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|  | **Application to Conduct Research in Creche and Kindergarten Association (C&K)** **Early Childhood Education and Care**Office use only: Research Project ID: |

Instructions to applicants:

* This form is for researchers seeking approval to conduct a research project in a C&K early childhood and/or corporate setting, and/or who wish to access data sets owned or managed by Creche and Kindergarten Association (C&K).
* For researchers (this includes educators within C&K) seeking approval to conduct research in an early childhood setting, **please refer to the *Guidelines for applicants - conducting research in C&K early childhood settings*** *before completing this form.*
* Please complete ALL questions. You may use the spaces provided and/or attach additional pages as necessary.
* If you require clarification on any aspects of this application form send an email to research@candk.asn.au pa

**Section 1: General details**

1. Research category

* Select the category of research
* Indicate whether or not access to C&K-owned data is required

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| Research in early childhood education and care settings | [ ]  |
| Research with corporate office staff or other support staff | [ ]  |
| Access to C&K-owned data for the purposes of the research project above | [ ]  |
| Access to C&K-owned data only | [ ]  |

2. Research Project title (max. 50 words)

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| Keywords (select one to three from the Attachment)If there are no matching keywords, insert your own keywords |
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3. Details of principal researcher

* If a **student researcher**, please include your supervisor as the *associate*researcher.

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| --- | --- | --- | --- | --- | --- |
| Title: |  | Name: |  | Qualification(s): |  |
| Faculty/ Department: |  |
| Organisation/ University: |  |
| Postal Address: |  |
| Phone: |  | Mobile: |  |
| Email: |  |

4. Details of associate researcher

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title: |  | Name: |  | Qualification(s): |  |
| Faculty/ Department: |  |
| Organisation/ University: |  |
| Postal Address: |  |
| Phone: |  | Mobile: |  |
| Email: |  |

* If there are more than two researchers, please list their names only.

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| Name: |  |
| Name: |  |

5. Details of main contact person

* Please nominate **one person** to be the main contact person if any communication is required about this application.

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| [ ]  As above Principal Researcher  | [ ]  As above Associate Researcher |
| [ ]  Other contact person – provide details below |
| Name: |  |
| Phone: |  | Mobile: |  |
| Email: |  |
| Postal Address: |  |

6. Type of application

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| Student: | [ ]  | If Student, please specify degree being sought: | Academic: | [ ]  |
| Peakbody/Network: | [ ]  | Government: | [ ]  | Non-government: | [ ]  | Commercial: | [ ]  |
| Other: | [ ]  | If Other, please specify: |
| Yes [ ]  | No [ ]  | Has the research project been commissioned?Please provide information about who, funding and contact person (if different from main contact person): |

7. Estimated timeline

* Please provide proposed commencement and completion dates (dd/mm/yyyy) for data collection, analysis and reporting.

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| --- | --- | --- |
|  | Start | Finish |
| Data collection: |  |  |
| Analysis: |  |  |
| Reporting: |  |  |

8. Other funding arrangements for the project

* Please provide information about funding sources for this research project e.g. funded by a State Government Department, Australian Government Department, Australian Research Council, Creche & Kindergarten Association, Philanthropic Trust, Peak Body etc.

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10. Previous related research

* Have you previously applied to conduct this or similar research with C&K and/or another early childhood settings?

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| Yes [ ]  | No [ ]  |
| If Yes, state title, where and when: |

**Section 2: Benefit and value**

* In this section describe how the project will benefit C&K, children, staff, parents or the early childhood sector and the contribution it will make to the development, education, health, safety and/or wellbeing of children.

11. Aim and research question (s)

* Express the aim of the project by listing up to three research questions it seeks to answer.

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| *(no more than 100 words)* |

12. Background and rationale

* Outline the background, rationale and objectives of the project.

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| (*no more than 100 words*) |

13. Project outcomes

* What benefits to C&K, early childhood services, educators, parents/guardians, children, or community, if any, will result?
* What experiential, developmental and/or educational impacts, if any, will result?

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| (*no more than 100 words*) |

14. Alignment to C&K strategic priorities

* Select the strategic priority/ies the project most closely aligns to:

[ ]  Innovation – deliver and grow innovative services and programs that meet the diverse needs of children

[ ]  Reconciliation – we honour Australia’s First People and work towards reconciliation

[ ]  Access for all – increased access, participation and programs for vulnerable and disadvantaged children and families

[ ]  Leadership – lead, influence and advocate in early childhood education and care

[ ]  People matter – A capable, engaged diverse workforce and high performance culture

[ ]  Sustainability – A well run, sustainable organisation.

* Select the key research and evaluation outcome area/s the project most closely aligns to:

[ ]  Metrics to inform and support strategic decision making

[ ]  Children’s environments are nurturing, culturally appropriate and safe

[ ]  Children have the knowledge and skills for life and learning

[ ]  Children are engaged in and benefiting from educational opportunities

[ ]  Families are confident and have the capability to support their children’s development

[ ]  Quality early childhood development services that support the choices of families

[ ]  Early childhood education and care workforce is skilled, competent and supported

[ ]  Influencing policy and advocating for beneficial industry change

* If the project does not align to one of these priorities, please provide a brief description below.

