**Application to Conduct Research**

Queensland Corrective Services (QCS) strongly recommends applicants read the below documents before starting making an application:

* **QCS Research Guidelines** (hold the ‘Ctrl’ key and [click here](https://www.publications.qld.gov.au/dataset/qcs-application-to-conduct-research/resource/cc5ccecd-5d98-4d1d-bdbb-5ccd6a5755ad?truncate=30&inner_span=True) to access) and
* **QCS Strategic Research Agenda 2017–2022** (hold the ‘Ctrl’ key and [click here](https://www.publications.qld.gov.au/dataset/qcs-policy-and-research/resource/bb94a9e6-f172-4fd1-ad98-cb15ba97d4eb) to access).

Please do not hesitate to write to QCS Research and Evaluation Group ([research@corrections.qld.gov.au](mailto:research@corrections.qld.gov.au)), if you have any questions or problems in completing this form.

**Information Privacy Notice**

Queensland Corrective Services is collecting the information on this form for the purpose of managing research conducted using Queensland Corrective Services facilities, subjects and resources.

Collection of this information is authorised/required by the chief executive or delegate of Queensland Corrective Services. Refer to sections 341 and 466 of the *Corrective Services Act 2006.*

Queensland Corrective Services does not normally give any of this information to any person/s outside of the Department. RTI and Information Privacy legislation give broad access to documents of government agencies, subject to certain restrictions. All documents (both hard copy and electronic) are subject to an application for access under RTI and Information Privacy Acts.

Members of the public have the legal right to apply for access to documents held by government agencies and amendment of personal information held by government agencies.

The *Information Privacy Act 2009* regulates how Queensland Government agencies manage personal information.  Under the *Information Privacy Act 2009*, Government agencies such as QCS are required to manage personal information in accordance with the [11 Information Privacy Principles](http://www.austlii.edu.au/au/legis/qld/consol_act/ipa2009231/sch3.html).

