**PLEASE REFER TO THE FOLLOWING DOCUMENTS FOR IMPORTANT INFORMATION:**

* [National Statement on Ethical Conduct in Human Research (2007, updated 2018](https://www.nhmrc.gov.au/guidelines-publications/e72))
* [Australian Code for the Responsible Conduct of Research (2018)](https://www.nhmrc.gov.au/guidelines-publications/r41?utm_medium=email&utm_campaign=Release%20of%20the%20Australian%20Code%20for%20the%20Responsible%20Conduct%20of%20Research%202018&utm_content=Release%20of%20the%20Australian%20Code%20for%20the%20Responsible%20Conduct%20of%20Research%202018+Preview+CID_43d587b375a90e53d0f16446ef3fdca3&utm_source=Mailbuild&utm_term=Australian%20Code%20for%20the%20Responsible%20Conduct%20of%20Research%202018&utm_medium=email&utm_campaign=Release%20of%20the%20Australian%20Code%20for%20the%20Responsible%20Conduct%20of%20Research%202018&utm_content=Release%20of%20the%20Australian%20Code%20for%20the%20Responsible%20Conduct%20of%20Research%202018+Preview+CID_43d587b375a90e53d0f16446ef3fdca3&utm_source=Mailbuild&utm_term=Australian%20Code%20for%20the%20Responsible%20Conduct%20of%20Research%202018) (Aust. Code)
* Conducting Research at Anglicare Guidelines

**INSTRUCTIONS FOR RESEARCH APPLICANTS OR PROSPECTIVE RESEARCH PARTNERS**

1. Read *the Conducting Research at Anglicare Guidelines* before completing this application form.
2. Observe the required word limits. Information provided past the word limit will not be considered.
3. Attach required documents described in the Supporting Documents checklist (Section 9). If any of the required documents are unavailable, please note in the application and advise the Research, Evaluation and Advocacy team via research@anglicaresq.org.au when submitting your application.
4. Submit an electronic copy of the completed application form and supporting documents 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.
6. If you need more space for your responses, please use Section 11.

**ASSESSMENT PROCESS**

Theassessment and **approval process may take up to 4 weeks** from the time you submitted a complete application with all the required documentation. 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. HREC ethics approval does not mean automatic approval by Anglicare.** 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 us 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 [www.anglicaresq.org.au/research](https://anglicaresq.org.au/contact/research/).

**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](https://www.oaic.gov.au/privacy/australian-privacy-principles) in the [Privacy Act 1988](https://www.legislation.gov.au/Details/C2014C00076) (Cth) (Act). A privacy statement detailing Anglicare’s use and management of the personal and sensitive information is available [here](https://anglicaresq.org.au/privacy/). 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

# Research Application Form

|  |
| --- |
| What type of research project are you applying for?  |
| [ ]  Internal research *(initiated by internal stakeholders and conducted within/for Anglicare)* |
| [ ]  External research:  [ ]  *Collaborative partnership* [ ]  *Access to Anglicare clients and staff*  [ ]  *Access to Anglicare data only* |
| [ ]  Seed grant *(please use the* [*Seed Grants Application Form*](https://anglicaresq.org.au/wp-content/uploads/2024/08/ASQ-Seed-Grant-Program-Application-Form_Rnd-2_2025-26_v1.2.docx)*)* |
| [ ]  Request to advertise research *(please use the* [*Research Advertisement in Anglicare Application Form*](https://anglicaresq.org.au/wp-content/uploads/2023/06/Research-Advertisement-in-Anglicare-Form.pdf)*)* |
| [ ]  Other *(please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )* |
| Have you consulted with any Anglicare staff member outside the Research, Evaluation and Advocacy team? [ ]  Yes [ ]  No If yes, please provide their details below and a brief summary of the discussion (100 wd max) |
|  |

|  |
| --- |
|  **Section 1. Applicant information** |
|  **1.1. Principal Investigator/Lead Researcher**  |
|  Title:  |  Full Name: |
|  Position: |  Organisation: |
|  Telephone and/or Mobile:  |  Email: |
|  Are you a current Anglicare staff member? | [ ]  Yes [ ]  No |
|  **1.2. Research Supervisor (if applicable)** |
|  Title:  |  Full Name: |
|  Position: |  Organisation: |
|  Telephone and/or Mobile:  |  Email: |
|  **1.3 Research team details (if applicable). Please use the space at Section 11 if there are more members of the team.** |
|

