Diocese of Sale
Catholic Education Ltd

Inspiring Faith Inspiring Learning

APPLICATION TO CONDUCT RESEARCH IN CATHOLIC SCHOOLS

Instructions

Instructions to all applicants:

- Please complete ALL (applicable) questions, using the spaces provided and/or attaching additional pages/documents where necessary.
- Please refer to Diocese of Sale Catholic Education Limited (DOCSEL) *Research in Catholic Schools Policy*.

Enquiries:

Diocese of Sale Catholic Education Ltd
Phone: (03) 5622 6600
Email: director@doscel.catholic.edu.au

General Details

1. Type of Application

Please select
☐ New Research Project ☐ Major Amendment/s

2. Title of Research Project

3. Summary

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

Details of the Researchers

4. Name of Applicant(s)

Title: Given Name: Surname:

Phone: Fax: Email:

Address:

Suburb / Town: State: Postcode:

This is the address to which a letter of approval (if granted) will be sent

Names of other applicants:

5. Other Details

Is this research contributing to a qualification?
☐ Yes ☐ No

If yes, please specify the qualification level, name and institution to which it is attached

Is the Principal Researcher employed in a Catholic school?
☐ Yes ☐ No

If yes, please name the supervisor's name, the school and its location

Details of Research Project

6. Research Classification and Benefits

a. Will the research directly support and improve student learning, wellbeing and/or engagement?
☐ Yes ☐ No

b. Will the research directly strengthen school leader, teacher and/or parent capability?
☐ Yes ☐ No

c. 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

d. Will the research directly seek to engage schools as important and respected stakeholders in educational research?
☐ Yes ☐ No

e. Outline reasons for wanting to involve Catholic schools and the benefits to DOSCEL (max. 2000 characters)

f. How will you help schools engage with the findings of the research?
e.g. Professional Learning sessions, resources, report with implications for schools

7. Proposed dates for research project

Start date: Click or tap to enter a date.

Anticipated end date: Click or tap to enter a date.

8. Proposed research sample

a. Total number of schools to be recruited:

Government Independent Catholic

b. Scope of research:

☐ International ☐ Victoria

☐ National ☐ Regional Victoria only

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

a. I will be seeking approval from:

☐ Ballarat Diocese ☐ Melbourne Diocese ☐ Sandhurst Diocese

b. Please specify the number of **DOSCEL** schools for each type below you wish to engage in your research

Primary	Secondary

Participants

9. Approximate number of participants to be sought (from DOSCEL schools)

Please indicate **DOSCEL** participants only.

a. Will students be participating in the research? ☐ Yes ☐ No
If yes, please indicate the number and year level of students

b. Will parents be participating in the research? ☐ Yes ☐ No
If yes, please indicate the number of parents

c. Will teachers be participating in the research? ☐ Yes ☐ No
If yes, please indicate the number of teachers

d. Will principals be participating in the research? ☐ Yes ☐ No
If yes, please indicate the number of principals

e. Will there be other participants involved in the research? ☐ Yes ☐ No
If yes, please indicate the number and type of participants

10. Reasons for wanting to involve Catholic schools in the research project:

11. Inducements

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

☐ Yes ☐ No

If 'Yes', please give details:

12. Participant Recruitment Strategies:

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

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):

Ethical Considerations

14. Consent of participants

Please note, it is the strong preference of DOSCEL 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:

15. Intrusiveness

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

Include time allocation and other commitments for students, schools and other participants.

Primary Parents Teachers Principals Other

16. Follow up support

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

17. Confidentiality and privacy

Provide an outline of arrangements for protecting confidentiality of data and ensuring privacy of participants:

Refer to *National Statement on Ethical Conduct in Human Research 2023* and *Privacy Act 1988, Commonwealth*

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 must be attached to this application form.

Require HREC Approval?

☐ Yes ☐ No

If 'Yes', please give details and attach approval once obtained:

Documents

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

Please note that:

- The list below is a guide for what documentation is required as part of your application.
- If you wish to attach further materials which are not displayed in the list, please do so.
- When attaching documents, be sure to name them clearly with their purpose AND audience in the title. For example: Plain Language Statement for Students.
- Ensure all relevant documents are attached.

☒ if attached

☐ Letter of request to principal
☐ Plain Language Statement (PLS) describing the research – for principal
☐ PLS – for participants (written in a style appropriate to their age)
☐ PLS – for parents (if applicable)
☐ Copy of all research instruments (e.g. surveys, interview questions)
☐ Consent Form for participants
☐ Consent Form for parents (if students are participants)
☐ Notification of approval from the HREC (if available*)
☐ Any additional information to support the application (optional)

*If HREC notification is not yet available, it must be sent to the DOSCEL before schools are approached.

20. Agreement to provide reports and to grant DOSCEL the right to publish a summary of the research findings report:

I agree to provide Diocese of Sale Catholic Education Ltd (DOSCEL) with a full copy or summary of the findings of the research described in this application.

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

I grant DOSCEL the right to publish an edited summary of the research findings using either the print or electronic media.

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

_____ _____/ /_____

Signature of Applicant Date:

(If emailing this form, please type your name and date here)

21. Declaration:

I declare that the above information is true and correct.

_____ _____/_____/_____

Signature of Applicant Date

(If emailing this form, please type your name and date here)

Return this application and attachments by post to:

Director of Catholic Education
Diocese of Sale Catholic Education Ltd
PO Box 322
WARRAGUL VIC 3820

or

Email: director@doscel.catholic.edu.au