

# Application to conduct prescribed research

Complete this form to apply to the Department of Child Safety, Seniors and Disability Services to carry out prescribed research under section 189B of the *Child Protection Act 1999*.

Please submit an electronic copy of the completed form and supplementary documents to the Child and Family Research Team via email to [researchandevaluation@cyjma.qld.gov.au](mailto:researchandevaluation@cyjma.qld.gov.au). If additional information is required to complete your application, an officer from the Team will contact you to discuss.

## Information for researchers

The Department of Child Safety, Seniors and Disability Services (the department) supports and invests in research to build an evidence base that informs best policy and practice to ensure Queensland's children, young people, and families are safe, thriving, and empowered in their culture and communities.

Research will only be approved by the department if it meets the definition of 'prescribed research' in [section 189B](#) of the *Child Protection Act 1999*.

The [Child and Family Research Agenda](#) sets out the department's strategic objectives in research, which are to:

- reduce the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system
- improve outcomes for vulnerable young people, and children in or at risk of entering the child protection system
- reduce the proportion of children in residential care
- work with our partners to ensure that our assessments, court processes and supports prioritise child wellbeing and family reunification
- value, support and improve the safety, wellbeing, and capability of our staff.

The department has a small annual budget for grants available to support priority research for individual researchers or research teams. Researchers are encouraged to apply for research funding and/or in-kind assistance such as providing access to data, clients and staff.

The information you provide on this form and in supporting documents will become the basis for consideration of your research proposal and will help the department to decide whether to approve the research project.

The following will enable timely consideration of your application:

- clear, concise and sufficient information in each section
- relevant supplementary documentation for ethical approval (see Section 4)

Please attach the following to your application (or forward them later as they become available):

- Ethics application form (as submitted to HREC – or most current draft)
- Evidence of ethics approval (if available)
- Participant information materials and consent forms (if available)
- Research data collection tools such as surveys, interview schedules, standardised instruments
- Blue card/s (scanned copy) for all researchers having direct contact with young people.

## Research involving Aboriginal and Torres Strait Islander individuals

Aboriginal and Torres Strait Islander young people and families are disproportionately represented in the child and family support system and research projects will likely be particularly relevant to Aboriginal and Torres Strait Islander people.

Where research involves or relates to Aboriginal and/or Torres Strait Islander children and families, the department prioritises research led by or developed in partnership with Aboriginal and/or Torres Strait Islander researchers. Methodologies must reflect a cultural lens.

All research proposals should demonstrate at a minimum:

- how the principles of Aboriginal and Torres Strait Islander Data Sovereignty and Governance will be adhered to (see below)
- consideration for the discrete needs of Aboriginal and Torres Strait Islander people, including as participants, service users and data custodians, and
- how Aboriginal and Torres Strait Islander perspectives and experiences have been considered and responded to in project development and design.

### Aboriginal and Torres Strait Islander Data Sovereignty and Governance

AIATSIS defines Indigenous Data Sovereignty as “the right of Indigenous peoples to govern the collection, ownership and application of data about Indigenous communities, peoples, lands, and resources. Its enactment mechanism, Indigenous Data Governance, is built around two central premises:

- the rights of Indigenous nations over data about them, regardless of where it is held and by whom
- the right to the data Indigenous peoples require to support nation rebuilding.”

More information can be found on the AIATSIS [website](#).

The Indigenous Data Sovereignty Summit in Canberra held in 2018 determined that Aboriginal and Torres Strait Islander peoples have the right to:

- exercise control of the data ecosystem including creation, development, stewardship, analysis, dissemination and infrastructure
- data that is contextual and disaggregated (available and accessible at individual, community and First Nations levels)
- data that is relevant and empowers sustainable self-determination and effective self-governance
- data structures that are accountable to Indigenous peoples and First Nations
- data that is protective and respects our individual and collective interests.

Guidance on how to address these factors in your proposal can be found under Section 5.

## Application outline

✓	Section 1: Project overview
✓	Section 2: Applicant and project team information
✓	Section 3: Project design
✓	Section 4: Participants
✓	Section 5: Cultural considerations
✓	Section 5: Departmental data
✓	Section 6: Strategic alignment and benefits
✓	Section 7: Request for financial grant or in-kind support
✓	Section 8: Ethics
✓	Section 9: Researcher declaration

### IMPORTANT INFORMATION

The departmental assessment and approval process will require a minimum of 8 weeks

The timeframe begins when a completed Research Application Form and all relevant documentation is provided, requiring no further changes. This eight-week timeframe does not include your initial engagement with the department.