|  |  |
| --- | --- |
| Name and title |  |
| Role on this project |  |
| University/Organisation |  |
| Email |  |
|  |
| Name and title |  |
| Role on this project |  |
| University/Organisation |  |
| Email |  |
|  |
| Name and title |  |
| Role on this project |  |
| University/Organisation | as |
| 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 the sample and sampling technique, the recruitment process and research instruments (max. 500 words). |
|  |

|  |
| --- |
| **2.4. Milestones** Indicate below significant stages or milestones for the project.  |
|  **Milestone** |  **Anticipated dates**  |
|  |   |
|  |  |
|  |   |
|  |   |
|  **Section 3. Strategic relevance and benefits to Anglicare** |
|  **3.1. Alignment with Anglicare’s strategy**  Briefly explain below how the research aligns with the [Anglicare Strategic Plan](https://anglicaresq.org.au/wp-content/uploads/2023/12/ASQ0008-Strategic-Focus-and-Goals-Web-v02.pdf) 2024-25 and how it will benefit Anglicare (max. 150 words)  |
|   |
|  **3.2. Expected research outputs**  Describe the expected research outputs (e.g., journal papers or presentations) (max 200 words) |
|   |
|  **3.3. Communication of research results** How will the information/insights resulting from the research be disseminated? (max. 200 words). |
|  |
| **Section 4. Research ethics and sensitivities** |
|  **4.1** **Status of HREC application**  It is essential that applicants obtain an ethics approval from a Human Research Ethics Committee.  |
| Indicate in the check box below the status of HREC application as it relates to this research project.[ ]  research project has ethics approval from a HREC[ ]  research project is waiting for ethics approval from a HREC or waiting for exemption from ethical approval[ ]  research project exempted from ethical approval[ ]  Other <insert explanation here> |
|  **4.2 Sensitivities** Indicate in the check box below any identified sensitivities related to the research project. |
| * Is it likely that the research project will attract media attention? [ ]  **Yes** [ ]  **No**
* Is there any sensitivity related to the research that you would like Anglicare to be aware of? [ ]  **Yes** [ ]  **No**

 If you are unsure, please tick ‘Yes’. If you ticked ‘Yes’ to any of the above, please explain below (max. 200 words).  |
|   |
|  **Section 5. Participants and anticipated risks** |
|  **5.1. Does the research require access to: Anglicare clients?** [ ]  **Yes** [ ]  **No | Anglicare staff?** [ ]  **Yes** [ ]  **No** Please indicate which client/staff groups need to be recruited for the research.  |
|  | **Staff** | **Clients** |
|  **Location** of the target participants – *if known* |  |  |
|  **Number** *(how many participants are needed)* |  |  |
|  **Age range** *e.g., 0-18 years if applicable* |  |  |
|  **Other requirements** |  |  |
|  **5.2. Participant Risks** Please indicate the anticipated level of risk for the participants: [ ]  **low/negligible risk** [ ]  **greater than low risk** Describe how you will mitigate these risks (max. 100 words). |
|  |
|  **Section 6. Access to Anglicare data** |
|  **6.1. Does the research require access to Anglicare data?** [ ]  **Yes** [ ]  **No** Specifythe data type requested, the rationale for the request, and how the data will be managed (max. 100 words): |
|   |
|  **Section 7. Budget - Request for contribution from Anglicare**  |
|  **7.1. Request for financial support and/or ‘in kind’ resource(s) from Anglicare**  |
|  In-kind resource/s  |  Financial support  |
|  |  |
|  **Section 8. Other partners** |
| **Does the research involve any other organisations as collaborating, funding or sponsoring organisation/s?**  **☐ Yes ☐ No If yes, please complete the following table. If you need more space, please use Section 11.** |
| Organisation | Nature of contribution  |
|  |  |
|  **Section 9. Conflict of Interest**  |
|  **8.1. Perceived, potential or actual conflict of interest** Please indicate any perceived, potential or actual conflict of interest you wish to declare any conflict of interest? (max. 200 words). |
|   |
|  **Section 9. Supporting documents** |
|  **Please attach copies of the following to this application:**[ ]  Formal ethics approval **OR**  [ ]  Ethics exemption |[ ]  Participant information sheet **|** [ ]  Consent form/s[ ]  Sample ‘help-seeking card’ for the participants *(if applicable)*[ ]  Blue card/s (if applicable) **AND/OR** [ ]  Yellow card/s *(if applicable)* [ ]  Research instruments[ ]  Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Section 10. 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.* |
| **Signature:***(Affix electronic signature)* |  | **Date:**Click or tap to enter date. |
| **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.* |
| **Signature:***(Affix electronic signature)* |  | **Date:**Click or tap to enter date. |

|  |
| --- |
| **Section 11. Additional information** |
|  |