



RESEARCH & EVALUATION	Application for Research or Evaluation at SDN (internal)	RE-F-7.02
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Please refer to the *Guidelines for Research and Evaluation at SDN* when completing this form (available at www.sdn.org.au)

1. Title of project

2. Name and position of Lead Applicant

Name: _____

Position: _____

Office/Centre: _____

3. Other applicants

(List the names, position, qualifications and research role of others involved as researchers)

Name	Position	Project Role

4. Brief description of project (approx 50-100 words)

Provide a brief summary of your project, including what question you are trying to answer or problem you want to solve or better understand.

5. Overview of the project (approx 1-2 pages)

Clearly provide a justification for the project, the purpose of the project, and the questions you hope to answer.

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6. Participant recruitment and consent (1-2 pages)

Who will be the participants in your project? What is the target number? How will they be selected and recruited? If children are to be included, what special measures will you take to protect and respect their rights to assent to participate? How will you ensure that participants are aware and informed of your project, and freely consent to participate or not? (If you are using a written document, such as a Participant Information Sheet, Letter of Invitation and/or Participant Consent Form to communicate this information, please attach copies to your application. You should consult the *Guidelines for Research and Evaluation at SDN* when preparing these documents.)

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7. Project methods (approx 1-2 pages)

Outline the proposed methods or approaches you will use to undertake your project, including what will be required of the participants in your project. Where applicable, you should attach copies of sample questionnaires, outlines of semi-structured interviews, or focus group discussion guides as part of this application.

8. Addressing potential risk of harm

Please indicate how the project will address the nature and extent of possible risk of harm to participants.

8.1 Possible physical stress or discomfort of participants

8.2 Possible psychological distress or discomfort of participants

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9. **Will this project specifically target participation by Aboriginal and Torres Strait Islander children/families?** Yes [] No []
If yes, please indicate what special considerations and provisions have been made to ensure the project is culturally appropriate and sensitive to the needs of Aboriginal and Torres Strait Islander families and communities.

10. **Privacy, confidentiality and publication of results**
Please indicate the provisions that you have made for privacy/confidentiality and safe keeping of information collected during the project. How will the project results be reported? To whom will the results be available?

11. **Dates for commencement and completion of the project**
Anticipated commencement date: _____
Anticipated completion date: _____

Projects must not commence without the written approval of the Research Ethics Committee and should commence within 2 months of the approval date.

12. **Is this project part of a course/degree undertaken by one or more of the applicants?** Yes [] No []
If yes, please provide the name of course/degree(s), and the enrolling institution(s)

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

14. **Is this project a requirement of funding?** Yes [] No []

15. **Has ethics approval already been obtained from another body?** Yes [] No []
If yes, please confirm you have attached a copy of this approval. Yes []

16. **Supporting documentation**

Ensure that you have attached the relevant supporting documents to your application (please tick those that apply):

- Participant information sheets, letters of invitation and/or consent forms
- Interview schedules, questionnaires, surveys, or focus group discussion guides
- Ethics approval granted by another institution

17. **Declarations and undertakings**

I agree (please tick all boxes):

- that the information provided in this application is correct to the best of my knowledge
- that I have read the document *Guidelines for Conducting Research at SDN* and agree to abide by the principles of ethical practice as outlined in the document
- that I have liaised with SDN's Director of Research and Evaluation, and other appropriate Senior Leadership Team members about this project
- to abide by SDN's Intellectual Property Policy with regards to this project and its findings
- to abide by SDN's Confidentiality and Privacy Policy with regards to this project, the data collected and their interpretation and dissemination
- to begin the research described in this application only after I have received written approval from SDN's Research Ethics Committee
- that upon beginning the project, a contract will be established between me and SDN, the terms of which will include:

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- a. that I will conduct the project in accordance with this application and with the terms and conditions of SDN's written approval;
- b. that, consistent with the terms of my employment by SDN, all intellectual property inherent in everything I create in undertaking the project or recording or reporting the results of the project will be the property of SDN;
- c. that, consistent with the terms of my employment with SDN, I will at all times (except with the CEO's written consent) keep confidential all information (that is unrelated to the project) about SDN, SDN's activities, SDN staff or other people who participate in the project.

- to provide the Research Ethics Committee with a short initial progress report within 2 months of the approval date for this project
- that if the project has not commenced after 2 months of receipt of approval, this approval lapses
- to inform SDN's Research Ethics Committee if any significant changes occur to the nature or conduct of the project, as approved, or if the project is discontinued
- to provide the Research Ethics Committee a final report within 3 months of conclusion of the project
- to ensure that all data collected during the project, including completed surveys, questionnaires, interview transcripts, observational notes, etc, either on paper or in electronic form, are lodged with the Director of Research and Evaluation within 3 months of conclusion of the project, where they will be stored securely for one year and then appropriately destroyed.

18. Name and contact details of Applicant

Name: _____

Address: _____

Email: _____ Tel: _____

Signature: _____ Date: _____

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This application must be endorsed and signed by the appropriate SDN Senior Leadership Team member, and Director of Research and Evaluation, as per the sections below.

19. Endorsement by SDN Senior Leadership Team member

Name: _____ Signature: _____

Supporting statement by SLT member:

20. Endorsement by Director of Research & Evaluation

Name: _____ Signature: _____

Three hard copies of the application must be submitted with all necessary signatures and attachments to:

SDN Research Ethics Committee Secretariat
c/- SDN Children's Services
PO Box 654, Broadway NSW 2007

Tel: 9213 2411 Fax: 9213 2461

Office use only:

Final report lodged on (date): _____

Date of REC approval: _____ Signed: _____