

Tasmania Prison Service

Application to Conduct Research

Form 4AP

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project title | | | | |
| Full project title |  | | | |
| Plain language title |  | | | |
| Chief Investigator or Academic Supervisor | | | | |
| Name |  | | | |
| Position |  | | | |
| Professional qualifications |  | | | |
| Department |  | | | |
| Address |  | | | |
| Telephone |  | | | |
| Email |  | | | |
| *If intending to enter any Tasmania Prison Service (TPS) Correctional or other facility:* | | | | |
| Drivers licence number |  | | | |
| Date of birth |  | | | |
| For current employees of the TPS | | | | |
| Employee number |  | | | |
| Position |  | | | |
| Current work location |  | | | |
| Years of service |  | | | |
| Other investigator(s) | | | | |
| Name |  | | | |
| Position |  | | | |
| Professional qualifications |  | | | |
| Department |  | | | |
| Address |  | | | |
| Telephone |  | | | |
| Email |  | | | |
| *If intending to enter any Tasmania Prison Service (TPS) Correctional or other facility:* | | | | |
| Drivers licence number |  | | | |
| Date of birth |  | | | |
| *Please add extra listings for additional researchers as required* | | | | |
| Contact person *(if different to Chief Investigator or Academic Supervisor)* | | | | |
| Name |  | | | |
| Position |  | | | |
| Professional qualifications |  | | | |
| Department |  | | | |
| Address |  | | | |
| Telephone |  | | | |
| Email |  | | | |
| *If intending to enter any Tasmania Prison Service (TPS) Correctional or other facility:* | | | | |
| Drivers licence number |  | | | |
| Date of birth |  | | | |
| Project | | | | |
| Give a brief plain language description of the project |  | | | |
| Give a clear and concise rationale about why this topic is worth studying |  | | | |
| What are the aims? |  | | | |
| What are the hypotheses or research questions? |  | | | |
| Why is the research important and what does it set out to achieve? |  | | | |
| How does the project fit with the TPS Strategic Research Agenda? |  | | | |
| What is the proposed timeframe of the study | **From** |  | **To** |  |
| What is the intended type of publication to be produced |  | | | |
| Participants | | | | |
| Do you wish to obtain data from TPS? | Yes  No | | | |
| Do you wish to obtain data from prisoners, staff or both? | Prisoners  Staff  Both | | | |
| If you wish to include Corrections staff from any agency in your study, please clearly identify which staff groups  (i.e. Correctional Officers, psychologists, welfare support staff or any other specific characteristics required) |  | | | |
| How do you propose to identify participants? |  | | | |
| How do you propose to recruit them? |  | | | |
| If conducting research with TPS, which facilities and security classifications do you wish to obtain data from? |  | | | |
| Are there any ‘special populations’ that you specifically wish to obtain data from? Special populations include people who may experience vulnerability or be identified based on a number of factors  (i.e. young prisoners, remandees, prisoners with a mental illness, disability, low IQ or cognitive impairment, culturally and linguistically diverse prisoners, and prisoners who have committed high profile and serious crimes such as sex offences or murder). |  | | | |
| Are you seeking to access or obtain information from a client’s ‘file’ (e.g. case notes, medical records) or any other organisational source containing information about an individual? If so, how to you propose to do this, in keeping with research ethics principles and privacy laws? |  | | | |
| Resources | | | | |
| What demands would the proposed research impose on the Tasmania Prison Service in terms of personnel? |  | | | |
| What demands would the proposed research impose on the Tasmania Prison Service in terms of facilities to be provided if the project is approved? |  | | | |
| Is the research proposal subject to a grant application? | **Yes  No**  **If yes, what agency?** | | | |
| Disclosure of Conflict of Interest | | | | |
| Please disclose any affiliation with, or financial involvement with any organisation or entity with direct interest in the subject matter of the research. |  | | | |
| Submission requirements | | | | |
| A completed Higher Research Ethics Application (HREA) and evidence of approval from a recognised Committee must be attached to this application form. It is expected that the HREA document will outline the study background, method, justification for working with the proposed population, informed consent and potential risks, precautions and benefits. Additionally, any questionnaires, consent forms, interviews schedules, recruitment materials, and other relevant documents must be attached. | | | | |
| Submit this application and all relevant documents to the Tasmania Prison Service Research and Evaluation Committee: [tpsresearchcommittee@justice.tas.gov.au](mailto:tpsresearchcommittee@justice.tas.gov.au) | | | | |

|  |
| --- |
| Checklist  Tasmania Prison Service Application to Conduct Research  Higher Research Ethics Application form  Higher Research Ethics Committee approval  Any relevant project appendices |