

## GENERAL RESEARCH APPLICATION FORM

### Instructions

- Visit [BCE Research](#) and read the Research Application guide before completing this form.
- Attach required documents described in the application checklist (Appendix 1).
- Submit the completed form and attachments to [research@bne.catholic.edu.au](mailto:research@bne.catholic.edu.au).
- Incomplete, inaccurate or poor-quality applications will not be processed.
- Please ensure all answers meet the word limits and fit within the textboxes provided.

### Information Collection Notice

Brisbane Catholic Education (BCE) collects information on this form for the purpose of administrative management of research applications where BCE students, staff, facilities and/or resources are involved, consistent with the [Privacy Act 1988](#) (APP3 Collection of solicited personal information). BCE is bound by the Privacy Act 1988 and has adopted the Australian Privacy Principles. A [privacy statement](#) detailing BCE's use and management of the personal and sensitive information is available on the BCE website. A hard copy may be provided on request. For further information about privacy and other uses and disclosures of your personal information in relation to your application, please email [research@bne.catholic.edu.au](mailto:research@bne.catholic.edu.au).

### A: Applicant contact details

A1 Contact name		
A2 Organisation name		
A3 Contact details	(phone)	(email)

### B: Project details

B1 Short title		
B2 Lead organisation		
B3 Start and end date	(start)	(end)
B4 BCE research priority as aligned to the four BCE 2023 priorities in meeting the <a href="#">Strategic Plan</a> (select one or more)		
<input type="checkbox"/>	Improving learning outcomes for our students	
<input type="checkbox"/>	Innovating for future Catholic schooling	
<input type="checkbox"/>	Strengthening our workforce to support our students	
<input type="checkbox"/>	Ensuring the safety and wellbeing of all	
B5 What are you applying for?		
<input type="checkbox"/>	General research	
<input type="checkbox"/>	Capstone research – please complete the <a href="#">Capstone Applied Research Application Form</a>	
<input type="checkbox"/>	Advertising research – please complete the <a href="#">Advertising Research in BCE Form</a>	

### C: Researchers

Please include the names of all researchers involved in this project. Indicate which researchers will be participating in research tasks involving students.

Name	Project role	Email	Contact with students?
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

#### **D: Research objectives, methodology and benefit**

D1 Describe the research objectives in plain English (150 words max.)

D2 Describe the research methodology, including instruments and/or use of downloadable applications to capture and collect data (100 words max.)

D3 Describe how the research will benefit BCE (100 words max.)

D4 Will you request data from BCE? Yes ☐ No ☐ If yes, briefly describe below

D5 Will you require support from BCE staff? Yes ☐ No ☐ If yes, briefly describe below

**E: Participation**

E1 Participant category and number

Category		Number of participants
	Students	
	Teachers/school staff	
	School senior leadership staff	
	Parents or guardians	
	BCE office-based staff (not school staff)	
	BCE office senior leadership staff (not school staff)	

E2 How will the participants be recruited? Describe your communication strategies (100 words max.)

E3 What will be expected of the participants? (100 words max.)

E4 Describe how you will protect the safety and wellbeing of participants (100 words max.)

E5 Please provide a statement explaining how you will provide translated documents and interpreters for students and parents/carers who have limited English skills, if required (150 words max.)

E6 Describe how you will protect the privacy and confidentiality of data collected (100 words max.). *NB: Servers must be located within Australia.*

E7 Is there any deceptive technique involved in the research? Yes ☐ No ☐ If yes, briefly describe below (100 words max.)

E8 Describe how you will manage data collected from participants who withdraw from the research (100 words max.)

### **F: Risk management**

List the likely risks to participants and the mitigation strategies that will be implemented. If additional risks are identified, please include these as an attachment.

