

RESEARCH PROJECT NOTIFICATION & ETHICS APPROVAL

This form *must* be completed by *both staff and students* of Batchelor Institute if they are:

- Seeking internal funds to conduct research.
- Proposing to do any form of research, either by themselves, with students and/or with any other member of staff even though Batchelor Institute funding is not being sought.
- Intending to do research collaboratively with another individual or organisation external to Batchelor Institute.
- Enrolled in a research degree.

Internal researchers must provide IREC with details of their research and gain approval, even if their research is part of a higher degree, or money and ethics approval is not being sought. Those involved in collaborative external research must also inform IREC of their estimated involvement (for research quantum statistics) and apply for ethics approval from IREC if it is greater than 20% and involves individuals and communities.

If the text boxes in this form are not sufficient, please attach additional documentation.

SECTION 1 – RESEARCH PROJECT SUMMARY

Name(s) and titles of all researchers*

*Required field. Students: Please indicate the award you are studying.

Title of research project*

Faculty/Division and Campus*

Locations where research will be conducted

Landline/Mobile* _____

Fax _____

Email* _____

Please indicate which of the following you are applying for.

Students should choose the second option.

- I am notifying IREC of an involvement in an external research proposal and that I require ethics approval
- I am seeking approval to conduct an internal research project without funding and require ethics approval
- I am seeking approval to conduct an internal project and request funding and requires ethics approval

If seeking internal funding, please indicate the total amount being sought from Batchelor Institute _____

SECTION 2 - PROJECT DETAILS

Name of Principal Researcher*

Qualifications and experience*

School/Division or collaborative institution*

Postal address

Landline/Mobile* _____

Fax _____

Email* _____

Name(s) of co-researcher(s)

Students: Please use the name of your Principal Supervisor.

Qualifications and experience
Supervisor qualifications are not required.

School/Division or collaborative institution

Postal address(s)

Landline/Mobile

Fax

Email

Anticipated commencement date*

Anticipated completion date*

This information will be stored and used at Batchelor Institute in accordance with the *Northern Territory Information Act 2012*.
If you have any queries, please contact the Institute at enquiries@batchelor.edu.au or phone (08) 8939 7111.

Project Summary

A brief summary of the project - 100 words maximum

Project aims and objectives

If seeking funding, also outline the benefits to Batchelor Institute

Project outcomes

What research outcomes will result in the meeting of your research aims and objectives?

Outline what literature supports this application and the main argument for the project.

Please link this to the aims and objectives of your research project, and include the resources referred to. If there isn't enough space on this form, please attach an appendix.

Briefly outline and justify the methodology for conducting your research (e.g. qualitative and/or quantitative methods) and data collection procedures (e.g. where surveys will be administered please provide a copy of your intended survey questions). You will need to cover why you are using a particular method of research, and how and why you are going to attempt it.

If there isn't enough space on this form, please attach an appendix.

Briefly outline how data will be analysed and presented.

Describe the timelines and milestones of the project.

Briefly outline how and where the research findings will be disseminated.

For example community, meetings, seminars, journal articles, exhibitions, conference posters and presentations) and how the participants will benefit.

Briefly outline the participation by Indigenous peoples other than Batchelor Institute staff and indicate whether the participation will be paid or unpaid.

SECTION 3 - FIELD OF RESEARCH

The 2008 ANZSRC FOR classification allows R&D activity to be categorised according to the field of research. In this respect, it is the methodology used in the R&D that is being considered. The Institute is committed to concentrating research effort into the following areas:

Field of Research	Code
Creative Arts	19
Education	13
Language and Linguistics	20

For further information about FoRs, please see <http://www.arc.gov.au/applicants/codes.htm#FOR>

Please indicate (to 2 digit level) the FoRs for this project. Please note that multiple FoRs may apply.

- Primary FoR _____
- Secondary FoR _____
- Other relevant FoR _____
- Other relevant FoR _____
- Other relevant FoR _____

SECTION 4 - INTERNAL RESEARCH GRANT COST ESTIMATES - Not required for students

To be completed if applying for funds. Internal researchers seeking funds must ensure that their application is received by the designated dates.

Note: Internal funding is a competitive process. Project outcome should have significant benefit to Batchelor Institute and our Indigenous education priorities.

