



Conducting Research at Catholic Schools Parramatta Diocese

Research Application Guidelines

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1. Introduction and Purpose

This document outlines the principles and processes that apply to conducting research at the Catholic Schools Parramatta Diocese (CSPD). These guidelines are designed to support potential external researchers, and researchers internal to CSPD, to make sound decisions about their research application.

2. Scope

These guidelines apply to all staff, external researchers and students.

3. Definitions

Application means the [CSPD application to conduct research form](#)

CSPD means the Catholic Schools Parramatta Diocese and includes the Support Teams and schools.

NHMRC means Australian National Health and Medical Research Council.

Research Committee is the CSPD standing committee convened under the *CSPD Committees and Working Group Guidelines and Charter of Delegations*.

SFTP means Secure File Transfer Protocol which allows for the transfer of files between computers on a network. FTP is the storage mechanism that provides secure transfer of files of varying sizes and file formats.

4. Research Principles

- 4.1. CSPD values quality ethical research that supports its Mission, [Strategic Intent](#), [Core Domains and Priorities](#), and Governance obligations.
- 4.2. CSPD strongly encourages research that:
 - 4.2.1. is from a strong evidence base and rigorous in its design and methodologies
 - 4.2.2. meets the requirements of the Australian National Health and [Medical Research Council's National Statement on Ethical Conduct in Human Research 2007 \(Updated 2018\)](#)
 - 4.2.3. meets all privacy, security and storage regulatory requirements
 - 4.2.4. is aligned to CSPD's Mission and [Strategic Intent](#)

- 4.2.5. demonstrates a clear benefit to CSPD (i.e. students, teachers, school communities or system), and
 - 4.2.6. extends educational research, contemporary theory and/or good practice.
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5. Application Process

- 5.1. Applicants for research must complete the online form, as indicated on the [CSPD website](#), with details about the research.
 - 5.2. Completed applications should be submitted to research@parra.catholic.edu.au.
 - 5.3. Applications will be considered if they are accurate and complete.
 - 5.4. The CSPD Research Committee meets monthly during school term to make determinations about research applications. It then makes recommendations to the Director Learning, who will approve or reject the application.
 - 5.5. Applications will be assessed according to the criteria for research approval in Clause 6 of this Policy and Procedure.
 - 5.6. Applications will be assessed as soon as possible. It may take up to 10 weeks from receipt of the application to assess it and inform the applicant.
 - 5.7. The Research Coordinator will inform the applicant in writing if their Application has been successful or unsuccessful.
 - 5.8. Successful applicants will be provided with a CSPD letter of approval which the applicant must reference when approaching a school principal, or CSPD staff member (if relevant), for permission to undertake the research.
 - 5.9. The letter of approval may contain conditions of approval with which researchers must adhere.
 - 5.10. Unsuccessful applicants will be provided with a letter from CSPD indicating the reasons for the outcome.
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6. Application Assessment Criteria

- 6.1. Applications are assessed by the CSPD Research Committee taking into account:
 - 6.1.1. the [National Statement on Ethical Conduct in Human Research 2007 \(Updated 2018\)](#)
 - 6.1.2. the [Guidelines for Ethical Conduct in Research with Aboriginal and Torres Strait Islander Studies Peoples and Communities](#)
 - 6.1.3. the requirements of the [Privacy Act 1988\(Cth\)](#)

- 6.1.4. the applicant's responsibilities and obligations under the [Children's Guardian Act 2019 \(NSW\)](#), [Child Protection \(Working With Children\) Act 2012 \(NSW\)](#) and the [Child Protection \(Working With Children\) Regulation 2013 \(NSW\)](#)
 - 6.1.5. the need to minimise disruption to the work of schools
 - 6.1.6. the potential risks as a result of any research conducted
 - 6.1.7. the potential benefits of the research to enhance the mission of CSPD , the education of students at CSPD including contributing to the capacity of teachers, student learning outcomes, and the overall progress of school communities.
- 6.2. Research that extends beyond the matters in Clause 6.1 will only be considered if it is demonstrated that the findings may have a potential benefit to the participant themselves.
- 6.3. All required supporting documentation must accompany research applications as listed in Clause 7.2 and also listed in the application form.
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7. Approval Conditions

- 7.1. Where the Research Committee has considered the Application has met the criteria outlined in Clause 6, applicants must acknowledge and agree to the requirements listed below and any further specific conditions described in the Letter of Approval.
- 7.1.1. Research with and about Aboriginal and Torres Strait Islander peoples must ensure that the research follows a process of meaningful engagement and reciprocity between the researcher and the individuals and/or communities involved in the research. Researchers should ensure that their research follows the *Guidelines for Ethical Conduct in Research with Aboriginal and Torres Strait Islander Studies Peoples and Communities*.
 - 7.1.2. Research undertaken must comply with the *Privacy Act 1988 (Cth)* and CSPD's *Privacy Policy*.
 - 7.1.3. Data released by CSPD to researchers will be de-identified, transferred securely via an SFTP. Ownership of the data will be determined on a case by case basis.
 - 7.1.4. Researchers using CSPD data (collected or supplied) must share their findings with CSPD.

- 7.1.5. Researchers authorise CSPD to publish their findings and research within CSPD with appropriate acknowledgement of the researcher and CSPD participation.
 - 7.2. Researchers must provide the following evidence with their application
 - 7.2.1. Signed declaration (see section 12 Application Form)
 - 7.2.2. Ethics approval
 - 7.2.3. Participant information letters
 - 7.2.4. Participant consent forms
 - 7.2.5. Proposed research instruments
 - 7.2.6. Public liability insurance (minimum public liability cover \$AUD20 million)
 - 7.2.7. WWCC for each researcher in paid or voluntary work in a role that involves face-to-face contact with children
 - 7.2.8. Short summary of your research (max 250 words) for publication on CSPD intranet (Note: this summary will only be used if your application is approved)
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8. Incentives

- 8.1. No financial incentives or gifts from the researcher or their institution are to be provided to participants directly for their involvement in the research. This includes CSPD staff and its students. If the external institution/organisation conducting research have the option to provide a monetary token, this should be by way of a donation to the school. This donation would be via an EFT payment to the school and not by way of gift cards.
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9. Related Documents

- [NHMRC National Projects - Application to Conduct Research in Schools form](#)
- [National Statement on Ethical Conduct in Human Research 2007 \(Updated 2018\)](#)
- [Ethical conduct in research with Aboriginal and Torres Strait Islander peoples and communities](#)
- [Privacy Act 1988 \(Cth\)](#)
- [CSPD Privacy Policy](#)

10. Further information

Further information on this policy can be directed to the Chair, Research Committee email research@parra.catholic.edu.au
