

Research Guidelines for Applicants

Document status: Final approved

Date: 1 February 2017

Division: Strategic Capability and Review

For queries contact the Governance and Tasking Branch

DCSGovern@correctiveservices.wa.gov.au

Guideline



Government of **Western Australia**
Department of **Corrective Services**

Protect, Rehabilitate & Serve

Introduction

The Department of Corrective Services (the Department) supports high quality research and evidence based approaches and practices which help shape services, and enhance outcomes for prisoners, young people, offenders and the community.

The Department assesses, approves, coordinates and monitors all research activities to ensure:

- alignment with the Department's Strategic Research Priorities
- contribution to improving the service provision for prisoners, young people and offenders
- contribution to improving safety outcomes for the community
- capability of being supported or facilitated by the Department
- alignment with the [National Statement on Ethical Conduct in Human Research](#).

These Research Guidelines provide:

- information on how to apply for research approval from the Department
- key points to consider when conducting research
- research protocols to follow when conducting research.

Prior to submitting an application to the Department, applicants are encouraged to carefully read:

- these Research Guidelines
- the [Research Proposal Form](#)
- [Application Form for the Conduct of Research Projects](#).

Contact

Email DCSRresearch@correctiveservices.wa.gov.au

Postal Governance and Tasking
Address Department of Corrective Services
 Locked Bag 22
 CLOISTERS SQUARE WA 6850

Website <http://www.correctiveservices.wa.gov.au/research/>

Contents

1	Research Priorities	4
2	Application Process	4
2.1	Step 1: Research Proposal Form	4
2.2	Step 2: Research Application Form	5
2.2.1	Ethical design and conduct	5
2.2.2	Data requests.....	5
2.2.3	Potential conflict of interest	6
2.2.4	Participant Information Sheet and Participant Consent Form	6
2.2.5	Research instruments and data collection tools	6
2.3	Health and medical research	6
3	Approved applications	7
3.1	Allocation of research liaison officer	7
3.2	Conditions of approval	7
3.2.1	Research Acceptance Agreement.....	7
3.2.2	Satisfactory criminal clearance.....	8
3.2.3	Working with Children Check	8
3.2.4	Recording or transcribing interviews	8
4	Conducting research	8
4.1	General requirements	8
4.2	Recordkeeping, communication and official information.....	9
4.3	Access to data	9
4.4	Access to Departmental premises	10
4.5	Recruiting participants	10
5	Amendments to Approved Research Projects	11
6	Reporting	11
6.1	Progress reports/ completion reports.....	12
6.2	Publication of research findings.....	12
7	Termination of Approved Research Projects	13
8	Definitions.....	14
9	Frequently Asked Questions.....	16
10	Checklist for Researchers	17
	Appendix: Research Application process flow	18

1 Research Priorities

Each year, the Department identifies priority areas to guide its focus, and will only accept research applications which fall within these areas. Please refer to the Department's website for current research priorities:

<http://www.correctiveservices.wa.gov.au/about-us/statistics-publications/students-researchers/default.aspx>.

2 Application Process

There are 2 steps in the research application process.

Step 1: Submit a Research Proposal Form.

Step 2: If successful in Step 1, submit a full research application.

A detailed summary of the research application process is at the Appendix to these guidelines.

2.1 Step 1: Research Proposal Form

Researchers are required to submit a [Research Proposal Form](#) to DCSResearch@correctiveservices.wa.gov.au **prior to** submitting a full application. The Department accepts Research Proposals twice per year and submission dates are specified on the Department's website.

