

# Youth Justice research application form

## Information for researchers

The Department of Youth Justice, Employment, Small Business and Training supports research that strengthens evidence-based decision-making and contributes to effective policy and practice.

It is important that research conducted in collaboration with the department and its clients:

- ✓ benefits children, young people and families in Queensland
- ✓ uses methodology that is fit-for-purpose, provides answers to the research questions
- ✓ produces valid and reliable results
- ✓ protects the wellbeing and privacy of staff and clients
- ✓ has no negative impact on service delivery
- ✓ applies an Aboriginal and Torres Strait Islander knowledge lens.

The information you provide on this form and in supporting documents will become the basis for consideration of your research project proposal and will assist the department to decide whether to approve the research project.

The following will enable timely consideration of your application:

- clear, concise and sufficient information in each section
- relevant supplementary documentation for ethical approval (see Section 7).

## Departmental processes

- Please submit an electronic copy of your research application form and supplementary documents, to the department via [researchandevaluation@youthjustice.qld.gov.au](mailto:researchandevaluation@youthjustice.qld.gov.au).
- If additional information is required to complete your application, a member of the department will contact you to discuss.

## Timeframes

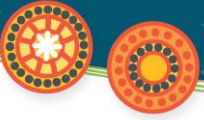
Research applications will be accepted three times per year, commencing 15 September 2023. The department will approve a maximum of 10 projects per round.

Approximate timeframes are outlined below:

	Opens	Closes	Outcome
<b>Round 1</b>	Mid-March	End-April	June
<b>Round 2</b>	Mid-June	End-July	September
<b>Round 3</b>	Mid-September	End-October	January

## Application review process





Applications are considered with regard to other research proposals, existing research projects and a number of criteria including the alignment of the proposal with the department's research priorities.

Your application will be screened by the Youth Justice Research and Evaluation team and, if qualified, will be subject to review by a research panel and other key stakeholders within the department. You will be advised of the outcome by email. If your application is approved, you will be emailed a letter of approval and asked to sign a Deed of Agreement with the department which outlines the conditions of project approval.

### Qualifying criteria

Applications should meet the following criteria to progress to the assessment stage:

- One or more planning meetings have been held with the Youth Justice Research and Evaluation team (please email or call to arrange this after the research round opens).
- Project methodology and timeframes are feasible.
- Any data requested is available.
- Aligns to at least one priority area in the Research Agenda 2023-24.
- The project is likely to benefit to the department, young people and their families, and the community.
- Consideration of Aboriginal and/or Torres Strait Islander peoples in project design (e.g., cultural training, ethics approval, data sovereignty, consultation, culturally appropriate outputs).
- All required documentation has been submitted.

The Youth Justice Research and Evaluation team will consult with researchers who submit applications that do not qualify – to provide feedback and support researchers to modify proposals if needed. Researchers will be afforded three business days from the date feedback is provided by the Youth Justice Research and Evaluation team to submit modified proposals.

### Assessment criteria

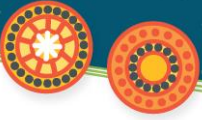
A panel will assess applications against the following criteria, weighted accordingly:

<b>30%</b>	Alignment to research agenda.
<b>20%</b>	Clear and robust methodology.
<b>20%</b>	Demonstrated cultural capability and consideration.
<b>15%</b>	Achievable benefits, practical outputs, and positive impact.
<b>15%</b>	Makes a valuable and unique contribution to the evidence base.

The panel will shortlist applications for endorsement by internal stakeholders and, subsequently, approval by the Research Governance Group.

### Application outline

- Section 1**      [Project overview](#)
- Section 2**      [Applicant and project team information](#)



<b>Section 3</b>	<a href="#">Project design</a>
<b>Section 4</b>	<a href="#">Participants</a>
<b>Section 5</b>	<a href="#">Departmental data</a>
<b>Section 6</b>	<a href="#">Strategic alignment and benefits</a>
<b>Section 7</b>	<a href="#">Ethics</a>
<b>Section 8</b>	<a href="#">Researcher declaration</a>

**Please attach the following to your application:**

- completed Risk Management Plan (available on the department's website)
- ethics application form (as submitted to HREC – or most recent draft)
- evidence of ethics approval (if available)
- participant materials and consent forms
- research data collection tools such as surveys, interview schedules, or standardised instruments
- blue card/s (scanned copy) for all researchers having direct contact with young people.

