Summary of the full SERAP application and additional documentation

Application section	Details
Overview of research	Brief description of the logistical and practical activities involved in the research
Researcher and contact details including conflict of interest	All individuals who will have a role in the conduct of the research are to be listed, including those who are working in collaboration across different organisations. Where applicable, a NSW Working with Children Check for all researchers needs to be included. Working with Children Checks from other Australian jurisdictions will not be accepted. Evidence of NSW Working with Children Checks are to be uploaded in appendices. All potential or actual conflicts of interest should be identified and mitigated or managed in advance.
Strategic alignment	The project's alignment with state and national policies and department priorities, including: • Research for NSW Public Education: Our Research Statement • Research for NSW Public Education: A Guide to Our Evidence Needs • Our Plan for NSW Public Education.
Study design and methodology	• Background, including aims, rationale and research questions • Proposed design and methodology (including where possible, a list of schools that are mostly likely to be approached) • Participants, sampling and recruitment strategy • Consideration of co-design with the communities and/or participant groups involved • Explanation of consent processes • Research participation and administrative activities: identify what will be asked of participants and any individuals outside of the research team who will be involved in administrative tasks (accurate detail of time required) • Methods, measures and logistics, including tools and methods for data collection and analysis • Access to existing data/information • Details for research involving Aboriginal and Torres Strait Islander students, staff and their school communities, as defined by the Australian Institute for Aboriginal and Torres Strait Islander Studies (AIATSIS) Code of Ethics for Aboriginal and Torres Strait Islander Research
Anticipated benefits and impact	Significance of the proposed research for: • education theory and practice • schools/services and participants. Responses to consider: • short-term and long-term benefits, including how research will contribute to the work of education authorities, for example to inform education practice, programs and policy • the progression of theoretical understanding • opportunities for the broader public and/or education communities to benefit.

Application section	Details
Possible risks, burdens and associated mitigants	Identify possible risks, burdens and the measures in place to: • ensure participant safety and wellbeing, including site-specific protocols for incident management and mandatory reporting • manage and mitigate risks related to each participant group • address imposts and burden for all participant groups • minimise disruption to day-to-day school operations and student learning.
Funding and support	• Human research ethics approval information (HREC application and approval documents are to be uploaded in appendices) • Funding amount and sources • Contributions of in-kind support • Partnerships/collaborations, for example, commissioned research, collaborations to disseminate the research
Data and information privacy, confidentiality and security	Personal data collection and potential for re-identification, including: • demographic data/information use and justification • collection of, or access to, personal and/or sensitive information: use, rationale, permissions, identifiability, confidentiality • data and information ownership and custodianship, including arrangements to safeguard the principles of Indigenous Data Sovereignty where research is with Aboriginal and/or Torres Strait Islander people • data and information storage, access, and transfer • data and information use and sharing, including disclosure, use, future re-use, involvement of third parties, conditions for granting access to others (for example, the school/service or research participants) • retention, destruction and archiving.
Timeline and milestones	Anticipated timelines and dates for recruitment and consent, data collection, and key research milestones
Reporting, dissemination and knowledge translation	• Planned outputs and dissemination activities • Knowledge translation activities and implementation of research findings • Use of Intellectual Property belonging to education authorities, stakeholders or students
Relevant project documentation	Evidence of required checks, approvals and certification and documents associated with research conduct, including: • evidence of HREC approval, a copy of the complete and approved ethics application and any subsequent approved ethics amendments • evidence of NSW Working with Children Checks • participant information sheet and consent forms • recruitment flyers and email templates • gatekeeper information package (including a letter to the principal seeking permission for their school's or preschool's participation in the research as well as accurate information outlining the time and resources expected to be committed) • data collection tools and measures (interview schedules, questionnaires or other data collection instruments) • protocols and any risk management-related processes that will be followed • a data management plan (HREC-approved version) • copies of insurance certificates • contracts, legal agreements and formal letters of support as relevant.