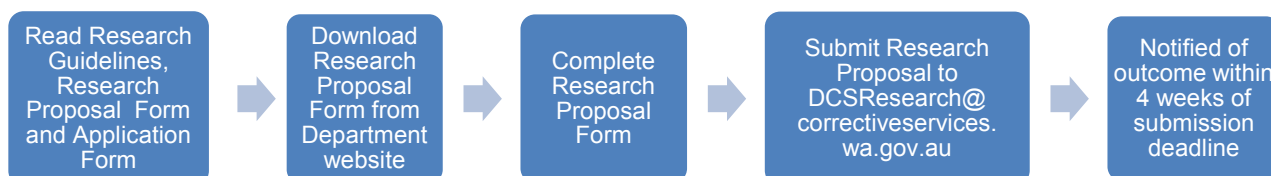
Applicants must address the following criteria in the Research Proposal Form:

- alignment with the Department's research priorities
- required Departmental resources – access to clients, staff, data etc
- benefits of the research to the Department, the Department's clients and the community
- brief summary of the research including background, aims, methodology (and sampling)
- type of publication intended
- proposed commencement and completion dates for the project.

An initial assessment of the Research Proposal will be made by the Department based on the above criteria addressed by applicants. If the Research Proposal is supported, the applicant will be invited to submit a detailed research application which will be assessed by the Department.

Applicants will be informed of the outcome within 4 weeks of the submission deadline. Please note that an invitation to submit an application does not guarantee automatic approval of the research project. Figure 1 summarises the process for submitting a Research Proposal Form.

Figure 1: Process for submitting a Research Proposal Form



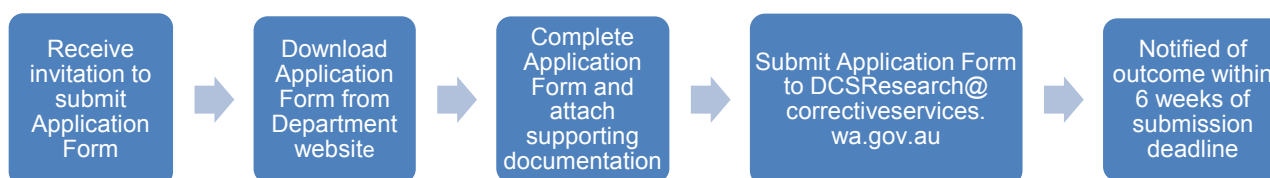
2.2 Step 2: Research Application Form

Successful applicants must submit a full application using the [Application Form for the Conduct of Research Projects](#) (Application Form) and attach all supporting documentation using the accompanying [Attachments Form](#). Submission dates for full applications are specified on the Department's website.

Email Application Forms, together with any supporting documents to DCSResearch@correctiveservices.wa.gov.au.

Applications will be considered with relevant subject matter experts as appropriate. Applications will take 6 weeks to be assessed. Both successful and unsuccessful applicants will be informed in writing of the outcome of their application. Figure 2 summarises the process for submitting a Research Application Form.

Figure 2: Process for submitting a Research Application Form



2.2.1 Ethical design and conduct

While the Department does not have a formally constituted Human Research Ethical Committee (HREC), the Department is guided by the [National Statement on Ethical Conduct in Human Research](#) issued by the National Health and Medical Research Council.

Applicants must provide evidence of compliance with appropriate ethical guidelines for the conduct of their research as part of the Application Form. This may include obtaining the formal approval of the HREC of the institution with which applicants are affiliated (eg university, agency). Applicants who do not have HREC affiliations must outline in the Application Form why formal ethics approval was not obtained and specify what standards of ethical research will be applied to the project.

Applicants must note that:

- Approval by a HREC does not mean automatic approval of the research application by the Department.
- Where ethics approval is pending, the Department may consider and approve an application conditional upon receipt of HREC approval.

2.2.2 Data requests

The Department produces statistical data which is released to the public on a regular basis. Data is made available through the Department's website: <http://www.correctiveservices.wa.gov.au/about-us/statistics-publications/statistics/default.aspx>.

Applicants requesting access to the Department's data must submit a research proposal/application as per the Department's research application process. Applicants will need to provide details of their data request and complete a standard data variable list (where applicable) as part of the research proposal/ application form. The

Department does not accept previous approvals or approvals from other Departments to provide information or data.

