

Conditions of Approval to Conduct Research within JJNSW

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.

This factsheet outlines the conditions of receiving approval to conduct research in JJNSW.

Researchers will be required to sign a written contract agreeing to abide by these conditions.

Please carefully consider the following conditions in your project design if you are invited to submit a research application.

JJNSW reserves the right to terminate research at any time, especially if the researcher acts unethically or compromises the security of JJNSW / confidentiality of the participants.

The RIU is available to answer questions regarding all aspects of the process.

For more information:

Email the Research & Information Unit
Research.JJ@justice.nsw.gov.au

Conditions Relating to Participants

- The confidentiality of research participants is strictly maintained at all times.
- All young people participating in research are treated with dignity and respect.
- All participants understand and sign *Participant consent forms*. Any age of consent restrictions must be adhered to, especially with young people under the age of 16 years.
- No audio-taping, videotaping or photographing of either research participants or juvenile justice sites is permitted without special approval from the Executive Director. Where approval is granted, additional specific consent will need to be obtained from both the participant and the guardian prior to the research occurring.
- No incentives will be used to promote research without prior review and approval by JJNSW. Where approval is granted, all participants will receive the same incentive.

Conditions Relating to Use of Data

- All data is to be stored according to National Health and Medical Research Council (NHMRC) Guidelines and disposed of after a period of five years.
- Information that may identify participants cannot be stored with any data collected. In the event that a master list is required (i.e. for follow-up purposes), this will need to be detailed and approved during the application process, and stored separately to the data. All master lists will be forwarded to RIU upon completion of the project.
- All participant consent forms will need to be stored separately to any paper based data collected.

- The data collected is not used for any other purpose except for the production of thesis/research report.
- All other uses of the data will need prior approval from JJNSW (i.e. publication of results in peer-reviewed journals or books, publications of reviewed/unreviewed reports on the Internet or in other forms of electronic/paper-based media, or presentation of results at conferences/workshops).
- Strictly no linking of data to other data sources that are held. You may seek permission for this from the Executive Director; however any analysis proposed through the linking of databases will be treated as a new application to conduct research.
- Agreement regarding intellectual property of the data.
- The researcher agrees to provide JJNSW with a copy of the database collated, along with any data dictionaries created prior to the conclusion of the research.
- If the researcher terminates the project prior to completion, all data collected is returned to JJNSW. Written notification of the reasons for termination and an assurance that all data has been returned will need to be provided. JJNSW will then store the data for a period of five years according to NHMRC guidelines, after which time it will be destroyed.
- Any publication or conference presentation resulting from this research will need to contain an acknowledgement of JJNSW as the data source and acknowledgement to the RESC for approving the research.

Other Conditions

- If there are any substantial changes to your research project, you will need to inform the RESC in writing.
- Compliance with the above conditions is necessary before any subsequent research applications will be considered.
- If at any stage the researcher is found to be in breach of these conditions, the project will be terminated. All data will be required to be returned to JJNSW.

Conditions Relating to Reporting and/or Publication of Results

- Work in progress will be provided to JJNSW on a six monthly basis.
- The final results of the research are communicated to JJNSW in a timely manner, through the following avenues:
 - A copy of the completed research provided to JJNSW.
 - A summary of the pertinent results provided to JJNSW for dissemination to policy and operational personnel.
 - Young people or JJ employees who are participants in the research receive timely feedback.
- If the research involves conducting testing of any kind (e.g. psychometric testing or medical tests), the researcher is required to provide feedback of individual results to participants.