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| **Project Title:** |  |

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| **1.0** | **Applicant Details** | | | | | | | | | | | |
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| **1.1** | **Principal researcher** | | | | | | | | | | | |
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| **Title:** | | |  | | |  | | | | | | |
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| **Full name:** | | |  | | | | | | | | | |
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| **Qualifications:** | | |  | | | | | | | | | |
|  |  | | (include year and institution from which awards were received) | | | | | | | | | |
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| **Department or organisation:** | | |  | | | | | | | | | |
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| **Home address:** | | |  | | | | | | | | | |
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| **Postal address:** | | |  | | | | | | | | | |
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| **Phone (work):** | | |  | | | | **Phone (home):** | | | |  | |
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| **Email:** | | |  | | | | | | | | | |
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| **Current tertiary studies (if any):** | | | | |  | | | | | | | |
|  | | | | | (Award and institution) | | | | | | | |
| **Expected completion date for award:** | | | | | | | | | | | /  / | |
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| **Employment history:** | | | | | | | | | | | | |
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| **Employer** | | | | | | | | | **Position held** | | | **Length of service** |
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| **Supervisors (if applicable) and Referees**  Your subject supervisor (if relevant) and two academic referees who would be able to provide an academic reference should the Committee decide this is necessary. | | | | | | | | | | | | |
| **Name / Position** | | | | **Address** | | | | | | **Phone Number** | | |
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| **1.2** | **Are you currently an employee of Queensland Corrective Services?** | | | | | | | | | | | |
|  | | | | Yes | | | | No | | | | |
| If yes, state: | | | | | | | | | | | | |
| (i) current position and work location: | | | | | | | |  | | | | |
| (ii) supervisor’s name and job title: | | | | | | | |  | | | | |
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| **1.3** | **Additional Researchers** (please include everyone who needs access to QCS data or the data generated out of the research exercise with QCS, e.g. interview data. Insert additional tables, if more than five researchers) | | | | | | | | | | | |
|  | | **Researcher 2** | | | | | | | **Researcher 3** | | | |
| **Full Name:** | |  | | | | | | |  | | | |
| **Position:** | |  | | | | | | |  | | | |
| **Professional Qualifications:** | |  | | | | | | |  | | | |
| **Department / Organisation:** | |  | | | | | | |  | | | |
| **Telephone:** | |  | | | | | | |  | | | |
| **E-mail:** | |  | | | | | | |  | | | |
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|  | | **Researcher 4** | | | | | | | **Researcher 5** | | | |
| **Full Name:** | |  | | | | | | |  | | | |
| **Position:** | |  | | | | | | |  | | | |
| **Professional Qualifications:** | |  | | | | | | |  | | | |
| **Department / Organisation:** | |  | | | | | | |  | | | |
| **Telephone:** | |  | | | | | | |  | | | |
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|  | **Project Details** | |
| **2.0** | Please use plain language as this application may be read by non-specialist audience as part of the approval process. Also, please use a third-person tone, i.e. ‘the study’ or ‘the researcher’, not first-person tones, i.e. ‘I’ or ‘we’. | |
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|  | **Full project title** | |
| This title should be consistent with that of any external funding application. | | |
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|  | **Plain language title** | |
| This title should highlight the essential point of the proposal using simple, non-technical language and terms. | | |
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|  | **Give a brief plain language synopsis of the project** (maximum 100 words). | |
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|  | **Describe the background of this project** (maximum 100 words). | |
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|  | **Describe the aims and hypothesis of this project** (maximum 100 words). | |
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|  | **Briefly describe the research methods of the project for non-specialist audience** (maximum 100 words; you will get opportunity to explain it in the next question). | |
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|  | **Describe the research methods of the project** (maximum 500 words) |
| Include: Methods, techniques, design and data analysis to be used. Please provide sufficient details so that the research proposal can be assessed in terms of scientific validity and accordance with accepted principles of research practice. The statistical methods to be used must be nominated and an explanation provided to indicate appropriateness to the proposed research question(s) or experimental design. | |
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|  | **Explain the potential value of the proposed research to QCS** (maximum 300 words). |
| Please specify how this research aligns to one or more of the four priorities of the [Strategic Research Agenda 2017–2022](https://www.publications.qld.gov.au/dataset/qcs-policy-and-research/resource/bb94a9e6-f172-4fd1-ad98-cb15ba97d4eb): managing demands, understanding and responding to the diversity of the offender population, effective and efficient service delivery, and rehabilitation and reintegration of prisoners and offenders. | |
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|  | **Potential value of proposed research to the community** (maximum 300 words) |
| In what way does the proposed project make a significant contribution to the safe and humane rehabilitation, containment or supervision of offenders by QCS or other government agencies? | |
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* 1. **Proposed project schedule**

Include commencement and completion dates for each significant stage of the project. Please include all major milestones.

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|  | **Commencement date** | **Completion date** |
| 1. Project commencement |  |  |
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| x. Project completion |  |  |

* 1. **Related research projects**

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| Indicate whether the researchers are undertaking or have previously undertaken any other research projects involving QCS facilities, subjects or resources and provide a summary for each project. |
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* 1. **Conflicts of interests**

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| Indicate whether there are any possible conflicts of interests related to this project. |
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* 1. **Project funding**

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| Indicate the source of funding for the project (e.g. grants, scholarship). Providing the fund provider's name and grant number (if applicable) is sufficient. |
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* 1. **Project outputs**

Indicate any outputs associated with the completion of the project (e.g. thesis, reports, journal articles).

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* 1. **Publication plan**

Provide a publication plan for any publications that arise from the project.Indicate how, when and to whom any information resulting from the research will be disseminated.

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* 1. **Data storage and handling**

How will collected information be handled to safeguard confidentiality both during and after the completion of the project?