Costs for those carrying out the research

Include buy-out time, assistants

Participant	Task	Rate of pay	Estimated hours	Cost
Subtotal				

Travel

Journey	Mode of travel	Cost
Subtotal		

Accommodation

Place and type	Duration	Unit cost	Overall cost
Subtotal			

Participant, interpreter, transcribing, specific meeting and travel fees

Place and type	Duration	Unit cost	Overall cost
Subtotal			

Materials/other

Type	Purpose	Unit cost	Overall cost
Subtotal			

Total estimated cost

SECTION 5 – ETHICS APPROVAL

Please indicate which of the following apply:

The research outlined:

- Does not involve interaction with humans and/or ecosystems (including animals) (e.g. literature based review);
- Involves observation of, or collection of information from adults;
- Involves observation of, or collection of information from children;
- Involves observation of, or collection of materials from ecosystems (including animals).

For research involving adults:

Describe how participants will be informed of what will be required of them and what steps will be taken to ensure confidentiality.

Please also provide the following attachments:

- The questions that participants will be required to answer
- The plain language statement to be read to participants
- The plain language statement participants will be given
- The consent form(s) that will be used in this research
- An outline of how you will test participants' understanding

Describe how information collected will be stored and confidentiality maintained.

Please check as applicable:

- Participants will be given the right to withdraw at any time.
- Participant consent will be obtained orally.
- Participant consent will be in written form.

For research involving children and/or people with intellectual disabilities:

Does your research involve children (under 18 years) or persons with an intellectual disability? If so, to comply with the Human Rights and Ethics Committee (HREC) policy you must attach the following documentation.

- Written approval from a relevant parent, guardian and/or organisation.
- A current Police clearance for all nominated researchers.

Check these boxes when these documents are complete and attach them when submitting this application using the upload facility.

Please outline what special measures are being taken to protect the rights of these participants.

For research involving Indigenous adults, children and/or communities:

Is anything in the conduct of the research likely to be subject to legal constraints or Traditional Law and protocols?

Yes No

If yes, please provide details.

For any human participants:

Will participants be photographed by camera, video or be tape recorded?

Yes No

If yes, please provide details.

What will happen to this research material in relation to Intellectual Property Rights, and/or Copyright laws?

List any foreseeable discomfort, risks and harm to people involved in the project and identify your risk management strategy to mitigate these potential issues.

I have completed all sections of this form and where applicable, I have attached a copy of:

- A. The questions that participants will be required to answer
- B. The plain language statement to be read to participants
- C. The plain language statement participants will be given
- D. The consent form(s) that will be used in this research
- E. An outline of how I will test participants' understanding
- F. Any documents providing support for this research
- G. Any relevant academic references

For research involving ecosystems (and animals):

Describe any positive or negative impacts and what strategies will be used to minimize negative impacts.

Other institutional ethics committees:

Has this application been submitted to any other ethics committees?

Yes No

If yes please give a brief explanation and attach any other ethics clearance documents to your application.

SECTION 6 - DECLARATIONS

I/We agree that:

1. I/We have read the Institute's Research and Research Ethics Rules and Research Ethics Policy Statement and the summary of the NHMRC Statement on Human Experimentation and its supplementary notes (1999);
2. the proposed project will conform to the Indigenous Community Research Framework, and
3. I/We will notify the Institute Research and Ethics Committee of anything that might effect ethical acceptance of this proposal, such as adverse reactions of participants, changes to the original proposal, and any other matters that may impinge on this Ethics Application.

Signature of principal researcher _____ Date _____

Signature of co-researcher/s _____ Date _____

Signature of co-researcher/s _____ Date _____

Signature of co-researcher/s _____ Date _____

Signature of co-researcher/s _____ Date _____

Signature of co-researcher/s _____ Date _____

Where an investigator is a student(s) of Batchelor Institute, the student's supervisor should complete the following statement:

I/We the undersigned, is/are aware of the Batchelor Institute Research and Ethics requirements to partake in research.

Student name(s) _____ Signature _____

Supervisor's name _____ Signature _____

Date _____

Additional declaration by head of school

I have read this application and accompanying documentation.

Head of Faculty signature

_____ Date _____

IREC Executive Officer signature

_____ Date Received _____

Head of Research signature

_____ Date Received _____

SECTION 7 – CRITERIA USED TO ASSESS APPLICATIONS

Project

- Is the research important to the advancement of Indigenous Australians? Yes No
- Is the research feasible within the resources and time? Yes No
- Will the research benefit the research quantum of the Institute? Yes No
- Appropriate, well thought out methodology that does not conflict with any ethical issues? Yes No
- Theoretical perspective explained? Yes No
- Data collection and analysis appropriate to methodology and ethical considerations? Yes No

Ethics

- Does what is proposed fit within the Institute's ethical standards and guidelines? Yes No
- Does the applicant demonstrate strong personal ethical standards? Yes No
- Will the final information be disseminated appropriately? Yes No

Funding

- Is the funding requested within the limits? Yes No
- Is the funding requested justified? Yes No
- Is the funding requested realistic? Yes No