



CONDUCTING RESEARCH IN CATHOLIC SCHOOLS BROKEN BAY SCHOOLS

Application Form

September 2025

CATHOLIC SCHOOLS BROKEN BAY

Caroline Chisholm Centre Building 2, 423 Pennant Hills Road, Pennant Hills, NSW 2120 | PO BOX 4509 Thornleigh NSW 2120
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SECTION 1: PROJECT ADMINISTRATION DETAILS

1.1 Title of research project:

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1.2 Principal Researcher Contact Details:

Name:	
Title:	
Organisation:	
Address:	
Phone:	
Email:	

* Please list at Appendix 2 details of any Co-Researchers, Associate Researchers, Supervisors, Research Assistants, or Research Coordinators.

1.3 Indicate the proposed date of commencement of the project:

Day	Month	Year

1.4 Indicate the anticipated duration of the project:

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1.5 Indicate the anticipated due date of the report:

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1.6 Indicate the schools in the Catholic Schools Diocese of Broken Bay in which the project is to be carried out:

School Name	Suburb

1.7 Is this a funded project? Yes ☐ No ☐

1.8 Do you intend to apply for funding? Yes ☐ No ☐

1.9 If you answered Yes, list the funding bodies that support this project or to which the submission is planned:

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1.10 Where the project is a collaborative enterprise with organisations or individuals, please identify which organisation and individual will have the primary responsibility for the project:

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1.11 Have you previously applied to conduct this or similar research in schools?

If Yes, provide brief details:

Yes

No

1.12 Is the proposed research part of a University course?

Yes ☐ No ☐

If Yes, please provide the Degree, University, Supervisor, Department, Faculty details:

SECTION 2: NATURE OF RESEARCH

2.1 Does the research require any physically invasive or potentially harmful procedures?

Yes No

If Yes, state the nature of the procedures, all the risks involved and, if possible, at what rate these risks are expected to occur. All this information must also be included in the Information and Consent Form (Appendix 1).

2.2 Will any medication/drugs/invasive devices be used?

Yes ☐ No ☐

If Yes, provide details:

2.3 Could the research induce any psychological or physical stress or in any other way adversely affect participants?

Yes ☐ No ☐

If Yes, state what form these adverse effects could take and what facilities/trained personnel are available to deal with such problems. If Yes, state what form these adverse effects could take and what facilities/ trained personnel are available to deal with such problems.

2.4 Will the participants be informed of the true purpose of the research? Yes ☐ No ☐

If No, please explain why and provide details regarding how participants will be debriefed once they have participated in the research.

2.5 Does this research involve the direct investigation of any illegal behaviour or the potential to elicit information about illegal behaviour?

Yes ☐ No ☐

If Yes, provide details and specify any legal or institutional reporting obligations that apply.

SECTION 3: DECLARATION OF COMMERCIAL INTEREST

- 3.1 Will this research be undertaken on behalf of (or at the request of) a commercial entity, or any other sponsor? Yes ☐ No ☐

If Yes, who is the sponsor?

- 3.2 Do the researchers have any affiliation with or financial involvement in any organisation or entity with direct or indirect interests in the subject matter or materials of this research? Yes ☐ No ☐

If Yes, provide details.

- 3.3 Does any person involved in the research expect to obtain any direct or indirect financial or other benefits from conducting this project? Yes ☐ No ☐

If Yes, provide details.

- 3.4 Are there any further ethical considerations that you wish to raise? Yes ☐ No ☐
For example, have conditions been imposed upon the use, publication or ownership of the results? For example, have conditions been imposed upon the use, publication, or ownership of the results? If Yes, detail what these considerations are.

SECTION 4: PARTICIPANTS

- 4.1 Are the participants who are the focus of this research project:
- under 16 years of age Yes ☐ No ☐
 - between 16 and 18 years of age Yes ☐ No ☐
 - physically ill or disabled Yes ☐ No ☐
 - intellectually impaired Yes ☐ No ☐
 - wards of state Yes ☐ No ☐
 - Aboriginal or Torres Strait Islander Yes ☐ No ☐
 - in a teacher-student relationship with the researchers or their associates? Yes ☐ No ☐

If Yes to any of the above, or you are unsure, please provide details.

SECTION 5: CHILDREN AND YOUNG PERSONS UNDER THE AGE OF 18

- 5.1 Does this research involve direct, unsupervised contact with children? Yes No

If No, go to question 6.1.

