

## GUIDELINES FOR RESEARCHERS

These guidelines have been developed to assist

- applicants (internal, external or in collaboration with the STaR Association) who wish to undertake research involving STaR
- the STaR Research Committee in making decisions regarding approval to conduct research that involves STaR

The STaR Association is committed to evidence-based practice in the education of young children with disabilities and special learning needs and in the support of the families and educators of these children. STaR therefore supports research by staff and external researchers, or collaboratively with other organisations, provided that it is judged by the STaR Research Committee to be

- Ethical; respectful of the people participating or facilitating the research
- Aligned with the mission and values of the STaR Association
- Contributing useful knowledge about early intervention and/or family support
- Manageable within STaR's operations

### Approval Process

You must have written approval from the STaR Research Committee before research can be conducted involving STaR, its staff and/or the children, families and early childhood staff that STaR supports. Note that approval of the research by a university ethics review body is **essential**. However, an application to STaR for *provisional approval* of the project can occur simultaneously with your application to the university ethics review body.

### Ownership of Intellectual Property

STaR retains no right to ownership of intellectual property arising from research in which it is involved unless there has been formal prior agreement.

### Costs

STaR will not be responsible for any expenses arising from the conduct of the research unless there has been prior approval given by the STaR Committee of Management. For research conducted by external researchers it is acceptable for STaR to be reimbursed for staff work time (e.g., interviews) or for client participants to be compensated for their time. Approval for such payments must be sought from the Research Committee during the application process.

### Publications and Acknowledgements

The researcher will provide the Research Committee, via the Chair, with a full report of the research in which STaR is involved and a copy of any publications resulting from the project. The participation of the STaR Association should be acknowledged in any publications or public presentations.

## APPLICATION PROCESS

1. Download the *Expression of Interest to Conduct Research* form on the STaR website. This EOI is a Word document for you to type into.

Direct any questions about the suitability of your project or about the application process to the Chair.

Telephone: 02 8850 1269

Email: [office@star.org.au](mailto:office@star.org.au) (subject line: 'Attention: STaR Research Committee')

2. Complete the EOI form and submit a soft copy to the Chair of the Research Committee.

If you already have university ethics approval, please attach the following:

- a. university ethics approval letter
- b. full ethics application
- c. information letter for participants, consent form, and any survey/questionnaire/interview measures
- d. outcome of a Working with Children check, including WWCC clearance number and date of expiry, if you or any other research personnel will have contact with children

If your university ethics application is still underway, you will only be asked to submit the information above (a. to d.) if your EOI is accepted.

3. The STaR Research Committee will consider your EOI application, and the Chair will notify you of the outcome via email within 3 weeks. If your EOI has been accepted (i.e., you have **provisional approval**), the Research Committee will then consider your ethics documents.

**IMPORTANT:** Provisional approval does not mean your research may begin. You must wait for full approval, in writing, from the STaR Research Committee.

4. Within 2 weeks the Chair will notify you of the Research Committee's decision. If minor revisions are required, the Chair will indicate the processes to be followed.

If **full approval** has been given, the Chair will indicate the STaR staff member with whom to liaise about implementation of the project and any particular conditions to be followed.