Youth Justice research application information sheet

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).

Research applications

When to apply

If you are requesting:

- access to Youth Justice clients (young people in detention, on community-based orders, or involved in departmentally-funded programs) whether directly (via the department) or indirectly (via a community organisation or other department)
- access to Youth Justice staff
- access to Youth Justice facilities (Detention Centres, Youth Justice Service Centres)
- access to Youth Justice data.

You do not need to apply if your research involves data already in the public domain.

Researchers **must** apply via the Youth Justice Research and Evaluation team to conduct research with the department (including service centres) or to access departmental data. Do not go directly to service centres or youth detention centres to seek research approval.

Departmental processes

Please submit your application via the online application form. Alternatively, complete an electronic copy of the Youth Justice research application form and submit via email.

- For **online applications**:

- o You can save and print a copy of your responses upon submission of the form; however, your responses may not be saved if you exit the browser before submitting the form. It is recommended that you retain a copy of your answers in a document as you progress through the form.
  - o Please email supplementary documentation to researchandevaluation@youthjustice.qld.gov.au upon submission of the form.

- For **email applications**:
  - o Please email your completed application form in an electronic format (.pdf or .doc/x) and supplementary documentation to researchandevaluation@youthjustice.qld.gov.au.
  - o If you are not able to sign the document electronically, please provide only the last page as a scanned copy.

If additional information is required to complete your application, a member of the department will contact you to discuss.

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.*

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**
Round 1	Mid-March	End-April	June
Round 2	Mid-June	End-July	September
Round 3	Mid-September	End-October	January

Application assessment and approval 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.

Research round open **6 weeks**	Qualifying **7 days**	Modifying **3 days**	Shortlisting **10 days**	Endorsement **10 days**	Approval **10 days**
Youth Justice Research & Evaluation Team			Research Review Panel	Internal Consultation	Research Governance Group

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:

30%	Alignment to research agenda
20%	Clear and robust methodology
20%	Demonstrated cultural capability and consideration
15%	Achievable benefits, practical outputs, and positive impact
15%	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.

Queensland Government

Application outline

Section 1 — **Project overview**

Project name and purpose
Departmental information/resources requested
Partner organisation/s
Details of prior consultation with the department

Section 2 — **Applicant and project team information**

Chief researcher/investigator details
Research supervisor details
Degree type and timeframe
Project team details

Section 3 — **Project design**

Research questions/aims/objectives and rationale
Methodology
Proposed schedule
Summary of risks
In-kind departmental resources required
Location/s

Section 4 — **Participants**

Type/s
Sample size
Inclusion/exclusion criteria
Recruitment, provision of information and consent
Research format
Cultural safety and Indigenous data sovereignty

Section 5 — **Departmental data**

Data request specifications
Secure data management strategy
Analytical approach
Data linkage

Section 6 — **Strategic alignment and benefits**

Alignment with Youth Justice strategic priorities
Expected outcomes and benefits
Planned outputs

Section 7 — **Ethics**

HREC approval status and expiry date (if approved)

Section 8 — **Researcher declaration**

Researcher signature
Supervisor signature (if applicable)