Application Form

To apply for approval to collect data from ACU students, please follow these steps:

1. Review the [Survey, Interview & Focus Group Governance Framework](https://policies.acu.edu.au/governance/survey_governance_framework)
2. Consult the [Research Register](https://myacu.sharepoint.com/sites/ACU-Surveys/Lists/Survey%20Register%20logbook/AllItems.aspx) for existing research projects
3. Complete all fields in this form
4. Send completed form and supporting documents to [CEI@acu.edu.au](mailto:CEI@acu.edu.au)

Hover over each of the headings below for more instructions about each entry.

Which Tier of research are you applying for?

**Tier 1** Institutional survey or Internal Quality Assurance. Surveys that require large number of responses and are conducted to satisfy compliance and national benchmarking needs. Requires ACU block out period.

**Tier 2** Internal research. Data collection that requires multiple cohorts of students’ participation. Initial invitation and 2 follow up reminders.

**Tier 3** Internal research. Data collection that requires a single or small cohort of students’ participation. Initial invitation and 1 follow up reminder.

**Tier 4** External research. Any data collection method from an external organisation. Initial invitation and no follow up reminder.

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| --- | --- | --- | --- | --- |
| [Research Title:](#Title" \o "Enter a distinctive name for the research. Be sure that the title isn't already taken in the Research Register.) | Click here to enter title. | | | |
| [Purpose of the Research:](#Purpose" \o "Enter a brief summary of the purpose and objectives of the research.) | Click here to enter purpose. | | | |
| [Target Population:](#Population" \o "Enter the demographics that will make up the student population. For example, all first year domestic students studying Law.) | Click here to enter target population. | | | |
| [Personal Information:](#PersInfo" \o "If the research is not anonymous and will collect personal information, you must comply with the Research Data Management Policy.) | Are you collecting personal information from participants?  Yes  No | | | |
| [Method of Data Collection:](#Method" \o "Select the data collection method that will be used to administer the research to students.) | Survey  Focus Groups  Interviews  If other, please specify. | | | |
| Recruitment Dates: | Enter start date: dd/mm/yy  Enter end date: dd/mm/yy  Are fieldwork dates flexible?  Yes  No  If yes, provide details. |  | | |
| [Length of research activity:](#Length" \o "Approximate time that would need to be devoted by the student to complete the research.) | Click here to enter estimated time. | |  | |
| [Communications Plan:](#Comms" \o "Enter the planned correspondence that students will receive. For example, each respondent might receive an invitation through LEO and by email, and then two email reminders.)  Please include:   * How the Researcher will contact students to advertise the research activity * Date the invitation will be sent and by whom * The dates of any direct follow-up communications and whether these will exclude students who have already responded or participated | Click here to describe communication content and frequency of survey reminders. | |  | |
| [Name and contact details of Researcher(s):](#Contacts" \o "The Researcher is responsible for all administrative management tasks, and will be the point of contact for queries about the research and requests for data. Enter the name of the person(s) that will fill this role.) | Click here to enter text. | | | |
| **External Researchers only**  HREC Approval | Name of HREC Click here to enter text.  Approval No. Click here to enter text.  Approval Date dd/mm/yy to dd/mm/yy  Please attach a copy of the HREC approval. | | | |
| I have read and will adhere to the [Survey, Interview and Focus Group Governance Framework](https://policy.acu.edu.au/document/view.php?id=357).  I have read and will adhere to the [Privacy Policy](https://policy.acu.edu.au/document/view.php?id=190&version=1) & the [Research Data Management Policy](https://policy.acu.edu.au/document/view.php?id=307&version=1).  I have attached all supporting documents as required to this application. | | | |  |

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| **Office use only** | |
| Approved by CEI |  |
| Date | dd/mm/yy |
| ACU HREC Required |  |