**Note:** *If these documents are not yet available, please forward this information as soon as practicable.*



# Section 1: Project overview

## Project name

## Project purpose

*Please provide a very brief summary of your project using plain language.*

## Application Round

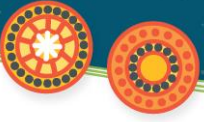
*Round, Year (e.g., 2, 2023)*

## Partner organisation/s

*Does the research proposal involve any other organisations such as: collaborating organisations(s); sponsoring organisation(s); and/or other government agency; funding/grant organisation? If yes, please identify each organisation and briefly outline what they are contributing to this research.*

## Consultation with the department

*If you have you discussed this project with any staff within the department, please add their details here, as well as the nature or outcomes of this discussion.*



## Section 2: Applicant and project team information

**Chief researcher or investigator**

**Research supervisor (if applicable)**

**Name**

**Position**

**Organisation**

**Phone number**

**Email**

*This information must align with ethics and any grant documentation.*

### **Degree type and timeframe**

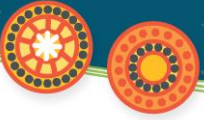
*Will this research contribute to/inform degree? I.e., this project is for an honour's degree, which is due for completion December 2024.*



## Project team details

	Person 1	Person 2	Person 3
<b>Name</b>			
<b>Position</b>			
<b>Organisation</b>			
<b>Phone number</b>			
<b>Email</b>			
<b>Role on the project</b>			

*Please provide details of any additional team members in supplementary documentation.*



## Section 3: Project design

### Research questions/aims/objectives

*Briefly outline the aims and objectives of the research, including your research questions.*

### Rationale

*Briefly outline the rationale for the research including how the proposal fits with existing research and identified gaps in knowledge.*



## Methodology

*Provide an overview of the methodology and techniques you will use to conduct your research. Include the materials and equipment you will use, what theoretical frameworks you will draw on, and how you will collect data. Highlight why you have chosen this particular methodology, but also why others may not have been as suitable. Describe the potential limitations you anticipate, feasibility within timeframes, as well as any project incentives being offered.*

*You will be required to outline how project data will be securely managed and stored in **Section 5: Secure data management**.*

A large, empty rectangular box intended for the user to provide their methodology and data management details.



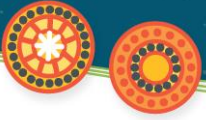


## Proposed schedule

<b>Key Milestone</b> <i>(Following receipt of departmental approval)</i>	<b>Commencement Date</b> <i>Specify date in dd/mm/yyyy format</i>	<b>Duration</b> <i>Specify number of weeks/months/years</i>
<b>Project start</b> <i>(Following receipt of departmental approval)</i>		
<b>Data collection/extraction</b>		
<b>Data analysis</b>		
<b>Report on progress</b> <i>(6 months post departmental approval)</i>		
<b>Project finish</b>		

## Risks

Please provide a summary of anticipated risks and mitigation strategies in addition to completing the department's **Risk Management Plan**.



## In-kind departmental resources required

- Staff time required   
  Facilities required   
  Data required (see section 5)

Location/s	Describe departmental resource/s needed	Proposed time period for use
<i>If known, e.g., Brisbane</i>	<i>e.g., staff time to support recruitment of participants, equipment, meeting rooms</i>	<i>e.g., 1 hour per week</i>

## Location Type/s

Select all that apply.

- Detention Centre
- Youth Justice Service Centre
- Online
- Data extract only
- Other

## Region/s

Select all that apply unless project is statewide, then only select "Statewide".  
 A map of Youth Justice regions can be found [here](#).

- Statewide
- Far North Queensland
- North Queensland
- Sunshine Coast & Central



- Brisbane & Moreton Bay
- South West
- South East

**Site/s**

Select all that apply unless project is statewide, then only select "All sites/statewide". A map and list of Youth Justice service centres can be found [here](#).

