

Document Checklist for Applying to Conduct Research within JJNSW

Before submitting a full application to JJNSW, please check that you have included the following documents in your application.

- A completed *Application for Approval to Conduct Research* form
- A copy of Participant/Caregiver Information Sheet(s) & Consent Form(s)

The researcher is required to provide a participant information sheet for distribution to all participants (and their primary caregivers if they are less than 16 years of age).

Both the information sheet and consent forms must clearly indicate the researcher's name and contact details, and be on their university's letterhead.
- A copy of all research instruments to be used in data collection

A copy of all interview schedules, questionnaires or other data collection instruments (including tests or stimulus materials) must be submitted for approval with the research application.
- A copy of approval from a National Health and Medical Research Council (NHMRC) registered Human Research Ethics Committee (HREC)

A copy of approval from an NHMRC-registered HREC **must** be submitted before JJNSW can give final approval.

Final approval will be withheld until notification of the approval is supplied.
- A copy of approval from an Aboriginal specific NHMRC-registered HREC

A copy of approval from the Aboriginal Health and Medical Research Council (AH&MRC) or Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) Ethic Committee (or similar) **must** be submitted before JJNSW can give final approval.

Final approval will be withheld until notification of the approval is supplied.
- A copy of any other approval granted for the application

If the application is for approval to conduct research with other government/non-government agency personnel employed within JJNSW facilities, written evidence of approval from these agencies will need to be submitted with the application.

If the research is being conducted across several agencies, JJNSW will require all approvals to be forwarded as received by the researcher.

☐ A copy of WWCC clearance number and expiry date (where applicable)

Researchers who require contact with young people in JJNSW will be required to obtain a Working with Children Check (WWCC) clearance.

If a researcher does not provide details of clearance, JJNSW will not allow the implementation of the research, and will terminate any approvals given.

☐ Letter to Centre/Community Managers (including a brief project outline)

A letter outlining the nature of the research, and the commitment required of JJNSW personnel, must accompany approaches to Centre/Community Managers seeking approval to gather data in the centre/community office for which they are responsible.

A short outline of the research should be attached, including;

- The research questions or hypotheses
- The context and background for the research
- The means by which the data/information will be gathered
- The participants from whom the data/information will be gathered
- The methods for ensuring the privacy of participants.
- A time line for the research

This project outline may be placed on JJNSW's intranet site for the information of staff.

The JJNSW Research and Information Unit (RIU) is responsible for the coordination and oversight of all research, evaluation and statistical projects involving young people under the supervision of, and personnel employed by, Juvenile Justice NSW.

For more information on the procedure for applying to conduct research within JJNSW, please visit the JJNSW website:

<http://www.juvenile.justice.nsw.gov.au/Pages/Juvenile%20Justice/research/research.aspx>

or email the Research & Information Unit:

Research.JJ@justice.nsw.gov.au