Help at Home | Residential Aged Care | Retirement Villages | Disability Support | Family Wellbeing Foster Care Services | Mental Health and Wellbeing | Youth Services | Homelessness Services

Research Application Form

PLEASE REFER TO THE FOLLOWING DOCUMENTS FOR IMPORTANT INFORMATION:

- National Statement on Ethical Conduct in Human Research (2007, updated 2018)
- Australian Code for the Responsible Conduct of Research (2018) (Aust. Code)
- Conducting Research at Anglicare Guideline
- Anglicare Research Governance Committee Calendar

IMPORTANT NOTE: Have you discussed your research with a member of the Research and Advocacy team?				
□ Yes	□ No	If no, please contact research@anglicaresq.org.au before proceeding.		

INSTRUCTIONS FOR RESEARCH APPLICANTS OR PROSPECTIVE RESEARCH PARTNERS

- 1. Read Conducting Research at Anglicare Guidelines before completing this application form.
- 2. Observe the required word limits. We will cut off and not read information provided past the word limit.
- 3. Attach required documents described in the Supporting Documents checklist (Section 10). If any of the required documents are unavailable, please note in the application and advise the Research and Advocacy team via research@anglicaresq.org.au as soon as possible.
- 4. Submit an electronic copy of the completed application form and supporting documents to the Research and Advocacy team via research@anglicaresq.org.au. If additional information is required to process your application, one of the team members will contact you to discuss.
- 5. Ensure that your application is clear, concise, and complete to enable its timely assessment.

ASSESSMENT PROCESS

The assessment and **approval process will take a minimum of 8 weeks** from the time you submitted a complete application with all the required documentation. The period required for assessing applications depends on the availability of Anglicare staff. While Anglicare attempts to process all applications quickly, delays may occur.

Only complete applications will be assessed. There is no guarantee that an application will be approved once submitted. Once a decision has been made, you will be notified via email.

If you have any queries about the information outlined and/or requested in this application, please contact the Research and Advocacy team at research@anglicaresq.org.au. If you require more information about research at Anglicare, please contact us at the same email address, or visit our website at Research and Advocacy.

INFORMATION COLLECTION NOTICE: The information you provide on this application form will be used by Anglicare to assess and manage your research application. The information will be managed in accordance with the Australian Privacy Principles in the Privacy Act 1988 (Cth) (Act). A privacy statement detailing Anglicare's use and management of the personal and sensitive information is available here. For further information about privacy and other uses and disclosures of your personal information in relation to your application, please email:

research@anglicaresq.org.au

What type of research project are you applying for?		
☐ Internal research (Anglicare staff)	□ Seed grants	
External research:		
□ Collaborative research □ Access to Anglicare clients and staff □ Access to Anglicare data only		
□ Other		
Have you discussed this research with any Anglicare staff outside of the Research and Advocacy team?		
☐ Yes ☐ No If yes, please provide their details below and the outcome of the discussion:		

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Section 1. Applicant in	formation		
1.1. Principal Investigator/Lea information.	d Researcher (if there is mo	ore than one, please use Sect	tion 12 to provide additional
Title and Position:	Title and Position:		
Full Name:			
Organisational name and addre	ss:		
Telephone and/or Mobile:			
Email:			
Are you a current staff of Anglica	are? □ Yes □ No)	
1.2. Research Supervisor (if a	pplicable)		
Title and Position:			
Full name:			
Telephone and/or Mobile:			
Email:			
1.3 Research team details (if a	applicable) If you need more	space, please use Section 1	2.
Name and title	Role on this project	University/Organisation	Email
Section 2. Information	about the research		
2.1. Title of research			
The title should be consistent wi	ith any external funding appli	cation/s	
	3 - г		
2.2. Research objectives			
Describe the research objective	s in plain English (max. 200	words).	
2.3. Research methodology			
Describe the research methodo	logy, including recruitment te	chnique and research instrun	nents (max. 200 words).
2.4. Milestones			
Indicate below significant stages or milestones for the project. If you need more space, please use Section 12.			
Milestone Anticipated schedule			
		Fro	
		Fro	
		Fro	