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| * 1. **6** | **Do you require access to a corrective services facility?** | | | |
| Yes | | | No | |
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| **If yes:** | | | | |
| **(a) List facilities and preferred dates**  If your application is approved, all persons requiring access to a facility will be required to submit a completed Request for Criminal History Check form. Those requiring access to a custodial facility will be asked to attend or complete a short training session to assist in understanding prison protocols prior to visiting, organised by Queensland Corrective Services Academy. | | | | |
| **Facility Name** | | **Name of person to enter facility** | | **Date range** |
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| **(b) Assistance required at each facility** | | | | |
| Be specific (e.g. to interview ten male armed robbery offenders sentenced between 2016 and 2020). A sample of more than 50 interview participants will only be approved on the basis of compelling justification. | | | | |
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| **(c) Estimate the time of involvement with the QCS.** | | | | |
| *Note:* This is the amount of time you will be seeking active support from QCS, e.g. visiting a correctional facility or requesting data set etc. Projects with a duration of greater than 12 months will only be approved on the basis of compelling justification. e.g. longitudinal survey to run for three years. | | | | |
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|  | **Does your research require you to interview a subject or require others (e.g. offenders or custodial staff) to participate?** | | | |
| Yes | | | No | |
| **Note:** If yes, section ‘3.0 Participants’ must be completed. | | | | |
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|  | **Do you require data from the QCS computer information system/database?** | | | |
| Yes | | | No | |
| **Note:** If yes,answer the next question: | | | | |
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|  | **Please provide as much detail as possible in relation to your data request. Where possible, include date ranges, demographical information required, any further specific requirements pertaining to the approved project.**  If you would like to discuss your data needs, please contact the Research and Evaluation Group on (07) 3565 7417 or email research@corrections.qld.gov.au. | | | |
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|  | **Do you require contact with medical staff, patients or medical records?** | | | |
| Yes | | | No | |
| **Note:** If yes,additional research approval from Queensland Health is required. | | | | |

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|  | **Does your project involve any other government agencies (i.e. Youth Justice, Communities, Courts etc.)?** | |
| Yes | | No |
| **Note:** If yes,additional research approval from the other agency is required. | | |

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| **3.0** | **Participants** |
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| **3.1** | **Provide the number, sex, age and any other specific characteristics of participants to be included in the project, including control groups.** |
| Detail the various criminological and penological characteristics central to the research design and sample. | |
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| **3.2** | **Describe the source of identification of the participants.** |
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| **3.3** | **Describe the means of recruitment of the participants.** |
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| **3.4** | **Justify the selection of the research population(s) and the sample size.** |
| Consideration of the criminological, penological, sociological and psychological factors central to the research design should be highlighted. | |
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| **3.5** | **Specify whether your project involves Aboriginal and Torres Strait Island persons.** |
| Describe how relevant issues of research design, ethics, culture and language will be addressed, if your project involves Aboriginal and Torres Strait Island persons. | |
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| **3.6** | **Indicate whether your research involves participation from vulnerable groups.** |
| Vulnerable groups may include young people, elderly people, people from other countries, and people who may be vulnerable or unable to give fully informed consent. Describe how relevant issues will be addressed. | |
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| **3.7** | **Describe the detailed inclusion criteria for participants.** |
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| **3.8** | **Describe the detailed exclusion criteria for participants.** |
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| **3.9** | **Describe in detail all the methods of investigation to be used with the participants** |
| For example, face-to-face interviews with offenders/prisoners which the Principal Researcher will record on audio tape or self-completion questionnaires to be handed out by the Principal Researcher to offenders/prisoners in a classroom setting and collected at the finish of the session by the researcher. | |
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| **3.10** | **Describe the demands, possible risks, inconvenience and discomfort to the sample populations and what precautions will be taken to prevent or minimise these risks.** |
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| **3.11** | **Payment/Incentive to participants** |
| Is there any proposed payment/incentive offered to participants? If so, what form will it take and for what purpose?  QCS will not consider reimbursements or payments for prisoners. Incentives and reimbursements for offenders in Community Corrections should not exceed the value of $40. | |
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**3.12 Describe the possible health and safety risks of involved researchers and QCS staff.**

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**3.13 What precautions will be taken to prevent or minimise health and safety risks?**

