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<b>RESEARCH, LEARNING &amp; DEVELOPMENT</b>	<b>Application to Undertake Research (internal)</b>	RLD-F-7.02
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*Please refer to the SDN Research Guidelines* (Available at [www.sdn.org.au](http://www.sdn.org.au))

- Title of research project**  
(Provide a brief 'snappy' title and tell us what question you are trying to answer or problem you want to solve or better understand)

- Overview of the project**  
Clearly state the purpose of the research, who the participants in the research will be and how the research will be undertaken. Give as much detail as you think necessary to clearly explain your proposed project including its proposed participants, resources needed to undertake the research/investigation and how you will go about the investigation.

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3. How will you ensure that participants are fully aware of your research; do not feel obligated to participate; will not feel compromised and know that they may withdraw at any time? (please attach letter explaining the research to your proposed participants).

4. **Proposed project commencement date:** \_\_\_\_\_ **Completion date:** \_\_\_\_\_  
(Projects must not commence without the written approval of the Research Committee and should commence within 2 months of the approval date).

5. **Is the research part of a funded project?** Yes [ ] No [ ]  
If yes, please indicate the name of the project

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6. **Is the research a requirement of funding?** Yes [ ] No [ ]

7. **Has ethics approval already been obtained from another body?**

- Yes [ ] No [ ]
- If yes, from what organisation?

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**8. I agree (please tick all boxes):**

- to abide by SDN's Intellectual Property Policy
- to abide by SDN's Confidentiality and Privacy Policy
- not to begin the research described by me in this application until SDN has given me its written approval
- that upon beginning the research, immediately there will come into existence a contract between me and SDN, the terms of which will be:
  - a. that I will conduct the research in accordance with this application and with the terms and conditions of SDN's written approval;
  - b. that consistently with the terms of my employment by SDN, all intellectual property inherent in everything I create in conducting the Research or recording or reporting the results of the Research will be the property of SDN.
  - c. that consistently with the terms of my employment with SDN, I will at all times (except with CEO's written consent) keep confidential all information (that is unrelated to the research) about SDN, SDN's activities, or the SDN staff or other people who participate in the research obtained by me in conducting the Research.
- to provide the Research Ethics Committee with a short report within 2 months of the date of approval on the progress of the investigation.
- that if the research project has not commenced after 2 months of receipt of approval this approval lapses.
- To lodge with Research Ethics Committee a copy of the final report within 3 months of conclusion of the research.

**9. Name and contact details of Applicant**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No. \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Discussed with & supported by Manager: \_\_\_\_\_  
(name of Manager) (signature of Manager)

Supporting statement by Manager:

\_\_\_\_\_  
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**Date of approval:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

Please submit 3 hard copies of the application (including attachments) to:  
**Chief Executive Officer, SDN Children's Services**  
**PO Box 654, Broadway NSW 2007**  
**Fax: 9213 2401**

<p><b>Office use only:</b></p> <p>Final report lodged on (date): _____</p>
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