2.2.3 Potential conflict of interest

Applicants must disclose, as part of the Research Proposal/Application Form, any information that might be relevant to the Department in determining whether an actual, potential or perceived conflict of interest exists. A conflict of interest exists when a person's individual's interest or responsibilities have the potential to influence the carrying out of his or her institutional or professional obligations or where an institution's interest or responsibilities have the potential to influence the carrying out of its research obligations. These may include but are not limited to:

- being an employee of the Department
- being employed by or affiliated with current or potential service providers to the Department
- past or current friendships, interactions or relationships with offenders, ex-offenders, or individuals/groups who may reasonably be perceived as being involved in, or potentially involved in, criminal behaviours.

Any potential conflict of interest will be considered by the Department and additional conditions of approval may be imposed to manage these interests should the project be approved. Timely identification and management of the potential conflict is essential.

2.2.4 Participant Information Sheet and Participant Consent Form

Applicants requesting access to the Department's clients or staff members must attach a copy of the Participant Information Sheet and Participant Consent Form to the Application Form.

2.2.5 Research instruments and data collection tools

Applicants must attach copies of any research instruments and data collection tools such as surveys and questionnaires to the Application Form.

2.3 Health and medical research

Applicants requesting access to medical information belonging to the Department's clients must obtain the informed consent of the individual in accordance with the [National Statement on Ethical Conduct in Human Research](#). Medical records must be treated as confidential and must not be released to a person not entitled to the information.

3 Approved applications

3.1 Allocation of research liaison officer

Where an application is approved (Approved Research Project), a Departmental research liaison officer will be allocated as the contact for the research.

The research liaison officer will:

- provide support and guidance to researchers to ensure compliance with the Department's policies, procedures and guidelines
- discuss any conditions of approval
- finalise required documentation before commencement of the research
- if applicable, organise site visits subject to agreement by the Superintendent of a prison and/or Manager or Director of a facility.

3.2 Conditions of approval

Approval of the research is subject to receipt of the following:

1. Research Acceptance Agreement	• Completed and signed by the principal researcher.
2. Satisfactory Criminal Clearance	• Completed by all researchers involved in the project.
3. Working with Children Check (if required)	• Completed by all researchers involved in the project.
4. Request to record or transcribe participant interview form (if required)	• Completed and signed by the principal researcher.

The research liaison officer will provide relevant documents to researchers for completion and notify the researcher of any other conditions to be satisfied. Until all conditions have been met, researchers must not commence their Approved Research Project.

3.2.1 Research Acceptance Agreement

Researchers of Approved Research Projects must sign a declaration stating they will adhere to:

- these Research Guidelines
- the Department's Code of Conduct
- the Department's Recordkeeping Policy
- the Department's Confidentiality and Information Privacy Policy
- the [National Statement on Ethical Conduct in Human Research](#)
- the [Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research](#)

- any other conditions of approval specified by the Department.

Researchers must also declare that they will adhere to the following reporting obligations:

- provide progress reports every 3 to 6 months or as specified by the Department
- provide a completion report at the completion of the research
- provide electronic copies of research outputs 4 weeks prior to any proposed distribution.

3.2.2 Satisfactory criminal clearance

A researcher needs to satisfy the Department that they do not present an unacceptable risk while accessing the Department's clients, data or premises.

Researchers must complete a Consent to Obtain Personal Information Form and submit to criminal screening at the expense of the Department.

International researchers must provide a Certificate of Clearance as issued by the police jurisdiction, justice department or statutory authority of their country of current residency/citizenship.

3.2.3 Working with Children Check

If applicable, the Department may also require researchers to provide a copy of a current Working with Children Check.

3.2.4 Recording or transcribing interviews

Researchers who wish to transcribe or record interviews must complete a Request to Record or Transcribe Participant Interviews Form.

Permission to allow electronic devices to be brought into Departmental premises and the recording or transcribing of interviews must be obtained from the Superintendent of a prison, Manager or Director of a facility. The Research Liaison Officer will coordinate this request and notify the researcher as to whether permission has been granted. Researchers need to ensure that they have an alternative plan for documenting interviews and information should their request to record or transcribe interviews be refused.