If Yes, indicate which one of the following applies to you and ensure that appropriate documentation is attached:

- 5.1.1 For *researchers employed directly by CSBB* - I have provided a Working With Children Check (WWCC) or application number to CSBB staff for verification as part of my recruitment process and I have ensured or will ensure that any assistants working with me and/or on my behalf in undertaking the research comply with the relevant child protection requirements.
- 5.1.2 For *self-employed researchers* - I have applied for a WWCC and obtained clearance. For verification by CSBB staff please enter:
 WWCC No. _____ Date of Birth _____
 I have ensured or will ensure that any assistants working with me and/or on my behalf in undertaking the research comply with the relevant child protection requirements.
- 5.1.3 For researchers engaged by an external organisation (such as a university) - I have applied for a WWCC and obtained clearance. For verification by CSBB staff please enter: WWCC No. _____ Date of Birth _____
 I have ensured or will ensure that any assistants working with me and/or on my behalf in undertaking the research comply with the relevant child protection requirements.

SECTION 6: RECRUITMENT OF PARTICIPANTS

- 6.1 How will the participants be recruited? Specify how potential participants will be identified, how contact with them will be made, and who will be involved in the recruiting?

- 6.2 Does recruitment involve a direct personal approach from the researcher to the potential participants? Yes ☐ No ☐
 If yes, what precautions will be taken to minimise any pressure on individuals to participate?

- 6.3 Does recruitment involve the circulation/publication of an advertisement?
 Yes ☐ No ☐
 If Yes, provide a copy of the advertisement.
- 6.4 Does recruitment involve the circulation/publication of an advertisement?
 Yes ☐ No ☐
 If Yes, provide a copy of the advertisement. Where an advertisement is used, it should include:
- a clear statement that the purpose of the advertisement is to recruit participants to take part in a research project.
 - a brief statement describing what the participant may be asked to do (similar to the project description on the Consent and Information Sheet).
 - a contact name, phone and email address.
- 6.5 Will participants receive any financial or other benefits as a result of participation?
 Yes ☐ No ☐
 If Yes, what is the amount/benefit and the justification for this?

SECTION 7: PRIVACY AND ACCESS TO PERSONAL INFORMATION

- 7.1 Does your research involve you or your researchers requiring access to CSBB or school records (e.g., a database, a clinical file, a datafile) containing personal information about individuals? Yes ☐ No ☐

If Yes, please fill in the following:

- The name of the agency holding the records (e.g., school name, CSBB)

- State the type and number of records involved.

- What personal information will be sought?

- Will you obtain written consent from the individuals for access to and use of their personal information that is contained in the records Yes ☐ No ☐

If No, please explain why not.

- 7.2 Will the personal information you obtain from sources in 7.1 be sufficient to identify individual participants? Yes ☐ No ☐

Explain why or why not.

- 7.3 Does your research involve the secretive use of photographs, tape-recordings, or any other form of record-taking? Yes ☐ No ☐

If Yes, provide details and a justification for the secrecy.

SECTION 8: PRIVACY AND PUBLICATION OF RESULTS

- 8.1 Will any part of the project be placed on audio tape, film/video, or other electronic medium? Yes ☐ No ☐

If Yes, what is the medium and how will it be used, e.g., for review by researchers or for broadcast?

- 8.2 How will the confidentiality of data (in any format) used, including the identity of participants, be ensured?

- 8.3 Provide details about where the data will be securely stored while the project is ongoing and after it is completed, and who will have access to the data? (e.g., will it be stored in a locked filing cabinet in the researcher's office, in a locked cabinet in the researcher's home office? Who will have access to the data?).

- 8.4 How long do you plan to retain the data?

- 8.5 How do you intend the results of the research to be published or presented?

Specify how feedback will be provided to CSBB, individual participants or, if relevant, to other groups.

If no feedback is planned, a justification for this must be given.

- 8.6 It is a condition of approval that, upon completion of a project, the researcher will provide CSBB with a report of the findings of the study and grant CSBB the right to disseminate this report to personnel employed by CSBB. The researcher will also provide participating schools with a summary of the study findings.
What date will this report be made available to CSBB:

- 8.7 Will your research require the disclosure of personal, private, or sensitive information about identifiable individual respondents/associates to local or national governments, or to other officials or official bodies? Yes ☐ No ☐
If yes, provide details:

SECTION 9: PARTICIPANT INFORMATION AND CONSENT

- 9.1 Will written consent be obtained from participants? Yes ☐ No ☐
If Yes, attach a copy of the Information and Consent Form (Appendix 1).
If NO, provide reasons.