Research proposals are considered by the Child and Family Research Governance Group in three rounds per year closing in March, July and October respectively. More details about research rounds can be found on the department's [website](#).

Please note that approval may require project redesign and/or ethics approval. Applications are considered in the context of other research proposals, existing research projects, and alignment of the proposal with the Child and Family Research Agenda. There is no guarantee that the project will be approved if it does not meet the department's needs and expectations.

#### Regular progress updates are required

If your proposal is approved, the department expects that researchers will provide regular (generally six-monthly) updates on project work, and in addition will provide a detailed report on the project at its conclusion. Templates will be provided for this purpose. Please be prepared and plan your project accordingly.



## Section 1: Project overview

Project title	<i>*Please delete all instructions before sending</i>
Project summary	<i>Please provide a very brief summary of your project using simple language</i>
Project requirements	<input type="checkbox"/> Access to or participation from clients of the department including: <ul style="list-style-type: none"> <li>• a child (or an adult who was a child) known to the department</li> <li>• a member of the family of the above</li> <li>• a person who is or was an approved carer</li> </ul> <input type="checkbox"/> Participation from officers of the department <input type="checkbox"/> Data held by the department
Partner organisation(s)	<i>Does the research proposal involve any other organisations such as: collaborating organisations(s); sponsoring organisation(s); and/or other government agency; funding/grant organisation? If yes, please identify each organisation and briefly outline what they are contributing to this research.</i>
Prior consultation with the department	<i>If you have you discussed this project with any staff within the department, please add their details here, as well as the nature or outcomes of this discussion.</i>
Is this project part of a qualification?	<input type="checkbox"/> Yes <i>If yes, detail the type of qualification and the expected timeframe here, as well as how the project will contribute to the qualification.</i> <input type="checkbox"/> No

## Section 2: Applicant and project team information

	Chief researcher or investigator	Research supervisor (if applicable)
Researcher name	<i>This must match ethics and any grant documentation</i>	
Position and organisation		
Telephone and/or mobile		
Email		



### Other project team details

Name and title	Phone number and email	Role on this project	University/ organisation
<i>Add more rows as needed</i>			

## Section 3: Project design

Research questions/aims/objectives

*Briefly outline the aims and objectives of the research, including your research questions.*

Rationale

*Briefly outline the rationale for the research including how the proposal fits with existing research, identified gaps in knowledge and timeliness of the proposal.*

Methodology

*Provide an overview of the methodology and techniques you will use to conduct your research. Cover what materials and equipment you will use, what theoretical frameworks will you draw on, and how will you collect data.*

*Highlight why you have chosen this particular methodology, but also why others may not have been as suitable.*

*Describe the potential limitations you anticipate, feasibility within time and other constraints, as well as any project incentives being offered.*

*The department prioritises methodologies that are participatory; include the voices of children, young people and families; demonstrates partnership, co-design (particularly with Aboriginal and Torres Strait Islander peoples) and/or action learning; can be easily translated into policy & practice and represent value for money/required resources.*

*The department also prioritises research that reflect some of the following principles: client centred, family oriented, capacity building, outcomes focused, place based, trauma informed, community led, rights and strengths based.*

*Researchers are also asked to explain how data will be securely managed post collection. Please refer to **Section 5: secure data management**, for more information on what to include.*



Proposed schedule	Key milestone	Commencement date	Duration
	<b>Project start</b>	<b>Following receipt of departmental approval</b>	<i>x weeks/months/years</i>
	Data collection/extraction	<i>x months post departmental approval</i>	<i>x weeks/months/years</i>
	Data analysis	<i>x months post departmental approval</i>	<i>x weeks/months/years</i>
	<b>Report on progress</b>	<b>6 months post departmental approval</b>	<b>N/A</b>
	Develop outputs/products	<i>x months post departmental approval</i>	<i>x weeks/months/years</i>
	<b>Project finish</b>	<i>insert anticipated month and year</i>	<b>N/A</b>