Interviews may only be recorded or transcribed provided that the informed consent of participants has been obtained.

4 Conducting research

4.1 General requirements

Researchers must ensure that they:

- adhere to these Research Guidelines, the Department's Code of Conduct, Recordkeeping Policy and Confidentiality and Information Privacy Policy
- adhere to the [National Statement on Ethical Conduct in Human Research](#)
- adhere to the [Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research](#)

- adhere to the requirements of relevant health services regulatory bodies if conducting health and medical research
- behave and conduct themselves ethically, responsibly, professionally and diligently in all aspects of the Approved Research Project
- ensure that the safety, privacy, welfare and human rights of the Department's clients, staff and contractors are protected
- adhere to the scope and terms of the Approved Research Project as it was approved by the Department including any additional conditions of approval
- give special regard to the interest and needs of specific groups of participants including children and young people, people in vulnerable or dependent relationships, people with cognitive impairment, intellectual disability or mental illness, cultural needs of Aboriginal people and people from culturally diverse backgrounds
- must not provide any information about any of the Department's premises to any person, unless approved in writing by the Department and the person involved
- do not convey any impression that in carrying out the Approved Research Project (including contacting third parties) that the researcher is an employee of the Department or conducting research on behalf of the Department
- immediately inform the Department of any potential contentious or conflicting issues or conflict of interest.

4.2 Recordkeeping, communication and official information

To ensure compliance with the *State Records Act 2000*, researchers (including Departmental staff) must comply with the Department's Recordkeeping Policy and Confidentiality and Information Privacy Policy which are incorporated in the Department's Code of Conduct.

These policies require researchers to ensure that government information is kept confidential, secure and is only used for authorised purposes, such as in connection with the Approved Research Project.

If interviews with participants are to be audio recorded or transcribed, researchers must:

- complete a Request to Record or Transcribe Participant Interview Form
- obtain approval to record or transcribe participant interviews from the Superintendent of a prison, Manager or Director of a facility
- ensure that informed consent of participants is obtained
- protect the privacy and confidentiality of participants
- ensure that audio files and transcripts are kept confidential, only used for authorised purposes and maintained in accordance with the Department's Recordkeeping Policy and Confidentiality and Information Privacy Policy.

4.3 Access to data

Researchers must comply with the guidelines contained in Chapter 3.2 of the [National Statement on Ethical Conduct in Human Research](#) in relation to identifiability, collection, use, storage and disclosure of data in research.

Data obtained from the Department, or collected in relation to the Approved Research Project can only be collected and used in the manner approved by the Department.

Departmental staff listed as researchers in Approved Research Projects must not use their position as an employee of the Department to access or collect data for the Approved Research Project.

On completion of the research, all extracted data must be returned to the Department or destroyed and evidence of the destruction must be provided to the Department. Any subsequent use of the data must be submitted to the Department as a new application.

4.4 Access to Departmental premises

Researchers must observe and comply with all Departmental rules, regulations, protocols, procedures and directions, including but not limited to workplace health and safety policies and procedures whilst in the Department's premises in connection with the Approved Research Project. Researchers will be required to participate in induction training prior to entering the Department's premises.

Researchers visiting prisons are encouraged to read the [Visiting Prisons](#) page on the Department's website.

Researchers visiting the Banksia Hill Detention Centre are encouraged to read the [Banksia Hill Detention Centre](#) page on the Department's website.

4.5 Recruiting participants

Informed consent must be sought from all participants and documented, except in cases where the Approved Research Project includes large non-identifiable data sets. Researchers requiring access to Departmental records relating to individuals (eg medical records or staff records) must obtain the explicit consent of those individuals.

Researchers must ensure that informed consent of participants is obtained in accordance with Chapter 2.2 and 2.3 of the [National Statement on Ethical Conduct in Human Research](#).

