

**MACS Research
Register User Guide
External researchers**



Contents

1	Introduction	3
2	Accessing the MACS Research Register	4
	2.1 Registering as a new user.....	5
3	Research Register Home Page	6
	3.1 Changing your preferred title.....	6
	3.2 Search for an existing research application	7
4	New Research in Schools Applications	9
	4.1 Creating and completing a new application	9
	4.2 About the application form	10
	Instructions page.....	11
	General Details page	11
	New applications.....	13
	Details of the Research Project page.....	20
	Participants page	24
	Methods of Data collection page	25
	Ethical Considerations page.....	26
	HREC Approval page	27
	Documents page.....	28
	Declaration page.....	30
	4.3 Submitting an application	32
	4.4 Review of a new application.....	33
	4.5 Outcome of a new application.....	35
	Approved.....	35
	Not approved	35
	Withdrawn	36
	Referred Out	36
	Contact details for other dioceses	37
5	Amending an Application	38
	5.1 Pre-outcome (while under review by MACS)	38
	5.2 Post-outcome (minor amendment).....	38
	5.3 Post-outcome (major amendments)	38
6	Contact Details	40



1 Introduction

Melbourne Archdiocese Catholic Schools (MACS) values high-quality and ethical research that aims to improve the outcomes of students, staff and families in Catholic school communities. Specifically, MACS welcomes research that:

- supports and improves student learning, wellbeing and engagement
- strengthens school leader, teacher and parent capability to support children and young peoples' learning and development
- encourages jurisdictions, government and community partners to reflect on and enhance their capability to better serve and lead schools
- seeks to engage schools as important and respected stakeholders in educational research
- contributes to the knowledge and capacity of the broader community to enhance the outcomes of children and young people, locally and globally.

The primary purpose of schools is to educate the children and young people in their care. While academic research has the potential to add great value, researchers should be mindful that school participation in research involves contributing time and resources beyond their day-to-day work.

MACS assesses applications to conduct research in Catholic schools on the basis that the findings may assist in improving student outcomes and increase school effectiveness, and that are in keeping with the mission of Catholic education.

To seek approval to conduct research in Catholic schools in the Archdiocese of Melbourne, researchers must submit an application through the MACS [Research Register](#). After submitting an application, the review process may take up to six weeks. The principal researcher and primary contact will receive the formal outcome via email.

Glossary

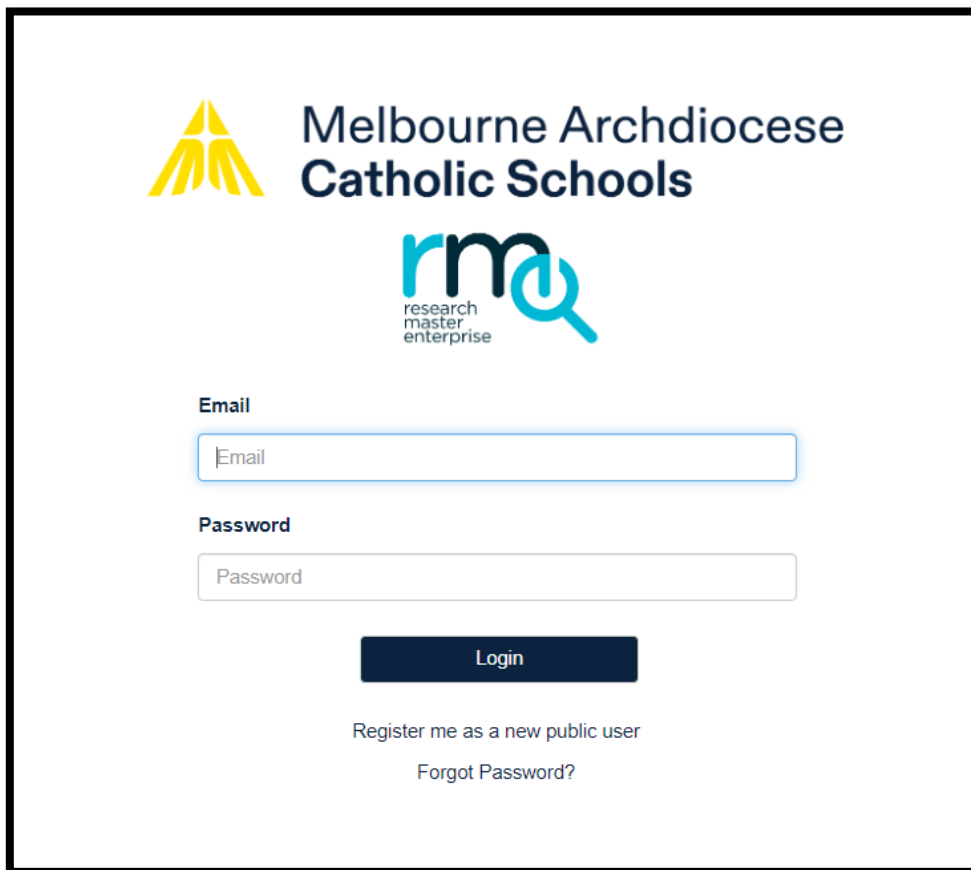
HREC	Human Research Ethics Committee
MACS	Melbourne Archdiocese Catholic Schools
NHMRC	Australian Government National Health and Medical Research Council
PDR	Performance, Data and Reporting team



2 Accessing the MACS Research Register

The [Research Register](#) is available on the MACS website, under *About Us* / [Researchers in Catholic Schools and Access to Data](#).

To enter a research application, applicants will need to register via the login page (see Figure 1 below).



The screenshot shows the login page for the Melbourne Archdiocese Catholic Schools Research Register. At the top left is the yellow logo of the Melbourne Archdiocese. To its right is the text "Melbourne Archdiocese Catholic Schools". Below this is the "rmq" logo, with "research master enterprise" written underneath. The page features two input fields: "Email" and "Password". Below the "Password" field is a dark blue "Login" button. Underneath the button are two links: "Register me as a new public user" and "Forgot Password?".

Figure 1

To register as a new user:

- select **Register me as a new public user** (see Figure 1 above)
- then fill out the Register form (see Figure 2).

2.1 Registering as a new user

Register

Complete the details and click the Register button. You must complete all fields marked with an asterisk *.

External User Details

Email *	Confirm Email *
<input type="text"/>	<input type="text"/>
Password *	Confirm Password *
<input type="text"/>	<input type="text"/>

Personal Details

Title *	First Name *	Middle Name	Last Name *
-- Please Select --	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select an organisation from the list. If not listed, select 'Other' and enter it into the Organisation Name field.

Organisation *	Organisation Name
<input type="text"/>	<input type="text"/>

Any other information to support your request.
Additional Notes

Contact Details

Mobile Phone *	Work Phone
<input type="text"/>	<input type="text"/>

I have read and agree to the [Privacy Policy](#).

Figure 2

To register as a new user:

- complete the registration form (as shown in Figure 2 above). The email address entered in this form will be the one to which all correspondence about your research applications will be sent
- once all details have been entered, select **Register**. This will generate a confirmation email containing an activation link (valid for 72 hours) to complete the registration process.

Once registered, researchers can use their login details to access the Research Register to create and submit an application.

3 Research Register home page

The home page of the MACS Research Register includes brief instructions on accessing and submitting research applications (see Figure 3).

On this page, researchers are able to:

- access the list of all MACS research applications they have created or been linked to (by selecting **Projects** and then **Applications** in the left-hand menu)
- create a new research application (also through **Applications**)
- check their user profile (by selecting **Personnel** in the left-hand menu).

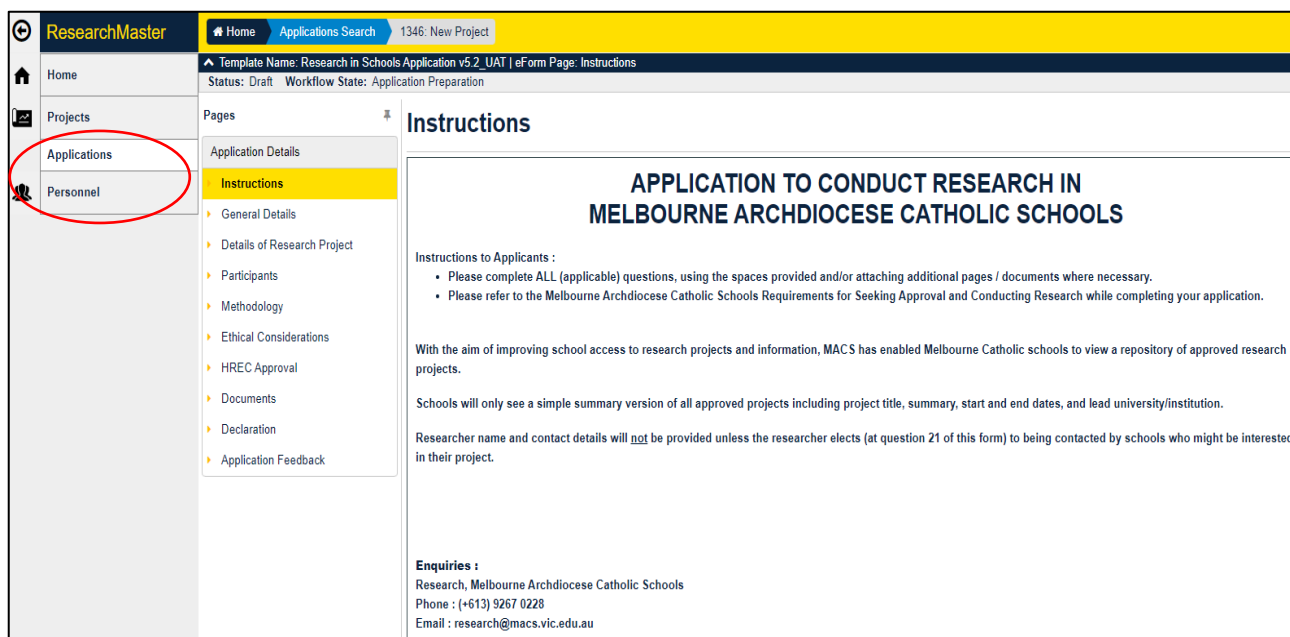


Figure 3

3.1 Changing your preferred title

When you register, you will be asked to select a title (e.g., Ms, Dr, Professor, etc.). To change your preferred title:

- select **Contact details** under **Personnel**, and then select **Results** (as shown below in Figure 4)

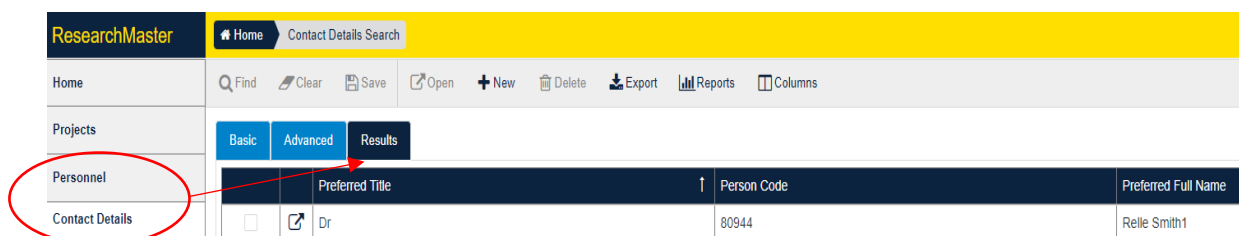


Figure 4

- select the checkbox for your name and then select **Open** (as shown in Figure 5)



Basic	Advanced	Results	
<input checked="" type="checkbox"/>	Preferred Title	Person Code	Preferred Full Name
<input checked="" type="checkbox"/>	Dr	80944	Relle Smith1

Figure 5

- change your **Preferred Title** from the drop-down list. Note: you will need to change the title in the **Full Name** and **Preferred Full Name** manually. Ensure that these matches one another (see Figure 6 below).

Person Code
80944

Select from dropdown list

Title
Dr

Preferred Title
Dr

First Name
Relle

Preferred First Name
Relle

Middle Name

Preferred Middle Name

Last Name
Smith1

Preferred Last Name
Smith1

Full Name *
Relle Smith1

Preferred Full Name *
Relle Smith1

Change manually (ensure the name match)

Figure 6

- select **Save** when you have finished making your changes (see Figure 7 below).

Home

Save + New < Previous > Next

Projects

Personnel

Contact Details

Person Code
80944

Title
Dr

Preferred Title
Dr

Figure 7

3.2 Search for an existing research application

To find your previous research applications:

- select **Applications/Projects** on the left-hand menu, then **Applications** (see Figure 8 below)

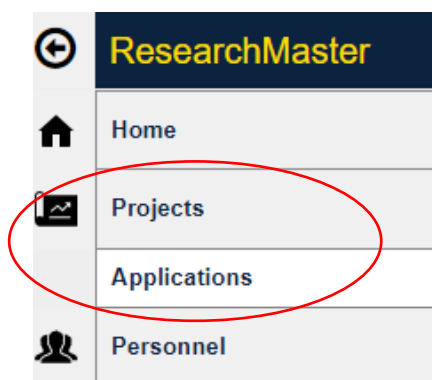


Figure 8

- if applications have previously been created under your username, these can be found by selecting the **My Applications** tab (see Figure 9 below).

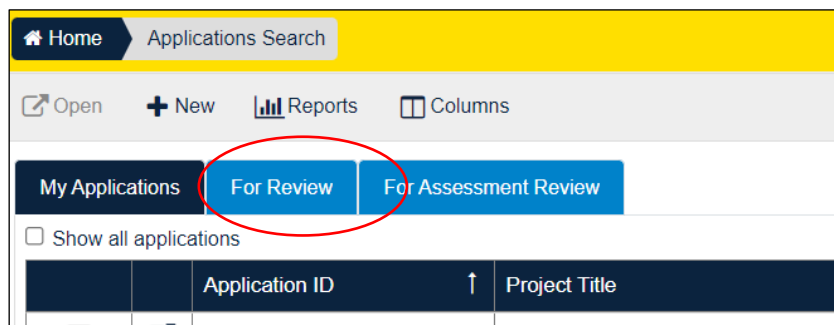


Figure 9



4 New Research in Schools Applications

4.1 Creating and completing a new application

To create a new application:

- select **Projects** and then **Applications** on the left-hand menu
- then select the **+New** button in the navigation bar at the top (see Figure 10 below)

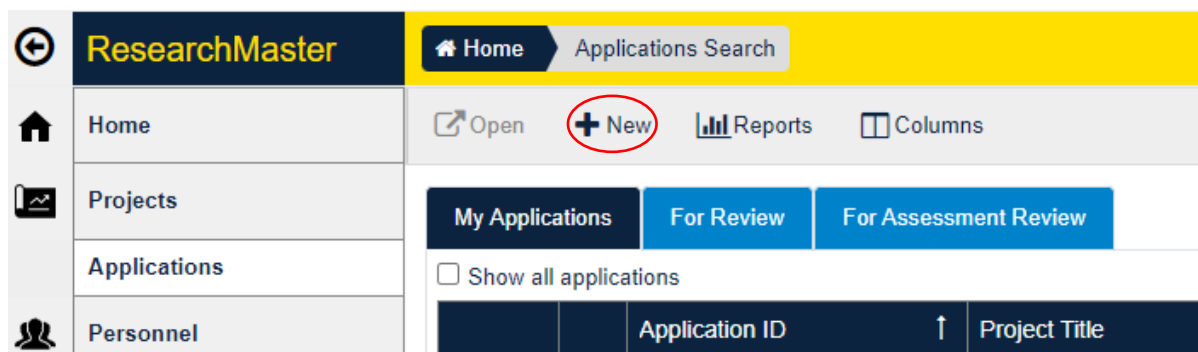


Figure 10

- select **Research in Schools Application** and then select **OK** (see Figure 11 below).

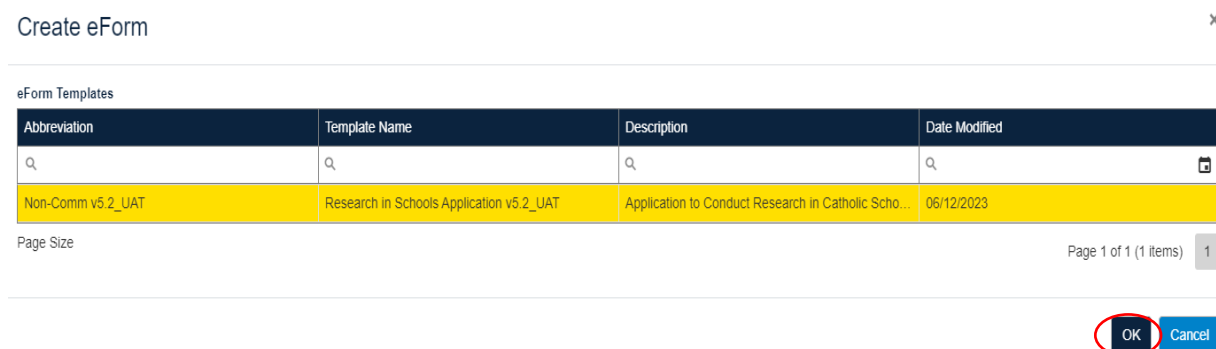


Figure 11

A new application form will be created and opened. It will have an automatically allocated project number and title (New Project).

4.2 About the application form

No.	Description	No.	Description
1	MACS project number (allocated automatically) and title of research project	7	Navigate to Research Master Help
2	Navigate to home page	8	Log out of the MACS Research Register by selecting the drop-down list under your email address
3	Navigate to Applications page	9	Move to the previous or next page of the application form
4	Save research application form	10	List of pages within the research application form. These links can be used to navigate between pages. The icon to the left of each page name will show if all mandatory questions on the page have been answered or if the page has not been visited
5	Shows the current status of the research application	11	Lists the actions available for the research application form at its current status
6	Current page name		



The following sections provide guidance for each page of the application form and its associated questions.

Note: A number of questions have allowable word limits in the text boxes. If this is not sufficient to respond to a question(s) within the form, additional information can be uploaded as an attachment in the Documents section of the research application.

Instructions page

The new application will open on an instructions/information page.

If you are not familiar with MACS' online forms, you can select **No, show me help information on how to use the e-form** option and a guide will appear (see Figure 12 below).