**Risks**

*Please describe the potential demands, risks, inconvenience, and discomfort to the sample population/s and, if applicable, staff involved in recruitment and detail actions that will be taken to prevent or minimise risk.*

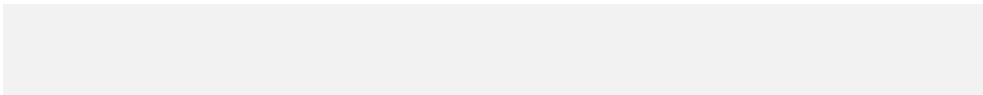
*All research proposals should identify any potential cultural risks associated with the impacts of colonisation and the disproportionate representation of Aboriginal and Torres Strait Islander peoples across the child protection system, along with culturally appropriate mitigation strategies.*

*Consider any potential barriers to the completion of the research, e.g.*

- does the research require engagement with children, carers, birth parents etc, where this contact would require extensive departmental support?*
- is sufficient time allowed for participant recruitment and engagement, with consideration given to impact on departmental resourcing?*

## Section 4: Participants (clients and/or employees)

<b>Description</b>	<i>E.g. children/young people in residential care; parents and carers/families participating in family-led decision making; Child Safety Officers</i>
<b>Sample size</b>	
<b>Inclusion/exclusion criteria</b>	<i>E.g. Aboriginal and/or Torres Strait Islander background, age, location</i>
<b>Recruitment, provision of information and consent</b>	<i>Attach relevant documentation i.e., information and consent forms. Outline the impact of and response to participant withdrawal. Include details of any incentives, provision of translation services, provision of support person, and confidentiality measures.</i>
<b>Research activities</b>	<i>E.g. face to face interviews, observations, survey</i>



## Section 5: Cultural considerations

Research proposals should indicate how the following tools and resources have been used to develop the project rationale and inform the project design:

Involvement of Aboriginal and/or Torres Strait Islander participants

Research involving Aboriginal and Torres Strait Islander participants must comply with the [Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities](#).

Applying the [Aboriginal and Torres Strait Islander Knowledge Lens](#), the [Aboriginal and Torres Strait Islander respectful language guide](#) and addressing how the research complies with the five elements of the [Aboriginal and Torres Strait Islander Child Placement Principle](#) will strengthen the project.

Indigenous Data Sovereignty and Governance

All research applications should outline how they will adhere to the principles of Indigenous Data Sovereignty and Governance.

Where possible, researchers should indicate how they will consider the discrete needs of Aboriginal peoples and Torres Strait Islander peoples, including as participants, service users and data custodians.

Understanding of cultural considerations

Non-Indigenous researchers are strongly encouraged to undertake [Cultural Capability training](#) prior to undertaking research projects with the department's clients, families, carers and staff.

It is also recommended that researchers refer to the [Know Your Community](#) tool to inform their understanding of local issues for Aboriginal and Torres Strait Islander people across different communities in Queensland.

## Section 6: Departmental data

### IMPORTANT INFORMATION

Please check whether your data requirements can be met through [Open Data Queensland](#) or other government sources such as [Queensland Government Statisticians Office](#).

Please also familiarise yourself with the [Child Safety Data](#) overview to assess whether datasets available from Child Safety are likely to meet your needs.

If, after checking these sources, you find that some or all of your data needs will not be fully met, you are encouraged to email [researchandevaluation@cyjma.qld.gov.au](mailto:researchandevaluation@cyjma.qld.gov.au) to discuss your data requirement to

Data request

Be specific and include time periods (e.g., 2017-18 financial year, quarterly data), any breakdowns (e.g., Indigenous status) or filters (e.g., only people who identify as female; only for the Logan area) and data variables (to be confirmed in discussion with the Research Team as mentioned above).

Secure data management

Please specify how departmental data is to be managed and include responses to the following (200 words maximum):

- Who will have access to the data?
- How will you receive, transfer, store and access?
- What are the expected timeframes for access to the departmental data?



- What security measures will be in place, including what will happen in the event that the researchers or investigators leave the research project?
- How will the data be managed or destroyed at the conclusion of the research?
- What measures will be in place to ensure that the data is not accessed or used without future approvals from the department?

Please indicate how this aligns with your university's data management policy and the [Australian Code for the Responsible Conduct of Research, 2018](#). It is expected that information provided in this section will align with data management information as specified in the ethics application.