Participant consent can be obtained in the following ways:

- written informed consent
- verbal consent that is electronically registered (tape recorded) or witnessed and signed off by an independent witness, or
- where the participant is a young person, the consent of the participant's parent or guardian is required in addition to the young person's informed consent.

Obtaining informed consent may require researchers to enlist the assistance of interpreters, guardians and advocates.

Researchers must ensure that participants are given a Participant Information Sheet and Participant Consent Form which explains what information is required from them, what consequences will arise out of their cooperation and their rights in relation to the research project. Participation in research is voluntary and participants including young people are entitled to withdraw from research at any stage.

Researchers must ensure that they comply with the requirements of the [National Statement on Ethical Conduct in Human Research](#) and [Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research](#) as per paragraph 3.1 General requirements.

Researchers must take into account the following ethical considerations when recruiting participants as part of their research:

1. Needs of children and young people	•Chapter 4.2 National Statement on Ethical Conduct in Human Research
2. Vulnerability of people in dependent or unequal relationships (prisoners)	•Chapter 4.3 National Statement on Ethical Conduct in Human Research
3. Needs of people with cognitive impairment, intellectual disability or mental illness	•Chapter 4.5 National Statement on Ethical Conduct in Human Research
4. Cultural needs of Aboriginal people	•Chapter 4.7 National Statement on Ethical Conduct in Human Research •Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research
5. Cultural needs of people from culturally and linguistically diverse backgrounds	•Chapter 4.8 National Statement on Ethical Conduct in Human Research

The Department does not support the offering of incentives or rewards to any individuals as inducement to participate in a research study. It would be acceptable for researchers to reimburse participants for the associated costs incurred with participating in the research (eg travel costs).

5 Amendments to Approved Research Projects

Researchers wanting to change the design of an Approved Research Project **after** it has been approved by the Department must submit details of any proposed changes to their allocated research liaison officer.

In the event that the Department considers a researcher to have changed the design of an Approved Research Project without the Department's consent, this may result in the withdrawal of approval, or the withdrawal of the researcher's right to publish any output in relation to the research.

Any requests for repeat or subsequent research studies must be submitted to the Department as a new application. Previous approvals or approvals from other Departments are not accepted.

6 Reporting

Researchers conducting Approved Research Projects with the Department will have regular reporting obligations during the course of their project.

6.1 Progress reports/ completion reports

For all Approved Research Projects, researchers must provide a progress report to their research liaison officer every 3 to 6 months or as advised by the research liaison officer. A final completion report is also required at the conclusion of the research. Researchers must use the [Progress/Completion Report Form](#) to submit a progress or completion report. Failure to provide progress reports may result in the Department terminating the Approved Research Project.

6.2 Publication of research findings

Researchers must obtain the Department's written approval before publishing any research outputs which disclose findings of Approved Research Projects.

Email research outputs disclosing the findings of Approved Research Projects to DCSResearch@correctiveservices.wa.gov.au 4 weeks prior to any proposed distribution. Submission of research reports, theses, dissertations, manuscripts, conference presentations, journal publications, press releases, internet postings are considered distribution.

Researchers undertaking Approved Research Projects as part of an academic qualification must obtain the Department's approval before submitting their research output for assessment by their academic institution.

Subsequent research outputs that rely on the findings of an Approved Research Project must also be submitted to the Department for approval.

Approval to publish research outputs will only be granted if the following publication conditions are met as per the Prisons Regulations 1982, Sentence Administration Regulations 2003, and Young Offenders Regulations 1995:

- the research output based on the research is factually correct
- the research output does not identify any individuals
- the research output does not reveal confidential Department information
- the research output does not pose a security risk, including risk to the operations of the Department or the safety of the community.

Additionally, researchers must:

- acknowledge, in a form approved by the Department, the participation and/or assistance of the Department and relevant service providers in the conduct of the research
- publicly state that any material published or made publicly available by a researcher cannot be considered as either endorsed by the Department or an expression of the policies or view of the Department
- publicly state that any errors of omission or commission are the responsibility of the researchers.