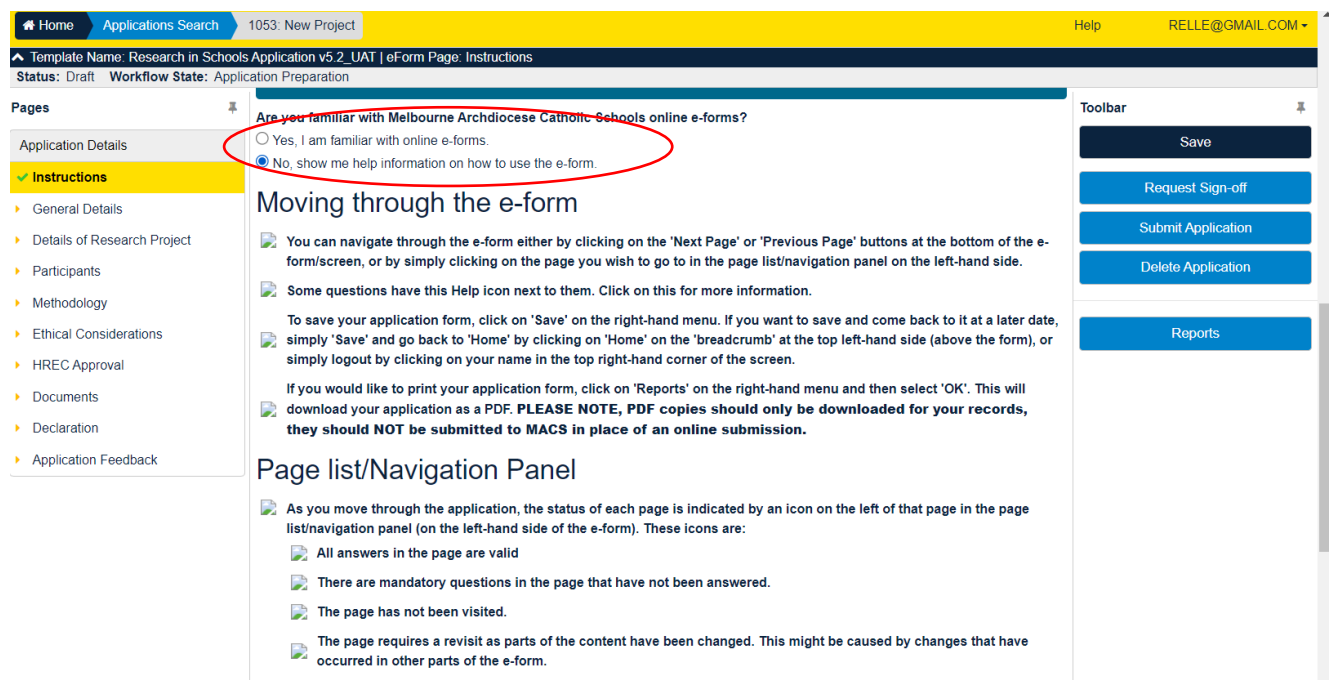


Figure 12

General details page

Q1. Type of application

Most research applications will be new. However, if a research application is a major amendment to an existing project, it should be linked to the original proposal. To select the type of application:

- select either the **NEW research project** or **MAJOR amendment/s** option (see Figure 13 below).

1. Type of Application

Are you seeking approval for a **NEW** research project, or **MAJOR** amendment/s to an existing project? (For example, your project is entering a new phase and/or the original approval was more than three years ago.)

Please select *

New research project

Major amendment/s

Figure 13



Major amendments to an existing project

To make major amendments to an existing project:

- once you select Major amendment/s, a search screen will open (see Figure 14 below)

Application Details

- ✓ Instructions
- General Details**
- Details of Research Project
- Participants
- Methodology
- Ethical Considerations
- HREC Approval
- Documents
- Declaration
- Application Feedback

1. Type of Application

Are you seeking approval for a **NEW research project**, or **MAJOR amendment/s** to an existing project? (For example, your project is entering a new phase and/or the original approval was more than three years ago.)

Please select *

New research project

Major amendment/s

Please search and select the approved application below. *

Add

Linked Project Code	Project Title
---------------------	---------------

Figure 14

- if you know the project title or code, enter this in the search box as shown at the top of Figure 15. Alternatively, search by researcher by selecting **Filter by Investigator**, which will search applications associated with the name of the person logged into the system, (see Figure 15 below)

Add Project

940

Filter by

Investigator

Ecode	Title	Status
0940	Test for 18 August	Approved

Page Size 5 10 25 Page 1 of 1 (1 items) 1

1 item(s) selected

0940 - Test for 18 August

Add Selected Cancel

Add Project

Search ...

Filter by

Investigator Mrs Emma Curtin

Ecode	Title	Status
0862	ABC Project	Approved

Figure 15

- select the application from the list and then select **Add selected**. The new application form will now be linked with the previous application.



New applications

Q2. Project title

- Fill in your research project title. The title should be brief and will be used to identify your research project (see Figure 16 below).

Pages

Application Details

Instructions

General Details

Details of Research Project

Participants

Methodology

Ethical Considerations

HREC Approval

Documents

Declaration

Application Feedback

General Details

1. Type of Application

Are you seeking approval for a **NEW research project**, or **MAJOR amendment/s** to an existing project? (For example, your project is entering a new phase and/or the original approval was more than three years ago.)

Please select *

New research project

Major amendment/s

2. Project Title

Title of Research Project: *

New Project

3. Summary

Please give a brief summary of your research question and project. (max 250 words) *

Figure 16

Q3. Summary

- Fill in a summary of your research. It should be concise (maximum 250 words) and include the major research question/s (see Figure 16 above).

Q4. Details of the researchers

This section records the name/s and email/s of researchers who need access to the online application form, as well as the details of the principal researcher.

Note: All people linked to the research application in this section will need to complete the declaration for the application form.

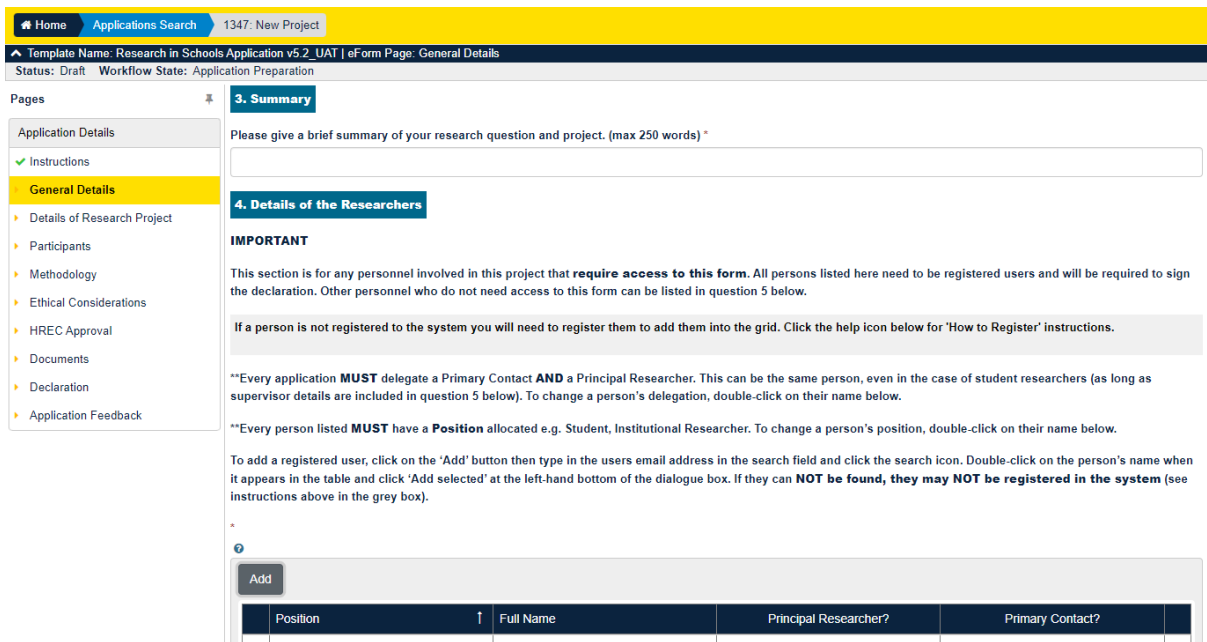


Figure 17

- select **Add** as shown in Figure 17 above

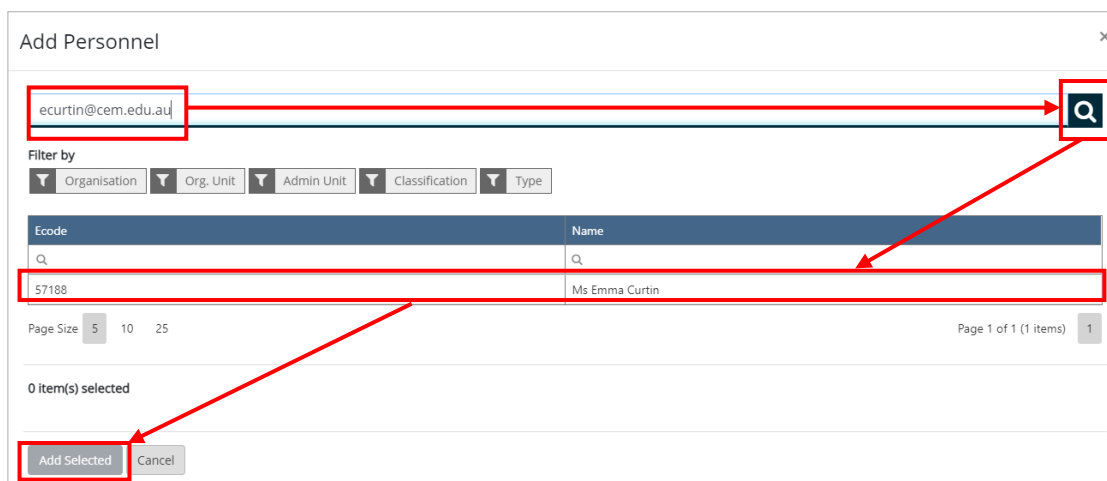


Figure 18

- enter the email address of each researcher to be linked to the application (see Figure 18 above)
- select the search icon, then select the person to be added and then select **Add Selected**.