Data analysis

Please outline how you will manipulate and/or analyse departmental data

Data linkage (if applicable)

Please outline participating agencies and provide evidence of their approval

## Section 7: Request for financial grant or in-kind support

### IMPORTANT INFORMATION

The department has a limited budget for discretionary research grants. Requests for financial grants will be considered on a case-by-case basis, and approval of a given research proposal does not necessarily mean a requested grant will also be approved. It is recommended that you discuss your proposed grant request with the department prior to submitting your application.

If a grant request is provisionally approved, additional negotiation may be required to satisfy the legal and financial frameworks under which the research grant program operates.

Approval of a grant request will impose additional obligations on researchers, including reporting on and acquitting for the expenditure of grant moneys at agreed-upon times.

If you or your organisation are registered for GST, the amount of any grant must include a GST component.

This application includes a request for:

- Financial support
- In-kind support
- Both financial and in-kind support

Details of grant request

Purpose of grant	Proposed grant amount incl. GST component*	Proposed scheduling of payment
e.g. Research assistant remuneration	e.g. \$11,000 (incl GST of \$1,000)  *Grants must include GST if the recipient is registered for GST	e.g. 2 payments: Jan 2024 payment of \$5,500 Dec 2025 payment of \$5,500





In-kind support request details	Location(s) if known	Departmental resource(s) needed	Proposed time commitment
	<i>e.g., Brisbane</i>	<i>e.g., staff time to recruit, equipment, meeting rooms</i>	<i>e.g., 1 hour per week</i>

## Section 8: Strategic alignment and benefits

Alignment with the department's priorities	<i>Please outline alignment with <a href="#">Child and Family Research Agenda</a> and priorities, <a href="#">Supporting Families, Changing Futures 2019-2023</a>, and/or the <a href="#">Queensland Care Services Outcomes Framework</a>, the <a href="#">Our Way Strategy and Action Plan</a> and the <a href="#">Department's Strategic Plan 2023-27</a>.</i>
Expected outcomes and benefits	<i>Briefly describe how you expect the findings to benefit the department's policy, program or practice outcomes i.e., how could the findings be used by the department in policy, programs and practice development and decision-making and how will this lead to improved outcomes for children, young people and their families?</i>
Planned products	<i>List the expected products that will be produced and provided to the department as a result of this project. Please Note: The research team must provide all and any outputs arising from this project to the department for review and response, <b>20 business days</b> prior to submission for publication.  <i>Researchers are required to provide six-monthly updates, or updates as specified and a final report at the end of the project.</i></i>

## Section 9: Ethics

Before finalising research approvals, the department requires that a research proposal has relevant **Human Research Ethics Committee (HREC) approval**, unless the data being used is publicly available.

The department requires that research meets relevant legislative requirements related to confidentiality in the [Child Protection Act 1999 \(Qld\)](#), and to comply with the [Right to Information Act 2009](#), the [Information Privacy Act 2009](#), and the [Human Rights Act 2019](#) to these extent that these statutes apply.

As Aboriginal and Torres Strait Islander young people and families are disproportionately represented in the child safety and youth justice systems, all ethics applications must indicate that the project will likely include Aboriginal and Torres Strait Islander people. Ethics applications must demonstrate how Aboriginal and Torres Strait Islander perspectives and experiences has been considered and responded to in project development and design.



Status of HREC	<input type="checkbox"/>	Research project has ethics approval from HREC
	<input type="checkbox"/>	Research project is waiting for ethics approval from a HREC
	<input type="checkbox"/>	Ethics application is being drafted and will be provided when available
	<input type="checkbox"/>	Other - <insert explanation>

## Section 10: Researcher declaration

### Chief Researcher/Investigator to complete:

I, insert full name, as the Chief Investigator of the research project insert research project title declare that the information contained in this application is true and correct to the best of my knowledge.

Signature of researcher: \_\_\_\_\_ Date: \_\_\_\_\_

### Applicant’s Academic Supervisor to Complete (if part of a degree requirement):

I, insert full name, declare that I have examined this application to conduct the research project insert research project title and I am satisfied that the research proposal is sound, and that it is both relevant and necessary for the applicant’s current research project.

Signature of supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Please email a signed form with all relevant attachments to [researchandevaluation@cyima.qld.gov.au](mailto:researchandevaluation@cyima.qld.gov.au)