

Research application and approval process

The Disability Services Commission recognises the role of research in assisting the Commission realise its vision of a society that values people with disability, their families and carers.

The Director General will be responsible for the assessment of research projects and proposals to ensure projects and proposals involving the Commission are of a high standard and contribute positively in the development of knowledge, attitudes and services for people with disability.

The Commission is also committed to protecting the privacy, confidentiality and personal safety of people with disability who choose to be involved in research activities and it has developed a policy (and supporting procedures) to guide the consideration of applications to conduct research.

The policy applies to research undertaken:

- with Commission staff
- with clients who receive Commission-operated services
- using Commission-provided data including de-identified data
- by students and external researchers
- by Commission staff where research is not part of their normal duties.

The policy does not apply to:

- consultants (for whom other arrangements are made)
- Commission staff whose normal duties include research.

The Commission supports relevant research but does not fund research. The Commission's support for a specific research proposal does not necessarily equate to funding support.

Guidelines

The research proposal should advance knowledge and be related and relevant to the area of disability and associated conditions.

Ethics and confidentiality issues must be addressed. Research protocols must be consistent with current Commission policies, standards and schedules to the Disability Services Act (1993). The researcher must provide documented clearance from the relevant Research Ethics Committee from their university, training institution or agency.

The proposal should demonstrate a sound rationale, research design and methodology. The Commission adheres to the National Health and Medical Research Council statement on Ethical Conduct in Research Involving Humans (2007) and the Australian Code for the Responsible Conduct of Research (2007).

Research applications

A research application to the Commission requires the researcher to:

- read Operating Guidelines and Procedures Governing the Conduct of Research in Disability Services Commission available at www.disability.wa.gov.au > Understanding disability > Research
- discuss the research idea with the Research Approvals Officer (phone 9426 9262) or relevant Commission staff who may be impacted by the research project
- complete an 'Application for Approval to Conduct Research in Disability Services Commission' form available at www.disability.wa.gov.au > Understanding disability > Research
- attach all relevant documentation (including Ethics Clearance and Police Clearance forms, copies of all research instruments and documents for obtaining informed consent).

Approval process

All research proposals must be submitted to the Director General for approval. The Director General will forward the proposal to the Research Review Coordinator (Performance Reporting and Evaluation Branch, Strategy Directorate).

Reviewers with expertise in service user needs and services, research methodology and the organisation of services will be selected from within the Commission. An external independent reviewer with acknowledged expertise may also be invited to review the proposal.

The Director General will give the person submitting a proposal a brief statement on whether the guidelines are met including concise comments on suggested changes, if any, are required.

Obligations for researchers are outlined in detail in the Commission's requirements governing the conduct of research.

Researchers wishing to consider an application can download the forms by following the links below and/or arrange to discuss a research idea with a delegated officer by contacting the Research Approvals Officer on 9426 9262.

Downloads

- Operating Guidelines and Procedures Governing the Conduct of Research in the Disability Services Commission.
- Application for Approval to Conduct Research in the Disability Services Commission.