that researchers submit their research findings to MACS and participating schools at the conclusion of their study. The final report should include:

- the title of the research
- the name of the principal researcher and their organisation or institution
- a summary/abstract of the research
- the rationale for the research and how it sought to add value to education
- the research questions and hypotheses that were explored
- a brief outline of the research design and methodology
- findings in relation to the research questions
- implications of the findings for schools and the broader education community.

### Still need help?

For further queries related to your research application, please contact the Performance, Data and Reporting team at MACS on 03 9267 0228 or via email [research@macs.vic.edu.au](mailto:research@macs.vic.edu.au).

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