- All sites/statewide
- West Moreton Youth Detention Centre
- Brisbane Youth Detention Centre
- Cleveland Youth Detention Centre
- Youth Justice Service Centre/s (please specify location/s):



## Section 4: Participants

### Type

*E.g., young people in detention; parents and carers/families participating in family-led decision making; detention centre staff.*

<input type="checkbox"/>	<b>Young people/clients</b>
<input type="checkbox"/>	<b>Youth Justice staff</b>
<input type="checkbox"/>	<b>Client families</b>
<input type="checkbox"/>	<b>Service providers</b>
<input type="checkbox"/>	<b>Other (please specify):</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>

### Sample size

### Inclusion/exclusion criteria

*E.g., ethnicity, age, gender, offence type, location.*



## Recruitment, provision of information and consent

*Attach relevant documentation, i.e., information and consent forms. Outline the impact of and response to participant withdrawal. Include details of any incentives, provision of translation services, provision of support person, and confidentiality measures.*

## Research format

*Select all that apply. E.g., face-to-face interviews, observations, surveys.*

<input type="checkbox"/>	Interviews
<input type="checkbox"/>	Surveys
<input type="checkbox"/>	Focus groups
<input type="checkbox"/>	Assessment
<input type="checkbox"/>	Training
<input type="checkbox"/>	Data analysis only
<input type="checkbox"/>	Other (please specify): <div style="border: 1px solid #ccc; height: 100px; margin-top: 5px;"></div>



## Aboriginal and Torres Strait Islander Peoples: Cultural Safety

Research involving Aboriginal and Torres Strait Islander participants must comply with the [AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research](#).

Non-Indigenous researchers are strongly encouraged to undertake Cultural Capability training prior to undertaking research projects with the department. If Cultural Capability training is not readily available through your institution/agency, contact the Youth Justice Research and Evaluation team and we will assist you with accessing relevant training.

It is also recommended that researchers refer to the [Know Your Community](#) tool to inform their understanding of local issues for Aboriginal and Torres Strait Islander peoples across different communities in Queensland. Where possible, researchers should consider the discrete needs of Aboriginal peoples and Torres Strait Islander peoples including as participants, service users and data custodians.

**Please indicate how the [Aboriginal and Torres Strait Islander Knowledge Lens](#) and Know Your Community tool have been used to develop the project rationale and inform the project design.**

A large, empty rectangular box intended for researchers to provide details on how the [Aboriginal and Torres Strait Islander Knowledge Lens](#) and [Know Your Community](#) tool were used in their project design.



## Indigenous Data Sovereignty

*Indigenous Data Sovereignty has been described as: “the right of Indigenous peoples to exercise ownership over Indigenous data. Ownership of data can be expressed through the creation, collection, access, analysis, interpretation, management, dissemination and reuse of Indigenous data.”<sup>1</sup>*

*Outline how your research protocol respects and protects First Nations peoples' cultural authority and the specific rights and interests underpinning their intellectual property, data sovereignty and resources. Applications should specify how data and information sovereignty and governance for Aboriginal and Torres Strait Islander peoples will be maintained.*

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<sup>1</sup> <https://aigi.org.au/wp-content/uploads/2022/01/Communique-Indigenous-Data-Sovereignty-Summit-1.pdf>



## Section 5: Departmental data

Please check whether your data requirements can be met through [Open Data Queensland](#) or other government sources such as [Queensland Government Statisticians Office](#). If, after checking Open Data Queensland and the Queensland Government Statisticians Office, you find that some or all of your data needs will not be fully met, you are encouraged to discuss your data requirement with us to determine if the department holds and/or is able to extract the required data. **Please refer to the Youth Justice Data Overview document for detailed information on data holdings.**

### Data request specifications

*Please be specific and include time periods (e.g., 2017-18 financial year, quarterly data), any breakdowns (e.g., Indigenous status) or filters (e.g., only girls; only for Logan), and variables.*

### Secure data management strategy

*Please specify how departmental data is to be managed and include responses to the following:*