A new registered user can be added as described in Section 2.1 of this guide. These instructions are also included in the help text for this question (see Figure 19 below).

4. Details of the Researchers

IMPORTANT

This section is for any personnel involved in this project that **require access to this form**. All persons listed here need to be registered users and will be required to sign the declaration. Other personnel who do not need access to this form can be listed in question 5 below.

If a person is not registered to the system you will need to register them to add them into the grid. Click the help icon below for 'How to Register' instructions.

Every application **MUST delegate a Primary Contact **AND** a Principal Researcher. This can be the same person, even in the case of student researchers (as long as supervisor details are included in question 5 below). To change a person's delegation, double-click on their name below.

Every person listed **MUST have a **Position** allocated e.g. Student, Institutional Researcher. To change a person's position, double-click on their name below.

To add a registered user, click on the 'Add' button then type in the users email address in the search field and click the search icon. Double-click on the person's name when it appears in the table and click 'Add selected' at the left-hand bottom of the dialogue box. If they can **NOT be found, they may NOT be registered in the system** (see instructions above in the grey box).



Figure 19

- Once you have selected a researcher to link to an application, the details screen will open (see Figure 20).
- The details will automatically populate, but you must select a **Position** (Administration, Institutional Researcher, Student or Supervisor).
- Note: Be sure to select a principal researcher and a primary contact. This can be the same person (see Figure 20) or two different people (i.e. one person is the principal researcher and a different person is the primary contact).



Is this person the Principal Researcher? (Note: there must be a Principal Researcher) *

Yes No

Is this person the Primary Contact for the project? (Note: there must be a Primary Contact) *

Yes No

Position *

Supervisor

Title

Dr

First Name *

Relle

Last Name *

Smith1

Full Name *

Relle Smith1

Organisation Name

Email Address

sudee @yahoo.com

OK Cancel




Figure 20

- Complete the Details of the Principal Researcher section (see Figure 21 below).

Details of the Principal Researcher

Job Title: *

Phone: *

Address: *

Suburb: *

Country: *

State: *

Postcode: *

Figure 21

Q5. Details of Other Researcher/s – No System Access Required

- Enter the details of researchers associated with the application who do not need to be involved with the MACS approval process (see Figure 22).
- Up to four people can be added.

5. Details of Other Researcher(s) - No System Access Required

Are there other people involved in this project that do NOT need access to the online application? *

Yes
 No

Please add the details of the external people who do not need access to this application

Person 1

Position *

-- Please select --

Title *

-- Please select --

First Name *

Last Name *

Contact Number *

Email *

Institution *

Would you like to add another person?

Yes

Figure 22

Q6. Other Details

Q6a. Who is the lead Organisation/University for this Research?

- Select **Add** above the organisation table (see Figure 23 below)

6. Other Details

a. Who is the lead Organisation/University for this Research?

Click on 'Add' below then enter the name of the organisation/university in the search field and click on **Q** to search. Once you have found your organisation, select it and then click on 'Add selected' at the left-hand bottom of the dialogue box. *

Add

Organisation / University code ↑	Organisation Name	Primary Organisation ?
No Items		

Figure 23



- start typing the university/organisation name (or part thereof) in the search field and the table of results will start to populate (see Figure 24)
- select the name of the correct university/organisation and select **Add Selected**

Add Fund Scheme

Melb

Filter by
Organisation

Ecode	Abbreviation	Name	Type	Source of Funds	Funding Activity Type
Q	Q	Q	Q	Q	Q
0071	MCAE	Melbourne College of Advan...	Partnership	Not Specified	Research Project
0072	MIAESR	Melbourne Institute of Applie...	Partnership	Not Specified	Research Project
0073	MW	Melbourne Water	Partnership	Not Specified	Research Project
0134	MEL	University of Melbourne	Partnership	Not Specified	Research Project
0174	MGSE	Melbourne Graduate School ...	Partnership	Not Specified	Research Project

Page Size 5 10 25 Page 1 of 1 (5 items) 1

0 item(s) selected

Add Selected Cancel

Figure 24

- the entry will default to Yes under Primary Organisation? (see Figure 25 below).

Add Institution/Partner

Organisation / University code *

0134 - University of Melbourne

Organisation / University Name

University of Melbourne

Primary Organisation ?

Yes No

OK Cancel

Figure 25

Note: Multiple organisations can be added to an application if needed (following the same process as above) but **only one** can be chosen as the primary organisation.

- To view all of the listed organisations and universities, leave the search field blank and the table will automatically populate. You can then go through the alphabetical list page by page. The **Page Size** option on the bottom left-hand side will allow you to change the number of items displayed on one page (see Figure 26).

Q

Filter by

▼ Organisation

Ecode	Abbreviation	Name	Type	Source of Funds	Funding Activity Type
Q	Q	Q	Q	Q	Q
0004	AF	Arthritis Foundation	Partnership	Not Specified	Research Project
0002	AH	Alfred Hospital	Partnership	Not Specified	Research Project
0021	BEC	Brisbane Education Centre	Partnership	Not Specified	Research Project
0022	BSL	Brotherhood of St Laurence	Partnership	Not Specified	Research Project
0023	BI	Burnet Institute	Partnership	Not Specified	Research Project

Page Size 5 10 25

Page 1 of 35 (172 items) 1 2 3 4 5 ... 35

Figure 26

Q6b. Is this research contributing to a qualification?

If the research is contributing to a qualification:

- select **Yes**
- enter information about the qualification (see Figure 27 below).

b. Is this research contributing to a qualification? *

Yes
 No

Qualification Details for Student Researcher

Qualification Level: *

-- Please select --
▼

Qualification Name and Field: *
*e.g. Master of Clinical Psychology, PhD (Education) **

Institution Name : *

Institution Address : *

Suburb : *

Country : *

State : *

Postcode : *

Figure 27



Q6c. Is the Principal Researcher employed in a Catholic School?

When the Yes option is selected, a free text field will be shown. Enter the name of the school, including the suburb.

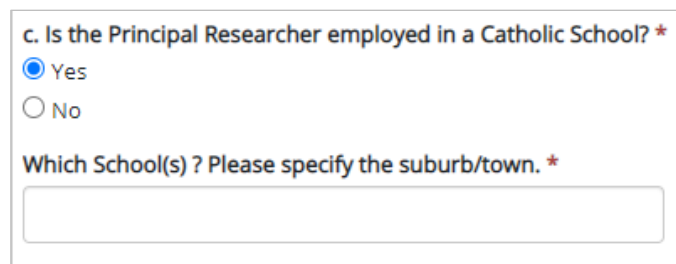



Figure 28

Details of the Research Project page

Q7. Research Classifications and Benefits

Q7a. Research Classifications

Each research application is classified according to its underlying theme. One primary theme and one or multiple secondary theme/s can be assigned to an application from a pre-defined list. Selecting the help icon  will allow you to preview the entire list to help you decide the most appropriate classification(s).

- Select **Add** from above the classification table (see Figure 29 below)

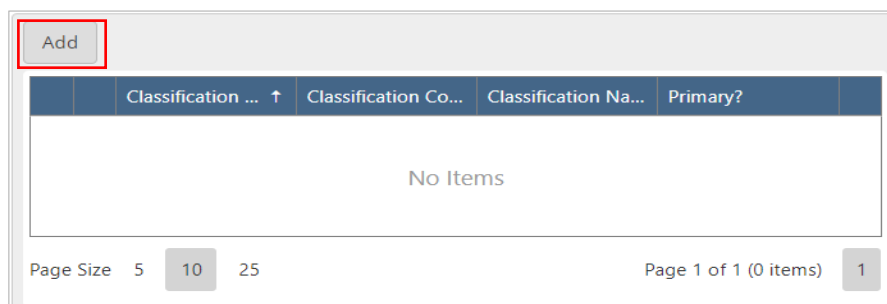
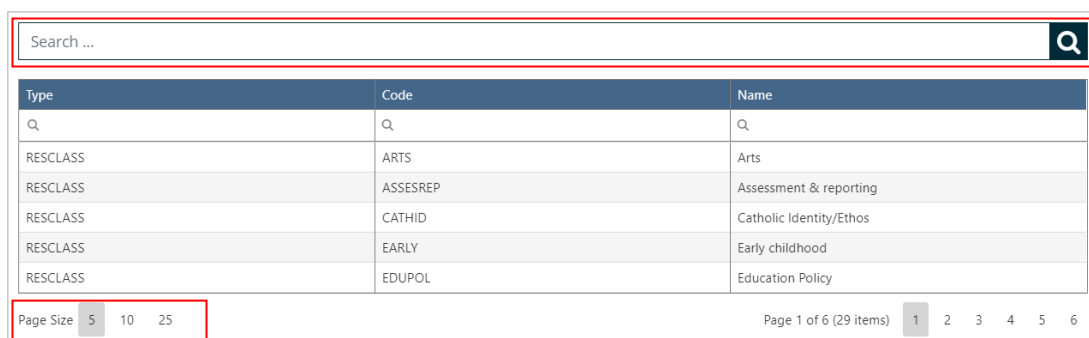


Figure 29

- all of the listed classifications will appear if you leave the search field blank. Alternatively, start typing the classification name (or part thereof) in the search field and the table of results will start to populate accordingly. The Page Size option on the bottom left-hand side of the page will allow you to change the number of items displayed on one page (see Figure 30 below)



Type	Code	Name
Q	Q	Q
RESCLASS	ARTS	Arts
RESCLASS	ASSESREP	Assessment & reporting
RESCLASS	CATHID	Catholic Identity/Ethos
RESCLASS	EARLY	Early childhood
RESCLASS	EDUPOL	Education Policy

Figure 30

- select the most appropriate classification for your research and select **Add Selected**
- select **OK** to save this primary classification (see Figure 31 below)

Add Classification

Classification Type *
Research Classifications (themes/topic) ▾

Classification Code *
EARLY - Early childhood ▾

Classification Name
Early childhood

Primary? *
 Yes No

OK Cancel

Figure 31

- once the first field has been saved, a second may be selected, but **only one** can be chosen as the primary classification.