Failure to obtain written approval from the Department may result in:

- termination of the Approved Research Project
- a ban on the principal researcher being allowed to conduct future research with the Department, or

- a fine penalty of \$1000 as per regulation 87 of the Prison Regulations 1982, regulation 23A of the Sentence Administration Regulations 2003 and regulation 40B of the Young Offenders Regulations 1995.

Researchers will be advised whether their research output has been approved for publication within 4 weeks of submission. If approved, researchers must notify the Department of the publication details of the research output when known (eg publication date of journal article once it has been accepted for publication). Researchers should note that the final copy of the research output submitted to the Department may be made available online on the Department's website once it has been published.

Figure 3 summarises the process for submitting a research output for approval.

Figure 3: Process for obtaining approval for research reports



7 Termination of Approved Research Projects

The Department reserves the right to suspend or terminate an Approved Research Project where:

- continuation of the Approved Research Project may prove detrimental to participant(s) or the safe and orderly operation of Departmental premises
- the Department determines, at its sole discretion, that a researcher has not abided by the Research Guidelines, Department's Code of Conduct, rules, regulations, protocols, procedures or directions, or
- a researcher is convicted of (or has been charged with) a criminal offence or engaged in misconduct contrary to the Department's Code of Conduct.

In the event that the Department terminates an Approved Research Project:

- approval to access the Department's premises is withdrawn immediately and researchers must leave the Department's premises
- all data obtained by the researcher must be returned to the Department or destroyed
- in the event that the researcher has chosen to destroy the data, evidence of the data's destruction must be supplied to the Department.

8 Definitions

Approved Research Projects

Research Applications approved by the Department.

Conflict of interest

Where a person's individual interests or responsibilities have the potential to influence the carrying out of his or her institutional role or professional obligations in research or where an institution's interest or responsibilities have the potential to influence the carrying out of its research obligations.

Data

Data as defined in the National Statement on Ethical Conduct in Human Research means pieces of information.

Data includes:

- What people say in interviews, focus groups, questionnaires, personal histories and biographies.
- Analysis of existing information (clinical, social, observational or other).
- Information derived from human tissue.

Distribution

Distribution means the action of sharing something among a number of recipients. Distribution of research outputs include submission of research reports, theses, dissertations, manuscripts, conference presentations, journal publications, press releases and internet postings.

Department's clients

The Department's clients mean prisoners, offenders and young people in detention and in the community who are in the Department's care.

Non-identifiable data

Non-identifiable data means data which has never been labelled with individual identifiers or from which identifiers have been permanently removed, and by means of which no specific individual can be identified.

Participant

Participant means anyone who is the subject of research. Participating in research includes:

- taking part in surveys or interviews
- undergoing psychological, physiological or medical testing or treatment
- being observed by researchers
- personal documents or other materials being accessed by researchers
- information that is part of an existing database being accessed by researchers.

Publication

Publication means public dissemination, presentation, performance or exhibition.

Record

A record as per the *State Records Act 2000* means any record of information however recorded and includes:

- anything on which there is writing or Braille
- a map, plan, diagram or graph
- a drawing, pictorial or graphic work, or photograph
- anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them
- anything from which images, sounds or writings can be reproduced with or without the aid of anything else
- anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.

Research

Research as defined in the National Statement on Ethical Conduct in Human Research means an investigation undertaken to gain knowledge, understanding and insight. Research includes collaborations and partnerships of investigations undertaken by the Department and other institutions or government agencies.

Research Application

Research Application is a form to be completed by researchers if they have received an invitation from the Department to submit a full application. This form requires a comprehensive explanation of the proposed research study to be undertaken by researchers.

Research Output

Research Output means an output of research and includes research reports, journal articles, theses, dissertations, manuscripts, conference presentations, posters, discussion papers, press releases, internet postings and chapters in edited books.

Research Proposal

Research Proposal is a form to be completed by researchers as the first step of applying to conduct research with the Department. This form requires researchers to provide a brief summary about the proposed research study.