Risk	Mitigation strategy

### **G: Conflict of interest**

G1 Do you wish to declare any conflict of interest? Yes ☐ No ☐ If yes, describe below

G2 Do the researchers have any proprietary interests in any resources used in this research including patents, trademarks, copyrights, and licensing agreements? Yes ☐ No ☐ If yes, describe below

G3 Do you or your co-researcher(s) and/or research supervisors have any equity interest in any organisation sponsoring this research project? Yes ☐ No ☐ If yes, describe below

## H: Publication of research

H1 Describe the anticipated outputs of the research project e.g., report, journal papers etc.

H2 Indicate how information resulting from the research will be disseminated

## I: Target Schools

Y	Location	School name	Years
	ACACIA RIDGE	Our Lady of Fatima Primary School	Prim
	ALBANY CREEK	All Saints Primary School	Prim
	ALEXANDRA HILLS	St Anthony's School	Prim
	ALGESTER	St Stephen's School	Prim
	ANNERLEY	Mary Immaculate Primary School	Prim
	ANNERLEY	Our Lady's College	Sec
	ASHGROVE	St Finbarr's School	Prim
	ASHGROVE WEST	Mater Dei Catholic Primary School	Prim
	ASHMORE	Guardian Angels' Catholic Primary School	Prim
	ASHMORE	Aquinas College	Sec
	ASPLEY	St Dymphna's Parish School	Prim
	AUGUSTINE HEIGHTS	St Augustine's College	P-12
	BANYO	St Pius' Primary School	Prim
	BARDON	St Joseph's School	Prim
	BEAUDESERT	McAuley College	Sec
	BEAUDESERT	St Mary's School	Prim
	BEENLEIGH	Trinity College	Sec
	BEENLEIGH	St Joseph's Tobruk Memorial School	Prim
	BENOWA	St Kevin's School	Prim

**I: Target Schools**

<b>Y</b>	<b>Location</b>	<b>School name</b>	<b>Years</b>
	BIRKDALE	St Mary MacKillop Primary School	Prim
	BLI BLI	Good Samaritan Catholic College	P-12
	BOONAH	All Saints' School	Prim
	BOOVAL	Sacred Heart School	Prim
	BRACKEN RIDGE	St John Fisher College	Sec
	BRACKEN RIDGE	St Joseph's Catholic Primary School	Prim
	BRAY PARK	Holy Spirit School	Prim
	BRIGHTON	St Kieran's School	Prim
	BULIMBA	Sts Peter & Paul's School	Prim
	BURLEIGH WATERS	Marymount College	Sec
	BURLEIGH WATERS	Marymount Primary School	Prim
	BURPENGARY	St Eugene College	P-12
	CABOOLTURE	St Peter's School	Prim
	CABOOLTURE	St Columban's College	Sec
	CALOUNDRA	Our Lady of the Rosary School	Prim
	CALOUNDRA WEST	Unity College	P-12
	CAMP HILL	St Thomas' School	Prim
	CANNON HILL	St Oliver Plunkett School	Prim
	CAPALABA	St Luke's Catholic Parish School	Prim
	CARINA	St Martin's School	Prim
	CARINA	San Sisto College	Sec
	CHILDERS	St Joseph's School	Prim
	CLAYFIELD	St Agatha's Primary School	Prim
	CLEAR ISLAND WATERS	St Vincent's Primary School	Prim
	CLEVELAND	Star of the Sea School	Prim
	COOMERA	St Joseph's College	P-12
	COORPAROO	St James Primary School	Prim
	COORPAROO	Our Lady of Mount Carmel School	Prim
	CORINDA	St Joseph's Primary School	Prim
	CORNUBIA	St Matthew's School	Prim
	CORNUBIA	Chisholm Catholic College	Sec
	CRESTMEAD	St Francis College	P-12
	CURRUMBIN WATERS	St Augustine's Parish Primary School	Prim
	DAISY HILL	St Edward the Confessor School	Prim
	DARRA	Our Lady of the Sacred Heart School	Prim
	DECEPTION BAY	Christ the King Primary School	Prim
	DUTTON PARK	St Ita's Primary School	Prim
	ENOGERA	Our Lady of the Assumption School	Prim
	FERNY GROVE	St Andrew's Catholic School	Prim
	FITZGIBBON	Holy Spirit College	Sec
	GATTON	Our Lady of Good Counsel School	Prim
	GAYNDAH	St Joseph's School	Prim
	GEEBUNG	St Kevin's School	Prim
	GOODNA	St Francis Xavier School	Prim