If your research is classified under a theme which is not included in the pre-defined list:

- select **Other** from the list of available themes
- type the theme in the Please specify 'Other' field (see Figure 32 below)
- select **OK** to save.

Add Classification

Classification Type *
Research Classifications (themes/topic) ▾

Classification Code *
OTHER - Other ▾

Classification Name
Other

Please specify 'Other' *
International Studies

Primary? *
 Yes No

OK Cancel

Figure 32

Q 7b – 7e. Research Benefits

The following questions are based on MACS' [Requirements for Seeking Approval and Conducting Research](#) and reflect our priorities for research. We value your brief reflections on the benefits associated with your research. If you answer Yes to any of these questions, a text box will open for you to explain further (see question c. in Figure 33 below).

b. Will the research directly support and improve student learning, wellbeing and/or engagement? *

Yes No

c. Will the research directly strengthen school leader, teacher and/or parent capability? *

Yes No

Please explain how *

d. Will the research contribute to the knowledge and capacity of the broader community to enhance the outcomes of children and/or young people, locally and/or globally? *

Yes No

e. Will the research directly seek to engage schools as important and respected stakeholders in educational research? *

Yes No

Figure 33

Q7f. Outline reasons for wanting to involve Catholic schools and the benefits to Melbourne Archdiocese Catholic Schools (MACS)

- Fill in the reasons for wanting to involve Catholic schools in your research and the benefits to MACS (max 2,000 characters)

Q7g. How will you help schools engage with the findings of the research?

- Provide an outline of how schools could engage with your research (e.g. professional learning sessions, resources and/or a report with implications for the school).

Q8. Proposed dates for research

- Enter the proposed start and end dates of your project. The Research Register will generate a request for submission of a final report three months from the anticipated end of the project (i.e. the date the final report is due).

Q9. Proposed research sample

Q9a. Total number of schools to be recruited

Enter the total number of government, independent and Catholic schools that you hope to recruit to your sample.

Q9b. Scope of research

Select the appropriate option (i.e., international, national, Victoria or Melbourne only).

Q9c. Approval from other dioceses

Select any other Catholic dioceses from which you will be seeking approval (i.e. Ballarat, Sale and/or Sandhurst).

Note: MACS is only able to provide approval for researchers to approach Catholic schools within the Archdiocese of Melbourne. The list of these schools is available on the [MACS](#)



website. If researchers wish to approach Catholic schools in other Victorian dioceses, they will need to contact the other dioceses directly to apply for approval. Links to their research information are in the table below.

Diocese	Website
Ballarat	Research
Sale	Conducting Research
Sandhurst	Research

Q9d. Type and number of MACS schools to be approached

- Using the drop-down list, select the correct description of which type(s) of MACS schools will be approached (see Figure 34 below)

MACS School Type *

- Primary and Secondary
- Not Specified
- Other
- Primary
- Primary and Secondary
- Secondary
- Special

Figure 34

- enter the number of MACS schools you wish to recruit in each category (see Figure 35 below).

d. Please specify type and number of **Melbourne Archdiocese Catholic Schools** you wish to engage in your research.
 Note: You can select only one school type and the corresponding number of schools for that type.

MACS School Type *

e. What MACS schools will you approach for this research? (provide a list of school names and suburb. This can be attached in the document section if necessary). Write 'not known' if schools have not been identified.

How many **MACS** primary schools will be part of the research? *

How many **MACS** secondary schools will be part of the research? *

Figure 35

Participants page

Q10. Categories and number of research participants to be sought (From Melbourne Archdiocese Catholic Schools)

Please indicate Melbourne Archdiocese Catholic Schools (MACS) participants only. At least one type of participant should be selected using the option buttons (see Figure 36 below). For each selected participant type indicate:

- how many are required
- an estimate of time needed for their participation in the research
- what they will be invited to do (e.g. survey, interview).

10. Categories & number of research participants to be sought (From Melbourne Archdiocese Catholic Schools)

Please indicate **Melbourne Archdiocese Catholic Schools (MACS)** participants only.

a. Will students be participating in the research?
 Yes
 No

b. Will parents be participating in the research?
 Yes
 No

c. Will teachers be participating in the research?
 Yes
 No

How many MACS teachers? *

Include a time indication to participate in the research and what the participant is being invited to do. *

d. Will principals be participating in the research?
 Yes
 No

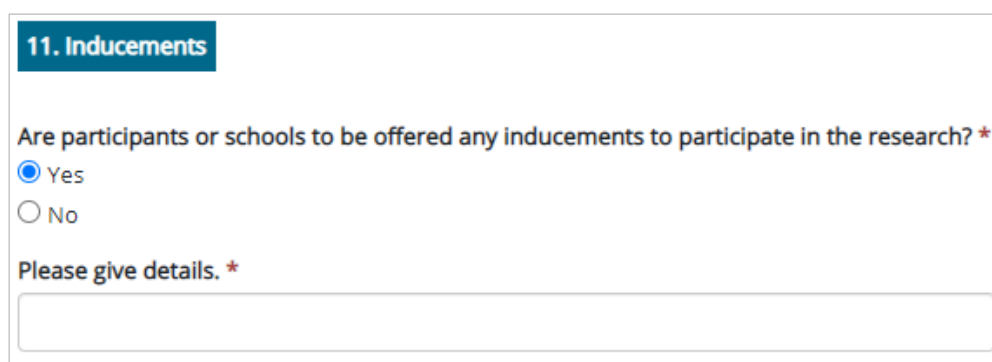
e. Will there be other participants involved in the research?
 Yes
 No

Figure 36



Q11. Inducements

Select either **Yes** or **No**. If Yes, provide more detail about the nature of the inducement in the free text box (see Figure 37 below).



11. Inducements

Are participants or schools to be offered any inducements to participate in the research? *

Yes

No

Please give details. *

Figure 37

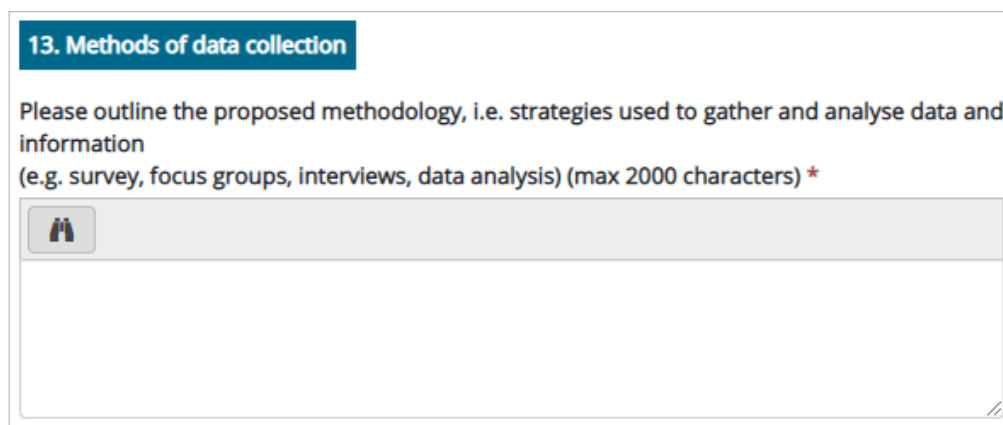
Q12. Participant Recruitment Strategies

Describe how participants are to be recruited. If more than one participant type is to be recruited as part of your research, ensure that any differences in recruitment strategy are clearly stated.

Copies of any promotional materials (e.g. flyers) need to be uploaded in the **Documents** section of the application form.

Methods of data collection page

Outline the proposed methodology in the text box provided (see Figure 38 below).



13. Methods of data collection

Please outline the proposed methodology, i.e. strategies used to gather and analyse data and information
(e.g. survey, focus groups, interviews, data analysis) (max 2000 characters) *

Figure 38

Note: All tools used (surveys, interviews, focus group questions, etc.) **must** be attached to the application for review. These can be uploaded to the **Documents** page. Should there be any changes to these, the revised tools must be resubmitted.

Instructions for submitting changes after approval are included in Section 5 of this document.

Ethical Considerations page

Q14. Consent of participants

- Summarise the methods by which consent will be sought for all participants (see Figure 39 below).

14. Consent of participants

Please note, Melbourne Archdiocese Catholic Schools (MACS) requires that active consent is sought for all participants in all but exceptional circumstances. If passive consent is proposed, researcher(s) must outline adequate strategies to ensure parents are sufficiently informed.

