



## Application to conduct research – NSW Police Force

### 1. Contact Details

#### 1.1 Research Organisation

Organisation/University:

Faculty/Department:

Address:

Phone (business hours):

Mobile:

Email:

#### 1.2 Principal Researcher

Title:  First Name/s:  Surname:

Role in the Research:

Faculty/Department:

Address:

Phone (business hours):

Mobile:

Email:

## 2. Research Details

2.1 Project Title:

2.2 Brief summary of research (in plain English (300 words))

2.3 Course Information (for research undertaken as part of academic qualification)

Institution:

Faculty/Department:

Title of Qualification:

### 2.4 Research Proposal

Please describe the proposed research in detail or attach an existing Research Proposal. Include your:

1. Research Questions or Aims
2. Method
3. Data Analysis
4. Ethics Committee confirmation/certification for project

### 3. Benefits of this Research to the NSW Police Force

All applications to conduct research with the NSW Police Force are assessed on their potential to contribute to the corporate research priorities of the Force as outlined in its Statement of Strategic Intent and its policies and procedures regarding Research. Please outline the contribution your research will make to one or more of the priorities of the NSW Police Force Statement of Strategic Intent 2019

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### 4. Assistance Sought from the NSW Police Force

Please clearly outline the assistance sought from the NSW Police Force for this research. **Please note specific legislation, policy and procedure will govern the type of information the Force will release for research purposes.**

#### NSW Police Force Corporate Records (e.g. policies, reports)

Type of information:
What will be done with the information:

#### NSW Police Force Corporate Data (e.g. crime reports, personnel data)

Type of corporate data:
What will be done with the information:

## Participation by NSW Police Force employees (e.g. surveys, interviews)

Number of employees:
The section/unit of NSWPF identified to obtain access to employees
What will be done with the data collected:

## 5. Privacy

The NSW Police Force is required to maintain the privacy of personal information that it collects, stores, uses and disclosures, and strictly adheres to relevant privacy and confidentiality legislation and policies, which include:

- *State Records Act 1998*
- *Privacy and Personal Information Protection Act 1998*
- *Government Information (Public Access) Act 2009*
- *Freedom of Information Act 1998 (NSW)*
- NSW Police Force Privacy Management Plan – which can be found at: [http://www.police.nsw.gov.au/\\_data/assets/pdf\\_file/0003/226380/NSW\\_Police\\_Force\\_Privacy\\_Management\\_Plan.pdf](http://www.police.nsw.gov.au/_data/assets/pdf_file/0003/226380/NSW_Police_Force_Privacy_Management_Plan.pdf)

## 6. Ethical conduct of Research

All research involving human participants must comply with the National Statement for Ethical Conduct in Human Research and the Australian Code for Responsible Conduct of Research.

Prior to final approval of external research projects, the NSW Police Force will require proof that the project has been approved by an institutional ethics committee established under the provisions of the National Statement.

**Attach a copy of the Ethics Committee Application confirmation and certification that the research has been reviewed and is approved, if available.**

## 7. Declaration

I/We declare that:

1. The information I/we have provided in this form is true and correct; and
2. I/we will only start this research project after obtaining final approval from the NSW Police Force Research Committee.

Name of principal researcher:

Signature:

Date

**Please review the Application checklist on the following page to ensure that you have included the appropriate information with your application**

## Applications to conduct research involving NSWPF Checklist

Research applications must include the following information:

Criteria	Yes
<p>The names and institutional affiliations of the principle researcher and other personnel involved with the project.</p> <p>Applicants undertaking honours, masters and PhD studies must state their:</p> <ul style="list-style-type: none"> <li>• university,</li> <li>• school and</li> <li>• faculty</li> <li>• contact details of their supervisor(s).</li> </ul>	
<p>Curriculum vitae or other information about principal researcher that establishes their credentials to undertake the project in question.</p>	
<p>A brief summary of the project in plain language.</p>	
<p>Projects must be clearly linked to the corporate priorities set out in the NSWPF Statement of Strategic Intent 2019.</p>	
<p>A detailed overview of the research methodology, clearly indicating what access to NSWPF information or personnel is required and setting out timeframes for completion of each stage of the project.</p>	
<p>A statement outlining the value of the research to the NSWPF, as well as the scholarly and general communities.</p>	
<p>Where available, draft versions of interview, focus group or survey questions.</p>	
<p>A copy of the ethics committee application and approval.</p>	
<p>If the project design involves interviews or focus groups, outlining how many staff would be involved, from which locations and for how long.</p>	
<p>If financial support is sought, the proposal must include a detailed outline of the planned expenditure. <i>The NSWPF will not purchase the following: computers, software, and overseas travel).</i></p>	