**I: Target Schools**

<b>Y</b>	<b>Location</b>	<b>School name</b>	<b>Years</b>
	GRACEVILLE	Christ the King School	Prim
	GROVELY	St William's Primary School	Prim
	GYMPIE	St Patrick's Primary School	Prim
	GYMPIE	St Patrick's College	Sec
	HENDRA	Our Lady Help of Christians School	Prim
	HERVEY BAY	Xavier Catholic College	P12
	HOLLAND PARK	St Joachim's School	Prim
	INALA	St Mark's School	Prim
	INDOOROOPIILLY	Holy Family Primary School	Prim
	IPSWICH	St Mary's College	Sec
	IPSWICH	St Mary's Primary School	Prim
	JIMBOOMBA	Emmaus College	P12
	KANGAROO POINT	St Joseph's Primary School	Prim
	KEDRON	St Anthony's School	Prim
	KENMORE	Our Lady of the Rosary School	Prim
	KINGAROY	Saint Mary's Catholic College	P-12
	KIPPA RING	Southern Cross Catholic College	P-12
	LAIDLEY	St Mary's School	Prim
	LEICHHARDT	Immaculate Heart School	Prim
	MANGO HILL	St Benedict's College	Sec
	MANGO HILL	St Benedict's Primary School	Prim
	MANLY	St John Vianney's Primary School	Prim
	MAROOCHYDORE	Stella Maris School	Prim
	MARYBOROUGH	St Mary's College	Sec
	MARYBOROUGH	St Mary's Primary School	Prim
	MERRIMAC	St Michael's College	Sec
	MERRIMAC	Star of the Sea	Prim
	MITCHELTON	Mt Maria College	Sec
	MITCHELTON	Our Lady of Dolours School	Prim
	MOOROOKA	St Brendan's Primary School	Prim
	MT GRAVATT	St Agnes School	Prim
	MT GRAVATT EAST	Seton College	Sec
	MURGON	St Joseph's School	Prim
	NAMBOUR	St John's College	Sec
	NAMBOUR	St Joseph's Primary School	Prim
	NANANGO	St Patrick's Primary School	Prim
	NERANG	St Brigid's Catholic Primary School	Prim
	NEW FARM	Holy Spirit School	Prim
	NEWMARKET	St Ambrose's Primary School	Prim
	NOOSAVILLE	St Teresa's Catholic College	Sec
	NORTH IPSWICH	St Joseph's School	Prim
	NUNDAH	Mary MacKillop College	Sec
	NUNDAH	St Joseph's School	Prim
	ORMEAU	Mother Teresa Primary School	Prim