Indicate how consent will be sought. *

Figure 39

- Copies of all consent documents must be uploaded in the **Documents** section of the application.

Q15. Intrusiveness

- Summarise the aspects of the research that have the potential to be intrusive, upsetting or incriminating to the participants (see Figure 40 below).

15. Intrusiveness

Identify any parts of the research with the potential to be intrusive, upsetting or incriminating to participants. *

Figure 40

Q16. Follow-up support

- Summarise the measures that will be put in place to support participants during and after their participation (see Figure 41 below).

16. Follow-up support

Indicate what support will be made available for participants should it be required. *

Figure 41

Q17. Outline of arrangements for protecting confidentiality of data and ensuring privacy of participants.

- Outline how data confidentiality and participant privacy will be protected (see Figure 42 below).

<p>17. Provide outline of arrangements for protecting confidentiality of data and ensuring privacy of participants.</p> <p>Refer to NHMRC Australian Code for the Responsible Conduct of Research 2018 and Privacy Act 1988 (Commonwealth). *</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Figure 42

Any data obtained from research participants (such as survey responses or interview transcripts) must be handled in a manner that is consistent with confidentiality requirements, legislation, privacy policies and other guidelines.

Appropriate arrangements must be in place for the collection, storage and disposal of any data obtained from the research, and the privacy of participants must be preserved at all stages. For more information refer to the Australian Government National Health and Medical Research Council (NHMRC) [Australian Code for the Responsible Conduct of Research 2018](#) and the [Privacy Act 1988](#) (Cth).

HREC Approval page

The NHMRC sets out guidelines for the review of research proposals by a human research ethics committee (HREC). Since research conducted in schools falls within the requirements of the NHMRC, approval from a HREC is normally required (see Figure 43).

Researchers may apply for MACS approval while their application is being assessed by their HREC. However, researchers must **not** approach schools until they have submitted a copy of their notification of HREC approval to MACS. If modifications to the research are required by the HREC, researchers must submit all modifications to MACS for review.

- If HREC approval is required, select **Yes** and then:
 - type in name of the HREC reviewing the proposal
 - if HREC approval has been obtained, type in approval date and expiry date
 - upload a copy of your HREC ethics approval notification by selecting **Select File** to attach a document from your computer
 - if HREC approval has **not** been obtained, type in the reason for this (e.g. application pending).
- If HREC approval is not required, select **No** and then:
 - type in the reason HREC approval is not required.



18. Approval by Human Research Ethics Committee (HREC)

Please note that;

- Almost all research applications require approval from the lead organisation/university Human Research Ethics Committee (HREC) AND
- Notification of approval should be attached below.

Require HREC Approval? *

Yes No

Note: Notification of approval should be attached in the Documents section.

a) Name of the HREC which is reviewing the proposal: *

b) Has HREC approval been obtained? *

Yes No

HREC obtained date *

HREC expiry date *

Please upload a copy of your HREC ethics approval notification

No file
✕

or Drop file here

Figure 43

Documents page

In this section, the researcher should provide documents, such as the letter of invitation to the principal, Plain Language Statement (PLS), consent form, research instrument, Working with Children Checks / Victorian Institute of Teaching registration, evidence of insurance and, if possible, a list of schools.

Researchers can also add additional documents relevant to their application. Please note that we do not proofread and edit the documents. It is expected that researchers and supervisors do this. We do, however, provide feedback on things that may confuse or mislead participants, e.g. if the purpose is unclear/ambiguous; important information is missing; research activities and time demand is misleading.

19. Please attach the relevant documents for this application before submitting your application.

- Click on the arrow icon in the far left-hand column of the table below to upload the relevant document listed in that table.
- The list below is a guide for what documentation is required as part of your application. Please note that only 10 documents are displayed in the first page and you need to go to the next page to see the rest of the document list.
- If you need to add further materials which are not displayed in the list, click on 'Add' on the top left hand side of the table, complete the relevant details (using 'Select file' to browse and upload your document) and select 'OK'
- When uploading documents, be sure to name them clearly with their purpose AND audience in the title. For example: Plain Language Statement for Students.
- To replace a file, click on the item and select the 'x' next to the uploaded document then select a file to replace it. Then click 'OK'.

Ensure all relevant documents are attached. *

Add

	Name	Document type	Filename
▶	Letter of invitation to the Principal	Soft copy	
▶	Plain Language Statement 1	Soft copy	
▶	Plain Language Statement 2	Soft copy	
▶	Plain Language Statement 3	Soft copy	
▶	Research Instrument 1	Soft copy	

Page Size 5 10 25 Page 1 of 3 (11 items) 1 2 3

Figure 44

Standard document categories have been included on the Documents page as a guide to the requirement for documentation. To upload a new document:

- select the arrow icon for the relevant entry (see Figure 45 below)

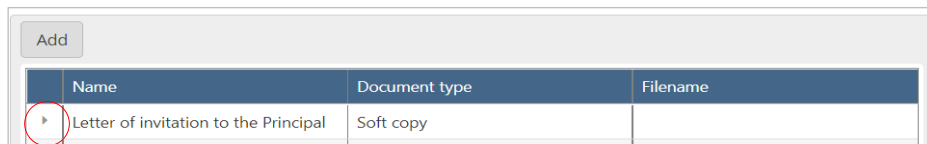


Figure 45

- this will open a menu. Select **Select File** to navigate to the document you wish to upload
- select **OK**.

The image shows the 'Edit Document' modal form. The 'Document type' is set to 'Soft copy' and the 'Name' is 'Letter of invitation to the Principal'. The 'Reference (Document Title)' field is currently empty and shows 'No file'. The 'Select file' button is circled in red, indicating it should be clicked to upload a document.

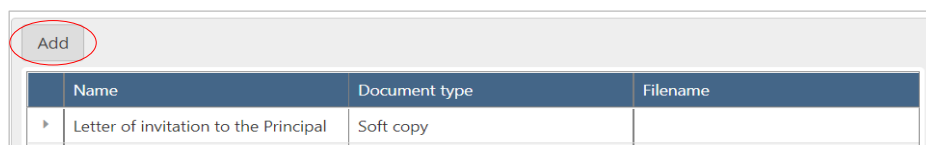
Figure 46

To upload a document **not** included in the standard document categories, or additional



documents for a particular category (e.g. Plain Language Statement 4):

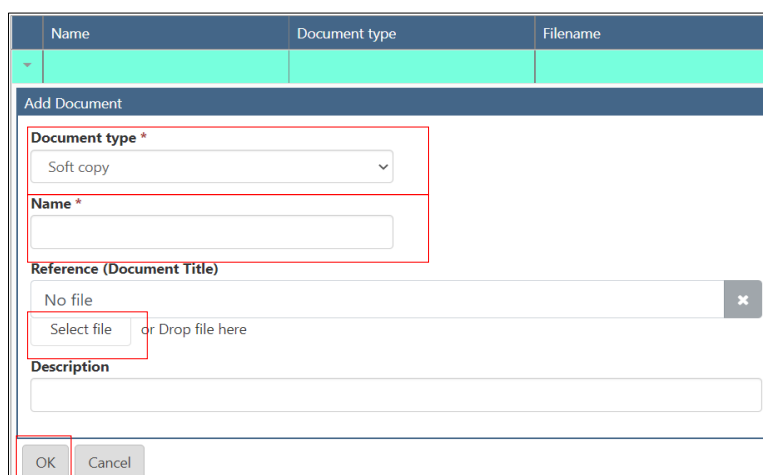
- select **Add** at the top of the table (see Figure 47 below). This will open a new dialogue box (see Figure 48)



	Name	Document type	Filename
▶	Letter of invitation to the Principal	Soft copy	

Figure 47

- select **Soft copy** under Document type
- enter a name for the document
- select **Select file** to navigate to the document you want to upload, then select **OK**.



Add Document

Document type *
Soft copy

Name *

Reference (Document Title)
No file
Select file or Drop file here

Description

OK Cancel

Figure 48

Once all documents have been uploaded, select **Save** in the toolbar on the right-hand side.

Declaration page

All researchers included in Question 4 as needing access to the online form are required to complete the declaration. All researchers must attest that the information included in the application form is true and correct.

Additionally, MACS approval to conduct research is given on the understanding that a final report will be provided to MACS and participating schools.

To sign the declaration:

- select your name to open the declaration window (as shown in Figure 49 below)
- select the **I Accept** checkbox
- select **OK** to save.

Declaration

20. Instructions to complete the Declaration Sign-off.

- All researchers with access to the online application form need to complete their declaration sign-off to submit the application.
- To request declaration sign-off from other researchers linked in the application, please select '**Request Sign-Off**' from Toolbar (the right-hand menu) once all other fields have been completed.
- To complete your declaration sign-off:
 - Click on the arrow icon in the left-hand column next to your name below
 - Check the box 'I accept'
 - Select 'OK'
 - Once completed, if there are multiple researchers for the application, select '**Sign-off Completed**' from the Toolbar (the right-hand menu) to notify this has been done.

I agree to provide Melbourne Archdiocese Catholic Schools (MACS) with a summary of the findings of the research described in this application.

I further agree to provide participating schools with a suitable final report.

I grant Melbourne Archdiocese Catholic Schools (MACS) the right to publish an edited summary of the research findings.

I agree to protect the confidentiality of data collected during this project and to ensure privacy of all participants.

I acknowledge that by submitting this application I am agreeing to an abbreviated version of this research project (see example) being visible to MACS schools via this register (if the application is approved).