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| Other: |

15. Outputs

* List the planned products of the project. Consider what will be the feedback to children, parents, staff, early childhood education and care service, community or C&K. For example, e.g. evaluation or research report, journal article, media publicity, information kit, conference or presentation; professional development program, thesis, other (provide detail).

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16. Approval by a Human Research Ethics Committee (HREC)

* Researchers are reminded that any external proposal which is more than ‘low risk’ as defined by the [*National Statement on Ethical Conduct in Human Research*](http://www.nhmrc.gov.au/guidelines/publications/e35) requires an HREC review.
* Please advise if you have received HREC approval to conduct the research.
* Note: for external applicants please attach a copy of your ethical clearance approval.

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| Application submitted (*please select*): | Yes [ ]  | No [ ]  |
| If No, please explain why you have not sought HREC approval for your project. Demonstration of the National Statement guidelines on Ethical Conduct is advised: (*no more than 50 words*) |
| Status of application (*please select*): | Approved [ ]  | In progress [ ]  | Not approved [ ]  |
| What is the date that approval has been given to: | Xx/xx/xx |  |  |

For C&K internal applicants, ethical clearance will be based upon your responses to the questions in this application form.

**Section 3: Methodology**

In this section, please provide a detailed description of the strategy you will use to answer your research questions including:

* sampling strategies and recruitment process
* instruments for data collection
* procedures for data collection and the impact they will have on sites
* techniques for data analysis

17. Sampling strategies

* Please explain how you will select early childhood education and care centres or other workplace settings and participant groups, including educators

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| (*no more than 50 words*) |
| Participant details |
| Number of participants: |  | Number of sites/centres: |  |
| **Active** participants (please select) |
| Directors [ ]  | Educators/Staff [ ]  | Parents/Guardians [ ]  | Children [ ]  |
| Age groups of babies and/or children **actively** participating (please select, if mixed select more than one and outline in other) |
| 0-1 years [ ]  | 1-2 years [ ]  | 3-4 years [ ]  | 4-5 years [ ]  |
| Other: |
| C&K services from which sample will be drawn (please name specific centres and locations) |
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18. Recruitment process

* Please describe how you will recruit potential participants (including administrative details).

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| (*no more than 50 words*) |

19. Informed consent process

* Please describe how informed consent will be obtained from all potential participants including parents or guardians for their children; and either consent or assent from children. Note: copies of the actual participant information sheets and consent and assent forms must be attached.

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| (*no more than 100 words*) |

20. Methods of data collection

* List and provide detail of the method or approach you will use to collect data or information, e.g. action research, case studies, evaluation, feasibility study, focus groups, interviews, longitudinal study, market research, observation, pilot study, qualitative, quantitative, questionnaires, secondary data analysis, surveys, trials, video, other.

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| (*no more than 100 words*) |

21. Instruments for data collection

* List the instruments you will use and a brief description. Note: copies of the actual instruments must be attached.

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| (*no more than 100 words*) |

22. Impact on sites

* Please indicate the activities staff, educators, children and parents/guardians will participate in.
* Use one line for each activity and add extra rows as needed.

a) Participants in each centre

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| **Type of activity**(e.g. survey, interview, video, observation) | **Participants at each site**(number & type, e.g. 30 kindy children, 1 Director, 2 educators) | **Amount of time activity will take**(e.g. 30 minutes) | **When activity will take place**(e.g. in morning activity time, Term 1 2015) | **Participation strategy**(e.g. whole centre, children withdrawn, in outdoor play area) |
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b) Administrative and other support expected from each site

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| **Administrative activity or other support required** (e.g. distribute and collect consent forms, administer survey) | **Personnel to be involved** | **Amount of time administrative activity will take** |
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23. Protection from harm: intrusive or sensitive issues

* Provide detail on any questions or issues with the potential to be intrusive, upsetting or incriminating to participants.

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| (*no more than 100 words*) |

Note: Where a Bluecard is required, please attach copies for every researcher involved in the project.

22. Additional support available

* Outline the additional support available to participants in the event of any disturbance resulting from intrusive questions or issues.

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| (*no more than 100 words*) |

22. Access to C&K-owned data

* Outline which C&K-owned data sources you are requiring access to and why, including techniques for data analysis

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| (*no more than 100 words*) |

22. Strategies to maintain confidentiality

* Outline how you will ensure the confidentiality of information provided and protect the anonymity of participants and sites in relation to:
	+ data collection and storage
	+ publication/reporting of results.
* If applicable, describe and justify any limitations to confidentiality and anonymity.