Young person

Young person is defined in section 3 of the *Young Offenders Act 1994* as:

- A person who has not reached the age of 18 years; or
- If a person commits or allegedly commits an offence before reaching the age of 18 years, this Act applies to the person as a young person for purposes connected with that offence or any order that was made in dealing with the person for that offence (section 4 of *Young Offenders Act 1994*).

For the purposes of these Guidelines, 'young person' means children and young people up to the age of 18 years who are in contact with the formal justice system.

9 Frequently Asked Questions

How do researchers apply for approval to conduct research with the Department?

There are 2 steps in the application process.

Step 1: Researchers need to submit a Research Proposal Form.

Step 2: If successful in Step 1, researchers are invited to submit a full research application.

The relevant forms are available on the Department's website and must be completed and emailed to: DCSResearch@correctiveservices.wa.gov.au.

When do researchers submit a Research Proposal and Research Application?

The Department accepts Research Proposals twice a year. The Department will only accept and assess Research Proposal Forms and Applications Forms during set timeframes which are published on the [Department's website](#).

How does the Department assess research applications?

The Department will assess applications based on alignment to the Department's Research Priorities, benefits of the research, impact on the Department's clients, staff, resources, the Department's capacity to support and facilitate the proposed research and relevant subject matter expert advice.

Will researchers receive a response regarding the outcome of their research application?

Yes, the Department will write to researchers in relation to the outcome of their Research Proposal and Application.

Once a research application has been approved, who should researchers contact to commence research/ discuss project issues?

Researchers should contact their allocated research liaison officer. Details of the research liaison officer will be provided in the approval letter should the application be approved by the Department.

What obligations are placed on researchers when conducting research with the Department?

Researchers must observe and comply with all Departmental rules, regulations, protocols, procedures and directions. Progress reports must be provided to the research liaison officer every 3 to 6 months or as advised by the research liaison officer.

How do researchers publish research findings?

Researchers need to obtain approval from the Department before any research findings are published. Email research outputs to DCSResearch@correctiveservices.wa.gov.au 4 weeks prior to any proposed distribution. Research outputs must meet the publication conditions set out in the Prison Regulations 1982, Sentence Administration Regulations 2003, and Young Offenders Regulations 1995 in order to be approved for publication.

10 Checklist for Researchers

Please find below a checklist for conducting research with the Department:

Research proposal

- Read Research Guidelines, Research Proposal Form and Research Application Form
- Due date for Research Proposal noted
- Correct Research Proposal Form used
- Research Proposal Form submitted by due date

Research Application

- Receive invitation to submit Research Application
- Due date for Research Application noted
- Correct Research Application Form used
- Supporting documentation provided using Attachments Form
 - List of Other Researchers
 - Standard Data Variable List
 - Research instruments and data collection tools
 - Participant information sheets and consent forms
 - Ethics approvals
- Research Application Form and Attachments submitted by due date

Post approval

- Approval letter received
- Research liaison officer allocated
- Post approval documents provided to research liaison officer:
 - Research Acceptance Agreement
 - Consent to obtain personal information
 - Request to record and/ or transcribe interviews