I declare that the above information is true and correct. *

Full Name *	57281 - Senator Relle Struth
Position *	Project Personnel Position -> Student
Declaration signed?	<input checked="" type="checkbox"/> I Accept
Signoff Date	16/11/2023

Figure 49

To advise other researchers that the application has now been completed and is ready for their review and declaration, select **Request Sign-off** from the toolbar on the right-hand side (see Figure 50 below).

Toolbar
Save
Request Sign-off
Submit Application
Delete Application
Reports

Figure 50

An email will be sent to all researchers linked to the application requesting their sign-off and providing instructions for how to access the Declaration page.

Note: You **must** complete all pages of the form before requesting sign-off.

Each additional researcher will need to:

- sign into the Research Register using their username and password
- review the application
- sign-off their own declaration as described above
- select **Sign-off Completed** from the toolbar on the right-hand side.

4.3 Submitting an application

Once all declarations have been signed off, the application is ready to be submitted to MACS for review.

- Select **Submit Application** from the toolbar on the right-hand side (see Figure 51 below).

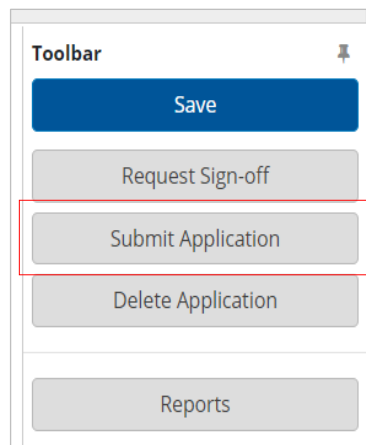


Figure 51

A message will be generated confirming that after submission the application form will be read-only (see Figure 52 below).

- Select **OK**.

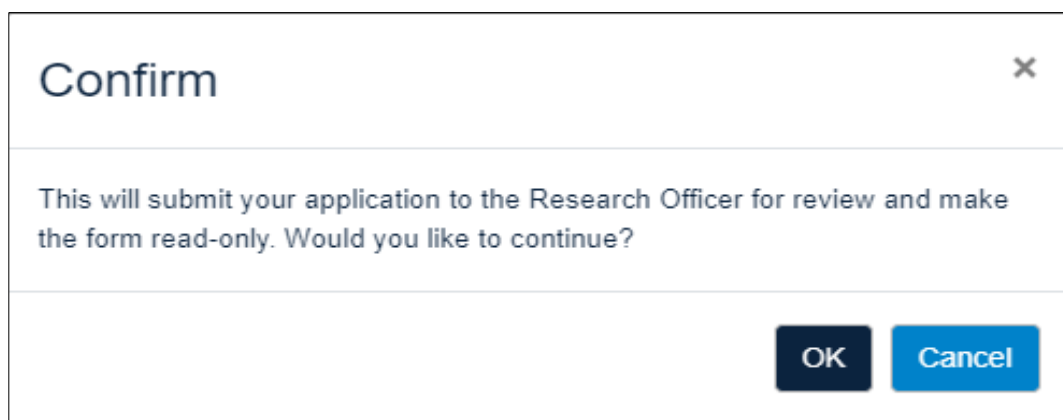


Figure 52

A confirmation message will be shown and the application will progress from *Draft* status to *Pending* (see Figure 53).

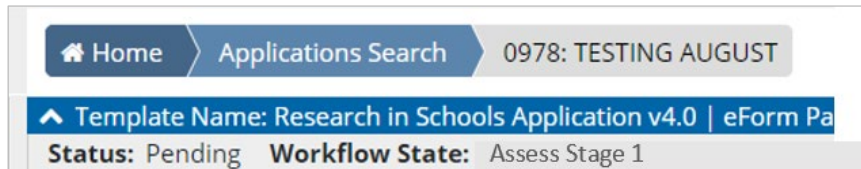


Figure 53

Note: Once the application form has been submitted, researchers will only be able make changes to the application after discussion with MACS.

An email advising of the submission of a new application will be sent to research@macs.vic.edu.au and to the primary contact of the application.

4.4 Review of a new application

Once an application has been submitted, it will be reviewed by the Performance, Data and Reporting (PDR) team at MACS.

The MACS application preparation and review process is summarised below (Figure 54).

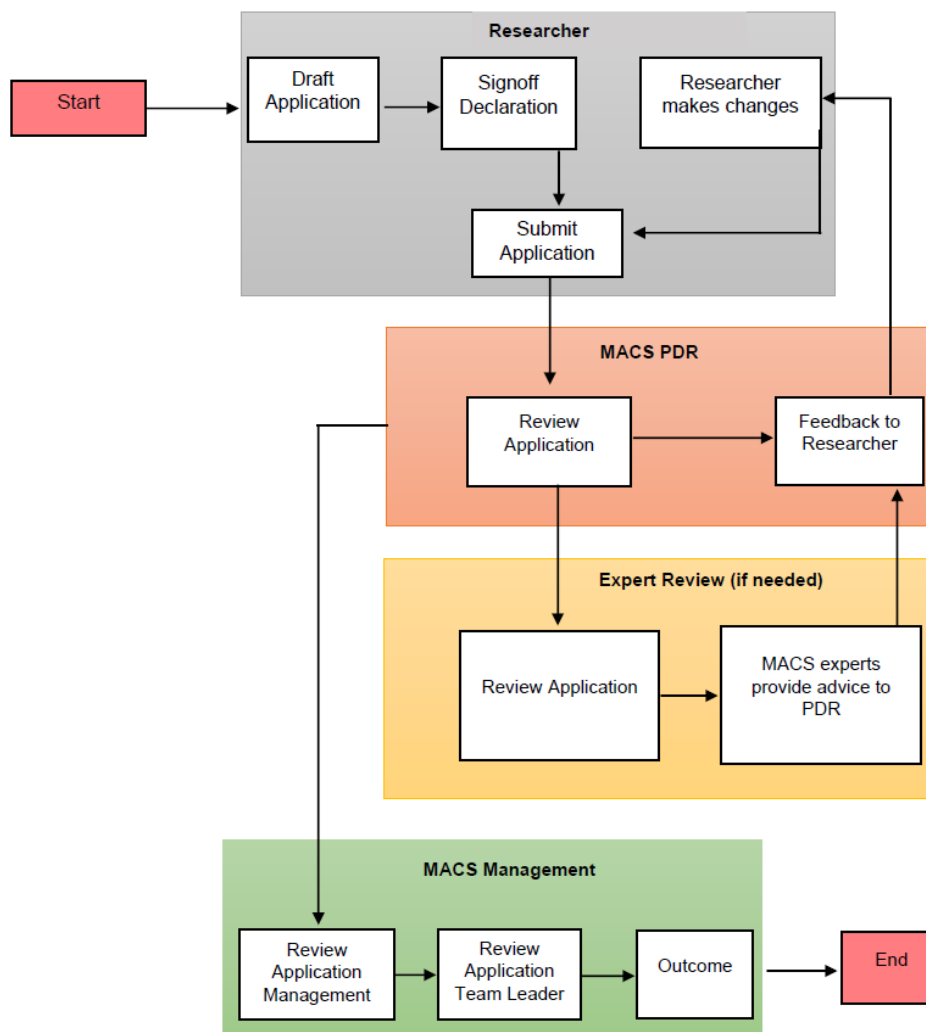


Figure 54

Note: The stages of the review will be managed by the PDR team and all communications will be made through the Research Register.



If clarification about an application is needed, notes will be made within the application itself and an email will be sent to the primary contact advising of this.

Open the link included in the email to log into the Research Register.

- Select **Applications/Projects** on the left-hand side, then select **Applications** (see Figure 55 below).

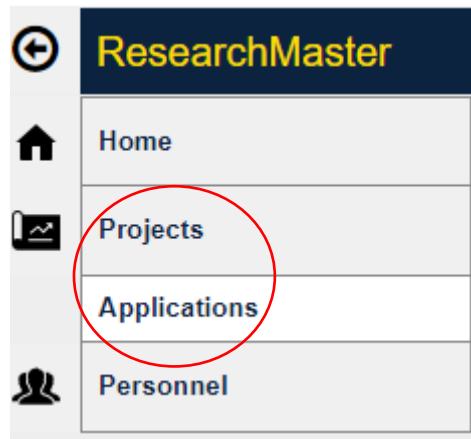


Figure 55

- Select **My Applications** (see Figure 56 below).

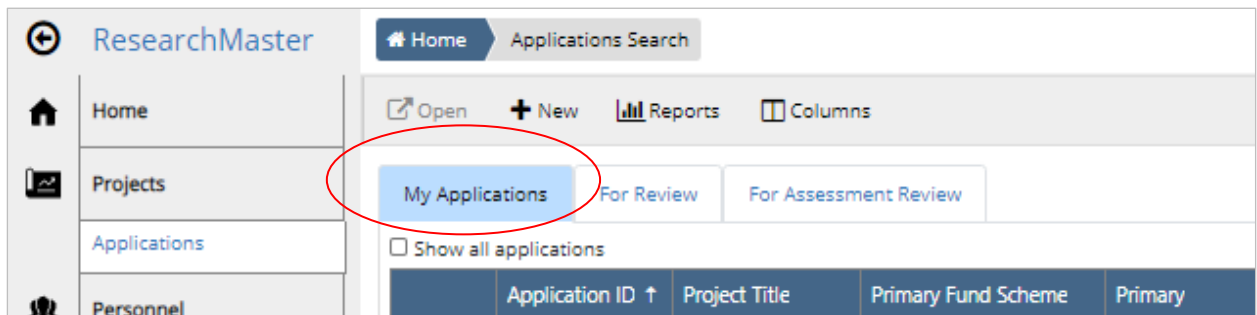


Figure 56

- Select the correct application from the list.
- Select the **Application Feedback** page from the Pages menu on the left-hand side (see Figure 57 below) to view the feedback.