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| (*no more than 100 words*) |

**Research Agreement**

*Double click check boxes for marking. Electronic signatures are acceptable.*

**Privacy**

C&K is committed to protecting the privacy of personal information.

[ ]  The researcher(s) acknowledge and agree to be bound by the national privacy principles and relevant State and Commonwealth legislation.

[ ]  The researcher(s) agree to maintain confidentiality of information in accordance with these principles and obtain consent from participating educators/staff and from parents/guardians for participating children, and in some circumstances directly from children.

**Insurance**

C&K must ensure any research activity does not expose babies/children, parents/guardians, staff or the C&K to any unreasonable risk.

[ ]  The researcher(s) (or their institution or employer) hold public liability to an appropriate value for the activity being undertaken and, where appropriate, workers compensation insurance for the term of the research project.

**Laws, policies and procedures**

[ ]  The researcher(s) agree to abide by all laws, policies and procedures relating to the safety and protection of children and information gathered from this research project.

[ ]  The researcher(s) agree to abide by C&K research policy and C&K Confidentiality and privacy policy.

[ ]  The researcher(s) understand that approval does not represent C&K’s endorsement of the research project as participants are responsible for satisfying themselves that appropriate approval procedures have been met before participation. C&K takes no responsibility for the research project and is not liable for any claims concerning negligence, harm or oversight that might arise during the course of the research.

[ ]  The researcher(s) understand that C&K takes no responsibility for the research project and is not liable for any claims concerning negligence, harm or oversight that might arise during the course of the research.

[ ]  The researcher(s) agree that if during the course of the research, any adverse incidents and/or information of potential harm to participants becomes known, you must notify C&K immediately, in writing.

**Reports of completed research**

As principal researcher, I agree:

[ ]  to provide C&K with a concise 2-3 page electronic summary report and its key findings;

[ ]  to provide a report to the participating early childhood education and care service(s) and/or other services in a format agreed to by the director/educator (s) of those participating;

[ ]  to acknowledge the support of C&K in any publications arising from the research; and

[ ]  to provide C&K with the opportunity to provide comment on any materials generated from the research prior to formal publication. It is expected that if there are any differences of opinion related to the research outcomes between C&K and me, that these differences will be acknowledged in any publications, presentations and public forums.

**I agree/do not agree** (*strike out the option which does not apply*) to the publication of the 2-3 page summary in the C&K Intranet and C&K website, which is accessible and viewable by the public.

**Please note**: if C&K has commissioned this project, the responsible Manager must approve the publication of any material on the Department’s Research and Evaluation Register.

The researcher(s) declare the information provided in this application to conduct research in C&K and/or early childhood settings to be true and correct.

 Date / /

Signature (Principal Researcher)

 Date / /

Signature (Associate Researcher)

(Include other signatures only as required)

**Submitting the Application**

Applications will not be considered complete unless accompanied by all required supporting documents as outlined in the checklist. This checklist must be submitted as the cover sheet.

1. **Sending electronically** (hard copies do not need to follow)
* Electronic **Word** versions of the application form and attachments are preferred to enable accurate transfer of information into C&K research master register tracking and register formats. PDFs with an enabled copy function are acceptable. Do not send images (e.g. jpgs) or protected documents.
* Only send documents as outlined in the checklist. **DO NOT SEND** copies of an ethics application that has been submitted to a university ethics committee, only the approval letter containing details on the period of time ethical approval has been granted is required.
* Please ensure the Research Agreement is completed and signed (electronic signatures acceptable).
* For all research proposals please submit your application to: research@candk.asn.au
1. **Sending by mail**  (not required if sent electronically)

Return form to:

Manager, Research and Evaluation

Business Development and Strategy

Creche and Kindergarten Association

257 Gympie Road

Kedron Qld 4031

**Enquiries:**

Mailbox: research@candk.asn.au

[www.candk.asn.au](http://www.candk.asn.au)

**KEYWORDS**

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| --- | --- | --- |
| Aboriginal and Torres Strait IslanderAccess and equityAssessmentAutism spectrum disorderBehaviour guidanceBrain BullyingChild developmentChild ledChild safetyChildren Community partnershipsCreativityCulturally and linguistically diverseCurriculum DisabilitiesDisadvantageDiversityEarly childhoodEarly childhood education and careEarly childhood healthEarly childhood learning and developmentEarly yearsEducatorEngagementFamily Day CareFamiliesFunding modelHealthInclusionInnovationIntegrated servicesKnowledgeLanguageLeadershipLearningLearning difficultiesLiteracyLong day careKindergartenMarketingMaternal and child healthMental healthMentoringMusicNumeracyOutcomes | Out-of-school hours careParentsParticipationPathwaysPedagogyPerformancePlay based learningPlaygroupPre-schoolProfessional developmentProgramReadingRefugeesResourcesRetentionSchool readinessSevere behavioural disorderSexual abuseSocial justiceStressTechnologyTransition to schoolWellbeing Workforce  |  |