- 9.2 Will the consent (at least verbal) of children and young people (under 18 years) participating in the research be obtained? Yes ☐ No ☐
Note: At a minimum, verbal consent should be obtained unless there is justification.
If Yes, describe the protocol to be used for obtaining verbal consent and how minors will be able to indicate a desire to withdraw from the research

If No, provide reasons:

- 9.3 In the case of participants for whom competence in English is not adequate for informed consent, will arrangements be made to ensure comprehension of the Participant Information and Consent Form? Yes ☐ No ☐

If yes, what arrangements have been made?

If no, provide reasons.

SECTION 10: DOCUMENTATION

- 10.1 Have you included the following support documents with your application?

- copies of Information and Consent Forms Yes ☐ No ☐
- copies of any interviews, questionnaires, or surveys to be used Yes ☐ No ☐
- written undertaking regarding child protection Yes ☐ No ☐
- copies of any participant recruitment advertisements Yes ☐ No ☐
- copies of any relevant correspondence with other institutions or ethics committees Yes ☐ No ☐

SECTION 11: DESCRIPTION OF PROJECT

- 11.1 Describe the aims and objectives of the project and the methods to be used. Include a description of the participant sample, and tasks, measures, and procedures. Write in plain English using no **more than two pages**.

SECTION 12: CERTIFICATION

I declare that the above information is correct. I declare that I have read the document *Conducting Research in Catholic Schools Broken Bay* and agree to abide by the specifications therein in the conduct of this research.

- 12.1 I undertake to ensure that I, and any assistants working with me and/or on my behalf, will maintain the confidentiality and privacy of all information collected from participants.
- 12.2 To the best of my belief the proposed project conforms in all respects with the referenced ethical legislations and guidelines listed in point 4 of the Guidelines.
- 12.3 In relation to child protection requirements, I declare that:
- I have read *the Working with Children Check Policy* and agree to undertake research in accordance with the principles set out in that policy.
 - I am aware of the child protection legislation and the special responsibilities associated with undertaking research with children and young people, particularly in circumstances involving direct, unsupervised contact with children, and there are no reasons or circumstances that would preclude my undertaking research with children and young people.
 - I and any assistants working with me and/or on my behalf in undertaking the research have complied with the relevant requirements as outlined in point 5 of the Guidelines.

Principal Researcher

.....
(Name in block letters)

.....
Signature

INFORMATION AND CONSENT FORM

Title of Project:

You are invited to participate in a study of *(state what is being studied)*. The purpose of the study is *(state what the study is designed to discover or establish)*.

The study is being conducted by *(provide the name/s of the researcher/s and contact telephone numbers)*.

If you decide to participate, you will be asked to *(describe the tasks or procedures, their frequency and duration, and the information to be obtained - acknowledge any recording using audiotapes, videotapes, or photographs.)*

(Describe any risks or discomforts.)

(Describe any payment of money or other remuneration.)

Any information or personal details gathered during the study are confidential. No individual will be identified in any publication of the results. *Acknowledge who will have access to the data.)*
(Information about how participants can obtain feedback regarding results.) *(Acknowledgement of any sources of funding for the research.)*

If you decide to participate, you are free to withdraw from further participation in the research at any time without having to give a reason and without consequence.

I, _____ have read *(or, where appropriate, have had read to me)* and understand the information above and any questions I have asked, have been answered to my satisfaction. I agree to participate in this research, knowing that I can withdraw from further participation in the research at any time without consequence. I have been given a copy of this form to keep.

Participant

.....
Name in block letters

.....
Signature

Researcher

.....
Name in block letters

.....
Signature

The ethical aspects of this study involving staff and/or students at schools in Catholic Schools Broken Bay have been approved by Director of Schools, Catholic Schools Broken Bay. If you have complaints or reservations about any ethical aspect of your participation in this research, you may contact the Catholic Schools Office (telephone 9847 0000; email: mail@dbb.edu.au). Any complaint you make will be treated in confidence and investigated, and you will be informed of the outcome.

APPENDIX 2

Please list below details of any Co-Researchers, Associate Researchers, Supervisors, Research Assistants, or Research Coordinators.

Name:	
Title:	
Organisation:	
Address:	
Phone:	
Email:	

Name:	
Title:	
Organisation:	
Address:	
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Name:	
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