

## 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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:

**Section 1. Applicant information**

**1.1. Principal Investigator/Lead Researcher** (if there is more than one, please use Section 12 to provide additional information).

Title and Position:

Full Name:

Organisational name and address:

Telephone and/or Mobile:

Email:

Are you a current staff of Anglicare?  Yes  No

**1.2. Research Supervisor (if applicable)**

Title and Position:

Full name:

Telephone and/or Mobile:

Email:

**1.3 Research team details (if applicable)** If you need more space, please use Section 12.

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 with any external funding application/s

**2.2. Research objectives**

Describe the research objectives in plain English (max. 200 words).

**2.3. Research methodology**

Describe the research methodology, including recruitment technique and research instruments (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
	From: <input type="text"/> To: <input type="text"/>
	From: <input type="text"/> To: <input type="text"/>
	From: <input type="text"/> To: <input type="text"/>



**Section 5. Anglicare clients as research participants**

**5.1. Does the research require access to Anglicare clients?**  Yes  No

If yes, use the table below to specify which clients are to be involved. If you need more space, please use Section 12.

	Client group 1	Client group 2	Client group 3
<b>Location</b> of the client group – if known			
<b>Number</b> of clients in the client group			
<b>Cultural background</b> if applicable			
<b>Age range</b> of the client group e.g., 0-18 years if applicable			
<b>Length and frequency of contact</b> e.g., 5 sessions @ 1hr/session for 3 months			

**5.2. Participation**

Explain how the participants will be recruited and what will be expected of them (max. 200 words).

**5.3. Participant Risks**

Please indicate the anticipated level of risk for the participants:  low/negligible risk  greater than low risk

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

**Section 6. Anglicare staff as research participants**

**6.1. Does the research require access to Anglicare staff as participants?**  Yes  No

If yes, use the table below to specify which staff are to be involved. If you need more space, please use Section 12.

<b>Location(s)</b> – if known	
<b>Staff title/role</b>	
<b>Number</b> of staff	
<b>Cultural background</b> if applicable	
<b>Length and frequency of contact</b> 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  greater than low risk

Describe how you will protect the safety and wellbeing of the participating staff (max. 200 words).

**Section 7. Access to Anglicare data**

**7.1. Does the research require access to Anglicare 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 contribution from Anglicare**

**8.1. Request for financial support and/or 'in kind' resource(s) from Anglicare**

In-kind resource/s	Financial support

**Section 9. Conflict of Interest**

**9.1. Perceived, potential or actual conflict of interest**

Do you, or any members of the research team wish to declare any conflict of interest?  Yes  No

If yes, please indicate below (max. 200 words).

**Section 10. Supporting documents**

**Please attach copies of the following to this application:**

- Copy of ethics application submitted to a HREC
- Formal ethics approval **OR**  Ethics exemption
- Copy or link to administering organisation's privacy statement
- Evidence of public liability insurance
- Research instruments - Please indicate below:
- Participant information sheet/s **AND**  Consent form/s (for all categories of research participants)
- Sample 'help-seeking card' for the participants (if applicable)
- Blue card/s (if applicable) **AND/OR**  Yellow card/s (if applicable)
- Police Certificate for all researchers conducting research in aged care
- Other supporting documents - Please indicate below:

**Section 11. Declaration of Applicant**

*I, Insert full name as the Principal Researcher of the project, declare that the information contained in this application is true and correct to the best of my knowledge.*

<b>Signature:</b> <small>(Affix electronic signature)</small>		<b>Date:</b> <small>Click or tap to enter date.</small>
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**Applicant's Academic Supervisor to complete (only if part of a degree requirement)**

*I, Insert full name as the Applicant's Academic Supervisor, declare that I have examined this research application and I am satisfied that the research is sound, relevant and necessary for the applicant's academic/research requirements.*

<b>Signature:</b> <small>(Affix electronic signature)</small>		<b>Date:</b> <small>Click or tap to enter date.</small>
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**Section 12. Additional information**

Empty box for additional information.