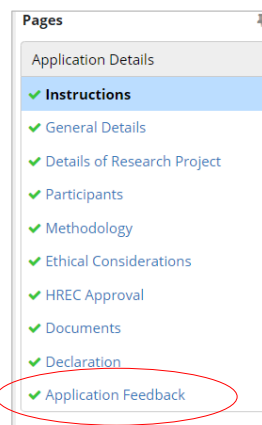
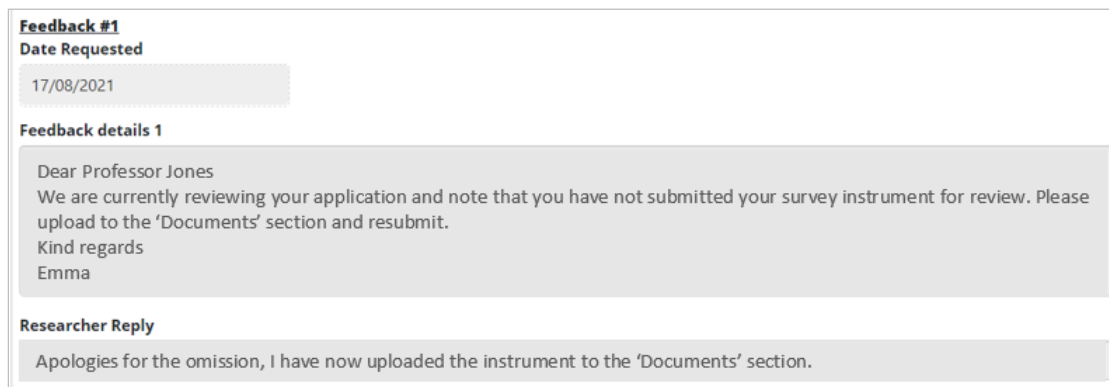


Figure 57

The application form will now be unlocked so that any necessary amendments or comments can be added.

- Once changes have been made, select **Resubmit Application** from the menu on the right-hand side.

An email advising of the resubmission will be sent to research@macs.vic.edu.au and to the primary contact for the application (see Figure 58 below).



The screenshot shows a feedback message with the following content:

Feedback #1
Date Requested
17/08/2021

Feedback details 1

Dear Professor Jones
We are currently reviewing your application and note that you have not submitted your survey instrument for review. Please upload to the 'Documents' section and resubmit.
Kind regards
Emma

Researcher Reply

Apologies for the omission, I have now uploaded the instrument to the 'Documents' section.

Figure 58

Note: Some research applications may have several rounds of feedback requests as they progress through the review cycle.

4.5 Outcome of a new application

When an application to conduct research in Catholic schools in the Archdiocese of Melbourne has progressed through all stages of the MACS review process, the primary contact and primary researcher will be advised of the outcome of the review.

There are four possible outcomes for a research application:

1. approved
2. not approved
3. withdrawn
4. referred out.

Approved

If an application is approved the confirmation email will include the eight standard conditions under which the approval is granted. Once this email has been received, researchers may approach schools in the Archdiocese of Melbourne to participate in their research, with a copy of the approval from MACS.

Not approved

If an application is not approved, generally it will only be after feedback and consultation between the PDR team and the researcher has concluded. The PDR team will also record the grounds for this decision in the Outcome comments field in the 'Application Feedback' page (as shown in Figure 59).

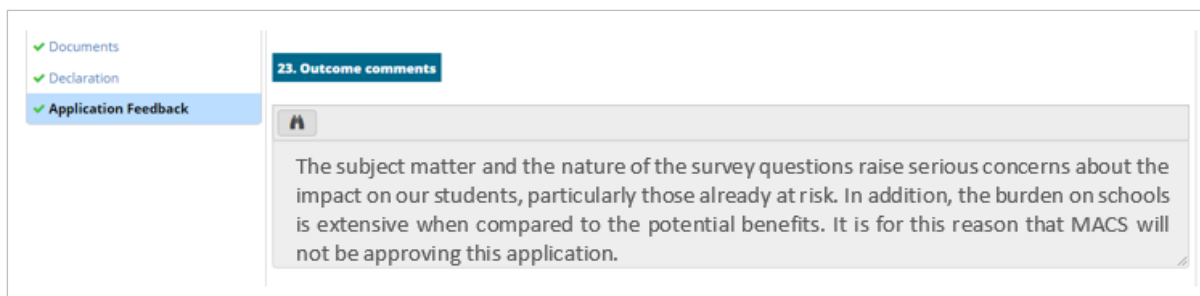


Figure 59

Withdrawn

A researcher can withdraw their research proposal by taking the following steps:

- Select **Request Withdrawal** from the menu on the right-hand side (see Figure 60 below). This can be requested while the application is being reviewed by MACS, that is, while it has a *Pending* status

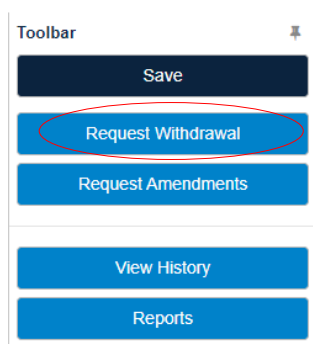


Figure 60

A Request for Withdrawal email will be sent to research@macs.vic.edu.au and the primary contact.

- Researchers should also email research@macs.vic.edu.au with the reasons for withdrawal of the research application.

Once the PDR team has received the Request to Withdraw email, they will send a Withdrawn Outcome Confirmation email to the researcher.

Referred out

MACS is only able to approve applications to conduct research in schools within the Archdiocese of Melbourne. If a researcher wishes to approach schools outside the Archdiocese of Melbourne, they need to contact the relevant diocese for approval. If a research application only involves Catholic schools outside the Archdiocese of Melbourne, a **Referred Out Outcome email** will be sent.

Prior to this decision being made, generally there will have been feedback and consultation between the researcher and MACS to clarify whether all schools proposed to be approached are outside the Archdiocese of Melbourne.

Contact details for other dioceses

Diocese	Research-related webpage	Email address
Ballarat	Research	execdirector@dobcel.catholic.edu.au
Sale	Conducting Research	director@ceosale.catholic.edu.au
Sandhurst	Research	director@ceosand.catholic.edu.au



5 Amending an application

5.1 Pre-outcome (while under review by MACS)

If a researcher wishes to make an amendment to an application while it is under review by MACS, they will need to email research@macs.vic.edu.au advising of their project number, title and principal researcher. The email should include a summary of the change requested.

If the application form is currently unlocked, due to MACS having requested feedback from the researcher regarding some aspect of their application, amendments are able to be made in the Research Register.

Examples of amendments which may need to be made by email while an application is still under review are:

- linking an additional researcher who needs to have access to the application form
- additional supporting documents that need to be uploaded to the application.

Depending on the nature of the amendment, MACS may unlock the application form and request that the researcher makes the amendment within the application itself.

5.2 Post-outcome (minor amendment)

If a researcher wishes to make an amendment to an application which has previously been approved by MACS, they will need to email research@macs.vic.edu.au advising their project number, title and principal researcher. The email should include a summary of the change requested.

Examples of minor amendments that may need to be made by email after the application has already been approved are:

- advice and evidence that ethics approval for the research has been extended
- extension of project timeframe
- revised research instruments (e.g. a new survey)
- addition of researchers to the researcher team (those who require access to the form will need to be registered users of the system).

In general, MACS will make note of these minor amendments in the approved application form and upload any relevant documents on the researcher's behalf.

5.3 Post-outcome (major amendments)

If an approved research application is entering a new phase or the original approval was given more than three years ago, a major amendment application may need to be submitted.

- Log into the MACS Research Register and create a new application (see instructions already provided in Section 4.1 of this document).
- A new application form will be created and opened with a default project number and title.
- On the General Details page, at Question 1, select **Major amendment/s** (see Figure 61).
- This will open a search box. Select **Add**.



Please select *

New research project

Major amendment/s

Please search and select the approved application below. *

Add

Linked Project Code	Project Title
No Items	

Page Size 5 10 25 Page 1 of 1 (0 items) 1

Figure 61

- The search box will automatically populate with previously approved projects for which you were an investigator (and a registered user of the MACS online system), see Figure 62 below.

Add Project

Search ...

Filter by

Investigator

Ecode	Title	Status
0978	TESTING AUGUST	Approved

Page Size 5 10 25 Page 1 of 1 (1 items) 1

0 item(s) selected

Add Selected Cancel

Figure 62

- Alternatively, if you have a long list of applications, you can enter the project title or code into the search box (see Figure 63 below).

Add Project

940

Filter by

Investigator

Ecode	Title	Status
940	Test for 18 August	Approved

Page Size 5 10 25 Page 1 of 1 (1 items) 1

Figure 63

- Select the correct application from the list and select **Add selected**. This will now be linked to your new form.

6 Contact Details

For technical assistance, please contact the ICT Helpdesk at MACS on (+613) 9267 0422 (8 am–5 pm, Monday to Friday) or ictsupport@macs.vic.edu.au.

