This application form should be completed and submitted to the Research and Evaluation Steering Committee (RESC) at research@corrections.govt.nz.

 All researchers whose projects are approved through this process will be expected to sign a Research Agreement with the Department. As part of the Research Agreement, researchers will be required to provide a copy of the final draft of the thesis paper, research report, research summary or similarly described document, to the Department for review prior to submission, completion, and/or publication.

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# SECTION A – General Information

## Project title:

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## Name of applicant or principal researcher:

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## Email:

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## Mobile:

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## Name of Organisation:

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## Department:

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## What degree programme will this research be a part of? (Student Applicants Only – Masters level or above)

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## Supervisor(s) name:

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## Names, roles and responsibilities of all researchers involved in the proposed research:

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## Supervisor(s) signature:

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## *Supervisor signature is required to indicate they have reviewed and approved the application for submission to the Research and Evaluation Steering Committee:*

## Applicant(s) signature:

Ara Poutama Aotearoa employees

Please complete this section if you are employed by Ara Poutama Aotearoa.

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## What role are you employed in?

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## Your manager’s name:

## Have you discussed your research or had the research reviewed by any other staff within Ara Poutama Aotearoa? Yes [ ]  No [ ]

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## If yes, please provide name:

# SECTION B - Details of research project

## Research title:

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## Rationale for research:*How will your project fill a gap in knowledge? What is the purpose/significance of the research and what are the intended benefits? Maximum 100 words*

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## Statement of purpose / objectives / hypothesis to be tested:*What is/are your research question/s? Maximum 100 words*

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## Describe your methodology:

* All data collection methods
* intended location(s) for data collection and resources required. Include number of data collection sessions, how long interviews will last.
* sample size and justification
* inclusion/exclusion criteria
* number of research participants required (e.g., female prisoners, sex offenders, Probation Officers etc) and selection criteria
* use of control / comparison group
* measurement / assessment tools that will be used.
* Use of incentives or use of koha

Copies of materials you propose to use (information leaflets, consent forms, question schedules, assessment tools) must accompany this application. **Max 400 words**

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## Research with Māori

* How are Māori involved (participants, iwi in specific regions, researchers, research assistants and advisers) and at what stages of your research?
* What steps have you taken to ensure your research is responsive to Māori?
* Who have you sought cultural advice and support from about your research? Please indicate what engagement has occurred, what advice has been provided and how this has changed your research design, the conduct of the research and the reporting of findings.
* Have you organised cultural supervision for the proposed project? Who will be providing this (please attach letter indicating this is agreed to or in place)?

## Maximum 400 words

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## Describe how your data will be analysed*How will the interpretation of data and analysis be managed?* Maximum 100 words

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## How will you use the findings from the research? Maximum 100 words

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## How will your findings be fed back to participants?*Describe how you will communicate your findings to participants in the research.* Maximum 100 words

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## Benefits and risks to participants and those involved in the research *What are the expected benefits to those participating in the research?What are the perceived risks to those participating in the research and how will these be mitigated?* Maximum 100 words

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# SECTION C - Project logistics

## Access to data or files

Do you want to request data from the Department or need access to the personal files of people under the management of the Department?
Yes [ ]
No [ ]

## If yes, describe the data you are requesting

* bullet points or numbers for each question
* snapshot (e.g. month end) or throughput (starts or ends)
* period required (e.g. December 2021, or 2020/21 financial year).

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## Staff assistance, support *Describe the kinds of practical assistance that you may require from Departmental staff. This should include such things as how many hours of staff time, how many staff, which staff (e.g. custodial, psychological, health).* Maximum 100 words

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## Timelines *Please provide a project timeline.*

When do you hope to commence data collection? What deadlines exist for specific phases of the research project? Allowing for delays, when is the research likely to be completed? **Maximum 50 words**

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# SECTION D - Ethical, legal & cultural considerations

The RESC does not grant ethics approval to research applications. However, the committee will consider ethical issues in identifying and weighing up the risks and potential benefits of the research.

Formal ethical review should be obtained from an institutional ethics committee or other similarly accredited body. A copy of the approval letter must be supplied to the RESC before any research agreement will be signed.

## Which option best represents the status of the proposed research’s ethical approval?*Provide the name of the institutional ethics committee or other accredited body that will review and approve the research. If you are not seeking ethical review, please explain why not.*

[ ]  Received ethical approval - *Please attach approval*

[ ]  Applied for ethics approval *- Provide details in the box below*

[ ]  Not yet applied for ethics approval

[ ]  Not applicable - *Please explain why in the box below*

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## Consent process*How will you recruit people to your research? Describe the process to obtain informed consent. Copies of participant information sheets and consent forms must accompany this application.* Maximum 100 words

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## Privacy of participant information *Describe the measures to protect the privacy of individual participants. Describe the security measures to be used to ensure security of data during and after the completion of the project. How will data be stored/disposed of after completion of the research. Attach university policy.* Maximum 100 words

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## Participant debriefs*Will participants be debriefed after interviews / sessions?How will the findings of the research be made available to participants?*Maximum 100 words

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## Management of participant comfort*Is the research approach likely to / intended to induce any discomfort in participants? How are associated risks to be minimised and managed? How will you handle the situation if a participant becomes distressed, feels unsafe, or threatened?How will you ensure the comfort of different cultural groups and specific needs of participants?* Maximum 100 words

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## Conflicts of interest*Do you have any current or potential conflicts of interest (e.g. you work at the Department of Corrections or you work with offenders in the community or in another role)? How will these be managed?* Maximum 100 words

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# RISKS AND MITIGATIONS

Use this space to describe any other important issues or considerations not already covered above for example, any risks to the Department and appropriate mitigation strategies.

Include safety considerations for the researcher and participant. **Maximum 100 words**

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