**I: Target Schools**

<b>Y</b>	<b>Location</b>	<b>School name</b>	<b>Years</b>
	PACIFIC PINES	Jubilee Primary School	Prim
	PETRIE	Mt Maria College - Petrie	Sec
	PETRIE	Our Lady of the Way School	Prim
	PLAINLAND	Sophia College	Sec
	REDBANK PLAINS	St Ann's Primary School	Prim
	REGENTS PARK	St Bernardine's School	Prim
	RIVERVIEW	St Peter Claver College	Sec
	ROCHEDALE	St Peter's Primary School	Prim
	ROSEWOOD	St Brigid's Primary School	Prim
	RUNAWAY BAY	St Francis Xavier School	Prim
	SALISBURY	St Pius X School	Prim
	SANDGATE	Sacred Heart Primary School	Prim
	SCARBOROUGH	Southern Cross Catholic College	P-12
	SIPPY DOWNS	Siena Catholic College	Sec
	SIPPY DOWNS	Siena Catholic Primary School	Prim
	SPRINGFIELD LAKES	Good Shepherd Catholic Primary School	Prim
	STAFFORD	Queen of Apostles Primary School	Prim
	SUNNYBANK	St Thomas More College	Sec
	SUNNYBANK	Our Lady of Lourdes Primary School	Prim
	SUNSHINE BEACH	St Thomas More Primary School	Prim
	TARRAGINDI	St Elizabeth's School	Prim
	THE GAP	St Peter Chanel Primary School	Prim
	THORNLANDS	Carmel College	Sec
	TOOWONG	St Ignatius School	Prim
	TORQUAY	Star of the Sea Catholic School	Prim
	UPPER COOMERA	Assisi Catholic College	P-12
	UPPER MT GRAVATT	St Bernard's School	Prim
	UPPER MT GRAVATT	Clairvaux MacKillop College	Sec
	VICTORIA POINT	St Rita's Primary School	Prim
	WAVELL HEIGHTS	Our Lady of the Angels' School	Prim
	WILSTON	St Columba's Primary School	Prim
	WINDSOR	St Mary of the Cross Primary School	Prim
	WISHART	St Catherine's Catholic Primary School	Prim
	WOODRIDGE	St Paul's School	Prim
	WOODY POINT	Southern Cross Catholic College	P-12
	WOOLOOWIN	Holy Cross School	Prim
	WYNNUM	Guardian Angels' Primary School	Prim
	YARRABILBA	St Clare's Primary School	Prim
	YARRABILBA	San Damiano College	Sec
	YERONGA	St Sebastian's Primary School	Prim
	ZILLMERE NORTH	St Flannan's School	Prim



## J: Lead research declaration

I,

(name)

as lead researcher for the research hereby declare that:

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 [Working with Children \(Risk Management and Screening\) Act 2000](#) and the [Privacy Act 1988](#).
2. There are no other circumstances or reasons that might preclude my undertaking research with children and young people.
3. In relation to research assistant/s 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 [Working with Children \(Risk Management and Screening\) Act 2000](#) and the [Privacy Act 1988](#).
4. Any information I, or my research assistant/s may have access or receive in the course of undertaking research will be treated as confidential information, specifically as it relates to the operation of the school, staff employed by BCE, students and their families.
5. I have provided with this application copies of a Positive Notice Blue Card or evidence that a Positive Notice Blue Card is not required, for myself and my researcher assistant/s.
6. I, and my research assistant/s, have read and agree to comply with the [Brisbane Catholic Education Privacy statement](#) and the provisions of the [Privacy Act 1988](#).
7. I agree to provide BCE and participating BCE schools with a copy of the research findings, published and unpublished of the proposed study within one month of completion of the project.
8. I grant BCE the right to disseminate this report to BCE staff.
9. I understand that, if BCE wishes to disseminate the report more widely, this will be done in consultation with me.
10. I declare the contents of this form to be accurate to the best of my knowledge.

Signature:

Date:

## Appendix 1: Application Checklist

The following must be submitted with this application:

- Formal approval letter from an accredited human research ethics committee or an ethics statement
- Evidence of public liability insurance
- Sample letter to the BCE office Manager and/or school Principal regarding the research project
- Sample letter to parents regarding the participation of their child in the research project
- Consent forms (for all categories of research participants)
- Participation information sheet (for all categories of research participants)
- Copies of research instruments (e.g., survey questionnaire, interview guide questions)
- Sample 'help-seeking card' for participants (if research is sensitive in nature)
- Positive Notice Blue Card (or evidence of exemption)
- A copy of administering organisation's privacy statement
- Completed and signed [BCE Volunteer and Other Personnel Registration Form](#)