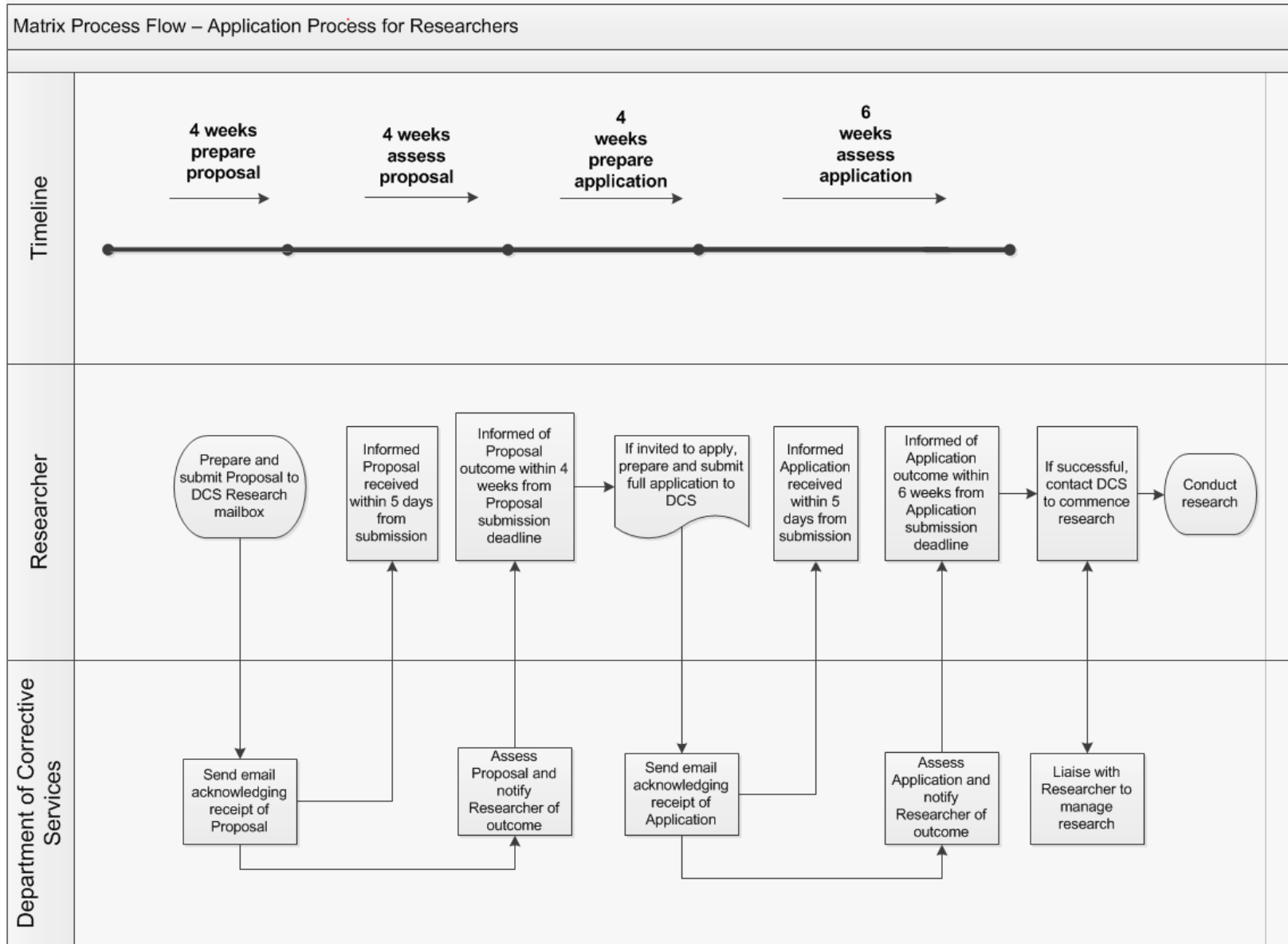
Conducting research

- Obtain informed consent of participants
- Contact research liaison officer to arrange prison visits (if applicable)

Reporting/publication

- Submit progress report to research liaison officer
- Final research output complies with publication conditions
 - factually correct
 - does not identify individuals
 - does not reveal confidential Departmental information
 - does not pose security risk to Department's operations or safety of community
 - acknowledges participation/ assistance of Department
 - states that material published/ made publicly available is not endorsed by or are views of the Department
 - state that errors/ omissions are responsibility of researcher
- Research output submitted 4 weeks before distribution
- Written approval to publish research output received

Appendix: Research Application process flow



Document version history

Version no	Description of version	Revision Date
1	Initial	October 2016
2	Revised	February 2017

Related documents

Document title
Research Proposal Form
Application Form for the Conduct of Research Projects
Attachments Form
Progress/Completion Report Form