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| **3.14** | **Feedback** |
| QCS expects participants to be de-briefed after completion of the research. How will participants be de-briefed and what provisions will be made for communicating results in an easily understandable format to participants? | |
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| **4.0** | **Ethical considerations** | |
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| Applicants proposing to conduct research with human subjects must present evidence of compliance with appropriate ethical guidelines for the conduct of such research. It is essential that applicants obtain the formal approval of the Ethics Committee of the institution with which they are affiliated (their own university or agency). Research studying the medical or psychiatric treatment of offenders requires approval from the relevant Queensland Health Ethics Committee(s). The full ethics application, along with evidence of ethics approval, including any conditions imposed by the HREC must be provided to the QCS Research and Evaluation Committee before final approval of the project can be given. Ethics approval should be forwarded to the Committee Secretariat when received. Approval by an Ethics Committee does not mean automatic approval of the project by the QCS Research and Evaluation Committee. | | |
|  |  | Ethics Committee application is attached. |
|  |  | Ethics Committee approval is attached. |
|  |  | Ethics Committee provisional approval is attached. |

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| **5.0** | **Informed consent** | |
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| Participant consent should be obtained in writing unless there are good reasons to the contrary. Please attach a copy of the form to be given to participants. If consent is not obtained in writing, the circumstances under which it is obtained should be recorded. | | |
| **5.1** | **Informed consent** | |
| State exactly what you intend to tell participants, in a language understood by the general public, to obtain informed consent. | | |
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| **5.2** | **Who will act as witness to the informed consent?** | |
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| **5.3** | **Who will explain the project to participants?** | |
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| **5.4** | **When will the explanation be given?** | |
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| **6.0** | **Declarations** | |
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| This section is to be completed, signed and lodged either in hardcopy or a scanned electronic file. The Secretariat of the QCS Research and Evaluation Committee will review your application and provide you an opportunity to revise it (if applicable) before the Committee considers the application. The Committee considers any complete application (that has addressed the Secretariat’s comments) received three weeks prior to a sitting date (see meeting dates [here](https://www.qld.gov.au/law/sentencing-prisons-and-probation/data-and-research)). | | |
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| I,       as the Principal Researcher of the project  (full name) | | |
| DECLARE THAT— | | |
|  |  | The information contained in this application is true and correct to the best of my knowledge. |
|  |  | I understand that a “Variation to Research” form will be submitted to QCS if my application is approved and my research changes after the approval. |
|  |  | I understand I will be required to submit a summary brief of the study and findings to QCS at the conclusion of the research, and information from this brief may be made available in the QCS website. |
|  |  | I have read and understood the [QCS Research Guidelines](https://www.publications.qld.gov.au/dataset/qcs-application-to-conduct-research/resource/cc5ccecd-5d98-4d1d-bdbb-5ccd6a5755ad) and agree that I and all other researchers involved in the research project will be bound by this if my application is approved. |
|  |  | I have made full disclosure of all financial involvement with any organisation or entity with direct interest in the subject matter of the research. |
| **Signature:** | |  |
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| **Name:** | |  |
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| **Date:** | | /     / |

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| **Applicant’s Academic Supervisor to Complete (if any)** | |
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| I,       DECLARE THAT:  (full name) | |
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| I have examined this application to conduct research 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. | |
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| **Signature:** |  |
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| **Name:** |  |
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| **Date:** | /     / |

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| **7.0** | **Application checklist** | | | |
| All relevant questions have been answered. | | Yes | No | |
| Word limits have been adhered to where applicable. | | Yes | No | |
| Section 6.0 has been signed and dated by the applicant and supervisor and is lodged with this application. | | Yes | No | |
| A copy of any survey, questionnaires, participant information sheet or other instruments and data collection tools are attached. | | Yes | No | N/A |
| Copies of the Human Research Ethics application provided to the university and evidence of HREC approval are attached. | | Yes | No | N/A |
| If answer to question 2.21 is Yes, additional approval from Queensland Health is attached. | | Yes | No | N/A |
| If answer to question 2.22 is Yes, additional approval from all other relevant government agency(ies) is attached, or if the approval is pending, details of the research application to that agency are attached. | | Yes | No | N/A |

**Note:**Applications will not be considered if you have answered No to any question above.