

CAPSTONE APPLIED RESEARCH APPLICATION FORM

Instructions

- Read the Research Application guide before completing this form.
- Submit the completed form and attachments (described in the guide) to Research@bne.catholic.edu.au
- Incomplete, inaccurate or poor-quality applications will not be processed.
- Brisbane Catholic Education (BCE) requires the right to publish the research or part of it.

A: Applicant details

A1 Applicant name		
A2 BCE role title		
A3 Phone/email		
A4 Organisation		
A5 Faculty/school		
A6 Supervisor name/email		
A7 Coordinator name/email		

B: Project details

B1 Short project title		
B2 BCE research priority (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	
<input type="checkbox"/>		
B3 Target BCE school/s		
B4 Describe the objectives of the research (100 words max.)		
B5 Describe the research methodology including instruments (100 words approx.)		

C: Application submission checklist

<input type="checkbox"/>	Sample letter to the BCE office Manager and/or school Principal regarding the research project
<input type="checkbox"/>	Sample letter to parents regarding the participation of their child in the research (if applicable)
<input type="checkbox"/>	Consent forms (for all categories of research participants)

C: Application submission checklist	
	Participant information sheets (for all categories of research participants)
	Academic unit clearance or approval
	Copy of Working with Children Check – Blue Card (if required)
	Release form (if required)
	Copies of research instruments e.g. survey questionnaire, interview guide questions
	Sample 'help-seeking card' for the participants (if research is sensitive in nature)
	Positive Notice Blue Card (or evidence of exemption), if applicable
	Completed and signed BCE Volunteer and Other Personnel <u>Registration Form</u>