2.5. Other partners				
	nisations such as collaborating, funding or sponsoring organisation/s?			
	e following table. If you need more space, please use Section 12.			
Organisation	Funding/Contribution (Describe and/or provide \$ value for in-cash or in-kind)			
	(Describe and/or provide \$ value for in-cash or in-kind)			
Section 3. Research ethics and	sensitivities			
	nal approval of the Human Research Ethics Committee (HREC) of the institution			
	al ethical review agency registered with NHMRC.			
	natic approval of the research by Anglicare.			
3.1 Status of HREC application	, , ,			
	of HREC application as it relates to this research project.			
☐ research project has ethics approval fro				
☐ research project is waiting for ethics ap				
☐ research project exempted from ethical				
□ research project waiting for exemption f				
☐ Other <insert explanation="" here=""></insert>				
3.2 Sensitivities				
	fied sensitivities related to the research project.			
<u> </u>	Il attract media attention? ☐ Yes ☐ No			
	research that you would like Anglicare to be aware of? □ Yes □ No			
	ticked 'Yes' to any of the above, please explain below (max. 200 words).			
, , , , , , , , , , , , , , , , , , ,	, , , , , , , , , , , , , , , , , , , ,			
Section 4. Strategic relevance a	nd benefits to Anglicare			
4.1. Alignment with Research Strategy	3			
-	glicare research priority this research aligns with (tick all that apply):			
□ Experience and Outcomes □ Advocacy and Improvement □ Translation and Action				
Briefly explain below how the research will benefit Anglicare (max. 100 words)				
	,			
40 Famouto di accompti autorità				
 4.2. Expected research outputs Describe the expected research outputs (e.g., journal papers or presentations) (max 200 words) 				
Describe the expected research outputs (6	5.9., journal papers of presentations) (max 200 words)			
4.3. Communication of research results				
How will the information/insights resulting	from the research be disseminated? (max. 200 words).			



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Section 5. Anglicare clients as research participar	nts		
5.1. Does the research require access to Anglicare clients	s? □Yes □No)	
If yes, use the table below to specify which clients are to be in	nvolved. If you need	d more space, pleas	e use Section 12.
	Client group 1	Client group 2	Client group 3
Location of the client group – if known			
Number of clients in the client group			
Cultural background if applicable			
Age range of the client group e.g., 0-18 years if applicable			
Length and frequency of contact			
e.g., 5 sessions @ 1hr/session for 3 months			
5.2. Participation			
Explain how the participants will be recruited and what will be expe	ected of them (max	. 200 words).	
5.3. Participant Risks	,		
Please indicate the anticipated level of risk for the participants		_	nan low risk
Describe how you will protect the safety and wellbeing of the	participating clients	s (max. 100 words).	
Section 6. Anglicare staff as research participants			
6.1. Does the research require access to Anglicare staff all fyes, use the table below to specify which staff are to be invented as a second of the staff and the staff are to be invented as a second of the staff are to be second of the staff are to be invented as a second of the staff are to be se		☐ Yes ☐ No more space, please	use Section 12.
Location(s) – if known			
Staff title/role			
Number of staff			
Cultural background if applicable			
Length and frequency of contact			
e.g., 1 hour/month over 6 months			
6.2. Participation			
Explain how the participants will be recruited and what will be expected of them (max. 200 words).			
6.3. Participant Risks			
Please indicate the anticipated level of risk for the participants: low or negligible risk			
Describe how you will protect the safety and wellbeing of the participating staff (max. 200 words).			



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Section 7.	Access to Anglicare data		
7.1. Does the	e research require access to Ang	licare data? []Yes □ No
Specify the data type requested, the rationale for the request, and how the data will be managed (max. 100 words):			
Section 8.	Budget - Request for contrib	ution from Ar	nglicare
8.1. Request	for financial support and/or 'in l	kind' resource	(s) from Anglicare
In-kind resou			Financial support
Section 9.	Conflict of Interest		
9.1. Perceive	ed, potential or actual conflict of	interest	
			any conflict of interest? □ Yes □ No
-	indicate below (max. 200 words).		
Section 10.	Supporting documents		
Please attac	h copies of the following to this	application:	
	hics application submitted to a HRE		
☐ Formal eth	nics approval OR	ion	
☐ Copy or lin	k to administering organisation's p	rivacy stateme	nt
☐ Evidence of	of public liability insurance		
□ Research	instruments - Please indicate belov	<i>I</i> :	
☐ Participant	information sheet/s AND Conse	ent form/s (for a	all categories of research participants)
☐ Sample 'he	elp-seeking card' for the participant	s (if applicable)
☐ Blue card/s	s (if applicable) <u>AND/OR</u> □ Yellow	card/s (if appli	cable)
	tificate for all researchers conducting	·	aged care
☐ Other supp	porting documents - Please indicate	e below:	
Section 11.	Declaration of Applicant		
I, Insert full na application is	ame as the Principal Reso true and correct to the best of my k		project, declare that the information contained in this
Signature:			Date:
(Affix electron	nic signature)		Click or tap to enter date.
Applicant's A	Academic Supervisor to complete	e (only if part	of a degree requirement)
I, Insert full n	ame as the Applicant's Ac	ademic Superv	isor, declare that I have examined this research
application an requirements.		s sound, releva	nt and necessary for the applicant's academic/research
Signature:			Date:
(Affix electron	nic signature)		Click or tap to enter date.



Section 12.	Additional information