- *Who will have access to the data?*
- *How will you receive, transfer, store and access?*
- *What are the expected timeframes for access to the departmental data?*
- *What security measures will be in place, including what will happen in the event that the researchers or investigators leave the research project?*
- *How will the data be managed or destroyed at the conclusion of the research?*
- *What measures will be in place to ensure that the data is not accessed or used without future approvals from the department?*

*Please indicate how this aligns with your university's data management policy and the [Australian Code for the Responsible Conduct of Research, 2018](#). Information provided in this section should align with data management information specified in the ethics application.*





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**Analytical approach**

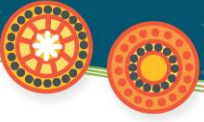
*Please outline how you will manipulate and/or analyse departmental data.*

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**Data linkage (if applicable)**

*Please specify participating agencies and provide evidence of their approval.*

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## Section 6: Strategic alignment and benefits

### Alignment with youth justice strategic priorities

Which theme/s from the Youth Justice Research Agenda and Priorities 2023-24 does this proposal align with? Select all that apply.

<input type="checkbox"/>	<b>Early Intervention</b>
<input type="checkbox"/>	<b>Diversion</b>
<input type="checkbox"/>	<b>Serious Repeat Offenders</b>
<input type="checkbox"/>	<b>Aboriginal and Torres Strait Islander Children and Young People</b>
<input type="checkbox"/>	<b>Building the Evidence Base</b>

Please describe how the research proposal aligns with the above strategic priorities.



## Expected outcomes and benefits

*Briefly describe how you expect the findings to benefit the department's policy, program or practice outcomes i.e., how could the findings be used by the department in policy, programs and practice development and decision-making and how will this lead to improved outcomes for children, young people and their families?*

## Planned outputs

*List the expected outputs to be provided to the department resulting from this project. Please note: the researcher must provide all products arising from this project to the department for review and response **20 business days prior to submission for publication**. Researchers are required to provide six-monthly updates (unless otherwise specified) and a final report at the end of the project.*

*For example:*

- six-monthly update/s (mandatory)*
- final report to the department (mandatory)*
- articles for review prior to publication*
- infographic summary of findings and recommendations.*



## Section 7: Ethics

Before finalising research approvals, the department requires that a research proposal has relevant **Human Research Ethics Committee (HREC) approval**, unless the data being used is publicly available. The department requires that the research meets relevant Queensland legislative requirements related to privacy and confidentiality as outlined in the [Youth Justice Act 1992](#) and the [Information Privacy Act 2009](#).

As Aboriginal and Torres Strait Islander young people and families are disproportionately represented in youth justice system, all ethics applications must indicate that the project will likely include Aboriginal and Torres Strait Islander peoples. **Ethics applications must demonstrate how Aboriginal and Torres Strait Islander perspectives and experiences have been considered and responded to in project development and design.**

### Status of HREC approval

<input type="checkbox"/>	Research project has ethics approval from HREC
<input type="checkbox"/>	Research project is waiting for ethics approval from a HREC
<input type="checkbox"/>	Ethics application is being drafted and will be provided when available
<input type="checkbox"/>	Other (please specify): <div style="border: 1px solid black; height: 80px; width: 100%;"></div>

### Ethics expiry date

*If approved at time of application. Please enter date in dd/mm/yyyy format.*



## Section 8: Researcher declaration

### Chief Researcher/Investigator to complete:

I, insert full name, as the Chief Investigator of the research project insert research project title declare that the information contained in this application is true and correct to the best of my knowledge.

X

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Signature of Researcher

### Applicant's Academic Supervisor to Complete *(if part of a degree requirement)*:

I, insert full name, declare that I have examined this application to conduct the research project insert research project title and I am satisfied that the research proposal is sound, and that it is both relevant and necessary for the applicant's current research project.

X

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Signature of Supervisor

**Please email an electronic (rather than scanned) copy (.pdf or .doc/x) of the signed document to the department's youth justice research team at [researchandevaluation@youthjustice.qld.gov.au](mailto:researchandevaluation@youthjustice.qld.gov.au). If you are not able to sign the document electronically, please provide only this page as a scanned copy.**