

CONDUCT RESEARCH POLICY

DIOCESE OF WAGGA WAGGA

Policy Number	05/06
Policy Name	Conduct Research Policy
Applicability	Anyone who wishes to conduct research in diocesan schools
Contact Person	Directorate
Policy Status	Policy
Date of Approval	2004
Date Last Amended	2006
Related Policies/Documents	Privacy Policy
Review Period:	2008

The title of your research proposal

A **brief overview** of the research project, describing in particular the research procedures and the extent of student, teacher and parental involvement in the project.

A **brief description outlining the benefits of the research** to the participants.
For example, how will teachers and students benefit from your research?
Please specify any long term and more general benefits for Catholic schools in the Diocese of Wagga Wagga.

A **brief description of the research design and methodology** and any strategies to be employed to ensure validity and reliability. Copies of data collection instruments, where available, should be attached.

<p>A letter outlining the nature of the research must accompany approaches to school principals seeking approval to conduct research in respective schools for which they are responsible and the commitments required of the school staff. A copy of <i>this letter</i> must be included with the proposal.</p>
<p>If appropriate to your research project, specify how you intend to obtain personal approval for contact with students in our schools and include examples of permission letters/consent forms.</p>
<p>Provide details of procedures for establishing confidentiality and procedures for protecting privacy of the participants including information management practices. Information should only be collected for the purpose of this research application. Any subsequent use of information must be clearly outlined in your application and must have ethical approval from a university ethics committee.</p>
<p>List the schools or groups that will be asked to participate in the research. Include the name of the school and the suburb.</p>

Indicate the period of the year during which the research activity will commence and be concluded. Also indicate the **estimated amount of time required** of the school and any individual participants in the research.

All applications must be signed and dated by the Principal researcher.

Please attach a copy of the Ethical Clearance approval from your university/institution.

Approval by the Catholic Schools Office

Please note that any submissions to conduct research in schools in the Diocese of Wagga Wagga require approval from the Catholic Schools Office.

Reporting to the Catholic Schools Office

It is a condition of approval that, upon completion of a project, the researcher will provide the Catholic Schools Office, Diocese of Wagga Wagga, with a copy of the research findings and provide the schools in which the research was carried out with a summary of the research findings, along with permission for the Catholic Schools Office, Diocese of Wagga Wagga, to disseminate reports to its personnel.

Please refer to **Form C** "Agreement to provide research findings to the Catholic Schools Office, Diocese of Wagga Wagga".

Research not directly related to education

The Catholic Schools Office will only give approval for non-educational research projects to have access to schools where there is a demonstration of significant public benefit outweighing the inconvenience to school communities.

Copyright

Staff employed in Catholic schools and the Catholic Schools Office in the Diocese of Wagga Wagga who wish to conduct research need to be aware that, where a publication is made by an employee in the course of employment and as part of the employee's usual duties, the first owner of copyright will usually be the Catholic Schools Office, Diocese of Wagga Wagga, as the employer.

Any enquiries in this regard should be forwarded to the Director of Schools for consideration.

Commercial Gain

It is not the intention of the Catholic Schools Office, Diocese of Wagga Wagga to provide approval for research that is undertaken primarily for commercial or material gain.

Form A

Confidential Declaration by Principal Researcher

(Where a research project involves any contact with a school in the Diocese of Wagga Wagga)

1. I am aware of and will comply with the special responsibilities associated with undertaking research with children and young people, specifically, my responsibilities and obligations under the *Child Protection (Prohibited Employment) Act 1998*.
2. I declare that there are no other circumstances or reasons that might preclude my undertaking research with children and young people.
3. In relation to assistants conducting research with children and young people with me, and/or on my behalf, I will ensure that they will be made aware of the special responsibilities associated with undertaking research with children and young people, specifically, their responsibilities and obligations under the *Child Protection (Prohibited Employment) Act 1988* (See **Form B** for assistant researchers).

Signature of Principal Researcher

Date

Form B

Confidential Declaration by Assistant Researcher(s)

(Where a research project involves any contact with a school in the Diocese of Wagga Wagga)

- i.) I am aware of and will comply with the special responsibilities associated with undertaking research with children and young people, specifically, my responsibilities and obligations under the *Child Protection (Prohibited Employment) Act 1998*.
- ii.) I declare that there are no other circumstances or reasons that might preclude my undertaking research with children and young people.

Signature of Assistant Researcher

Date

Form C

Agreement to provide Research findings to the Catholic Schools Office,
Diocese of Wagga Wagga

- As Principal Researcher:
- I agree to provide the Catholic Schools Office, Diocese of Wagga Wagga, with a copy of the research findings of the proposed study upon completion.
- I agree to provide participating schools with a summary of the research findings.
- I understand that, if the Catholic Schools Office, Diocese of Wagga Wagga, wishes to disseminate the report more widely, this will be done in consultation with me.

Signature of Principal Researcher

Date

Supervisor's Report

Name of Principal Researcher:	
Title of research proposal:	
Name of Referee:	
Referee's position:	Institution:
Referee's address:	
Telephone:	Fax:
E-Mail address:	
Relationship to researcher:	
Please comment on the following aspects of the proposal, in relation to the submitted applications.	
<ul style="list-style-type: none"> • Significance, purpose and value of the research 	
<ul style="list-style-type: none"> • Appropriateness of the research design 	

<ul style="list-style-type: none">• Methodological adequacy and viability
<ul style="list-style-type: none">• Ethical considerations
To what extent do you consider the principal researcher to be capable of undertaking the research described in the attached proposal?
Is this proposal exempt from ethical approval? Yes / No
If exempt, for what reasons?

Supervisor's Signature

Date