

## Application for approval to conduct research in the Disability Services Commission

### Checklist

#### Application form

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- Applicant's full name
- A concise title
- A full statement of proposed Disability Services Commission involvement in the project and what form this would take (eg letter to participants, access to staff/clients/records)
- A description of how the proposed research will benefit the Commission
- Procedures to maintain confidentiality, storage and destruction of data
- Name of supervisor(s) and their details (titles, addresses, email, phone number)
- A detailed costing of the support requested from the Commission, including in-kind support.

#### The research proposal

- A full title for the project
- A summary of the project including research aims and/or hypotheses to be tested, significance and expected outcomes
- Research design and description of the study methodology
- A research plan detailing, use of research assistants, technologies including instruments, video and audio equipment, venues, transport requirements (if any) and estimated time commitment by research participants including client and staff involvement
- Method of data analysis (including statistical tests if appropriate)
- Characteristics of research participants.

#### Attachments

- Copy of any ethics clearance for this project
- Detailed plan for obtaining informed client consent or agreement
- Copy of proposed informed consent/agreement form
- Copy of proposed information sheet for participants
- Copy of any tools to be used in data gathering
- Evidence that the project will have academic supervision (if research is being conducted as a requirement of a postgraduate course)
- Special precautions required by research methodology. Documented assessment of any potential risks to research participants including plans for minimising risks, and provision of support mechanisms (eg counselling)

## Research project details

### Section 1: Primary contact details

#### 1.1 Name of applicant

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(Title) (Surname) (Given names)

#### Contact details

Telephone .....

Mobile .....

Email .....

#### Name of organisation administering project

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- 1.2 Provide a brief plain language outline of the project (no more than 100 words).
- 1.3 Describe the aims, hypotheses, potential significance and background of the project to be tested, including the expected outcomes (approximately 150 words).
- 1.4 Outline how the research will assist in informing the Disability Services Commission in improving the health and wellbeing of people living with disability, their families and carers.
- 1.5 Outline the project timeframes (including proposed commencement and completion dates).
- 1.6 Provide information on the funding source for the research, if appropriate.

### Section 2: Request for Disability Services Commission data

- 2.1 Describe the request, including the data requested and whether it will be in identified or de-identified form.
- 2.2 Provide details on who will have access to the data and why this is required.
- 2.3 Provide details on how the information collected will be stored and handled to safeguard confidentiality both during and following completion of the research.

### Section 3: Access to Disability Services Commission facilities and staff

- 3.1 Provide details on the proposed Commission facilities to be used in the research and the proposed dates for accessing these facilities.
- 3.2 Provide details on the assistance you are seeking from the Commission (eg data, resources, staff time etc).
- 3.3 Provide details on the proposed Commission staff participation in the research project.

(If applicable describe in detail staff involvement in the research, including method of investigation to be used with staff participants eg questionnaires, audio recordings, interviews. Please attach a copy of any questionnaires or proposed interview questions).

#### **Section 4: Access to Disability Services Commission participants**

- 4.1 Give the number, gender, age and any other specific characteristics of all participants to be included in the study, including controls.
- 4.2 Describe how research participants will be identified and recruited.
- 4.3 Describe the selection of the research population(s) and the sample size.
- 4.4 Describe the inclusion and exclusion criteria for participants.
- 4.5 Describe all methods of investigation to be used with the participants (eg face-to-face interviews, video recordings, audio recordings, observation). (Please attach a copy of questionnaires or proposed interview questions.)
- 4.6 Provide details on the demands, possible risks, inconvenience and possible discomfort to research participants. Describe the precautions that will be taken to prevent or minimise these risks.

#### **Section 5: Process for obtaining informed consent**

- 5.1 Provide details on the exact information to be communicated to participants about the research. (Please attach a copy of the form to be given to the participant. If consent is not to be obtained in writing, the circumstance under which it is obtained should be recorded.)
- 5.2 Describe how you will convey this information to the participant, or the formal decision-maker for the participant, in order to ensure 'informed consent' has been obtained.
- 5.3 Provide information on when in the research process the explanation will be given. (Note: it may be necessary to explain the project's full intent, the voluntary nature of participation, and the freedom to withdraw at any time at a number of points during the research, depending on the participant(s) decision-making capacity.)