

Guidelines for Researchers

These guidelines have been developed to assist

- applicants (internal, external or in collaboration with the STaR Association) who wish to undertake research involving STaR
- the STaR Research Committee in making decisions regarding approval to conduct research that involves STaR

The STaR Association is committed to evidence-based practice in the education of young children with disabilities and special learning needs and in the support of the families and educators of these children. STaR therefore supports research by staff and external researchers, or collaboratively with other organisations, provided that it is judged by the STaR Research Committee to be

- Ethical; respectful of the people participating or facilitating the research
- Aligned with the mission and values of the STaR Association
- Contributing useful knowledge about early intervention and/or family support
- Manageable within STaR's operations

Approval Process

You must have written *full approval* from the STaR Research Committee before research can be conducted involving STaR, its staff and/or the children, families and early childhood staff supported by STaR. Note that approval of the research by a university ethics review body is **essential** before the Research Committee can give full approval for STaR's involvement. However, an application to STaR for *provisional approval* of the project can occur simultaneously with your application to the university ethics review body (see below).

Ownership of Intellectual Property

STaR retains no right to ownership of intellectual property arising from research in which it is involved unless there has been formal prior agreement.

Costs

STaR will not be responsible for any expenses arising from the conduct of the research unless there has been prior approval given by the STaR Board. For research conducted by external researchers it is acceptable for STaR to be reimbursed for staff work time (e.g., interviews) or for client participants to be compensated for their time. Approval for such payments must be sought from the Research Committee during the application process.

Publications and Acknowledgements

The researcher will provide the Research Committee, via the Chair, with a full report of the research in which STaR is involved and a copy of any publications resulting from the project. The participation of the STaR Association should be acknowledged in any publications or public presentations.

APPLICATION PROCESS

1. Download the *Expression of Interest to Conduct Research* form on the STaR website. This is a Word document for you to type into.
2. Complete the form and submit a soft copy OR a hard copy to the Chair of the Research Committee. Direct any questions about the suitability of your project or about the application process to the Chair.

Telephone: 02 8850 1269

Email: office@star.org.au (subject line: 'Attention: STaR Research Committee')

Mail: The Chair, STaR Research Committee, STaR Association,
PO Box 209, Thornleigh NSW 2120

3. The STaR Research Committee will consider your application, and the Chair will notify you of the outcome within one month.
4. If STaR has given **provisional approval** for your project, provide the Chair with a copy of each of the following once you have university ethics approval:
 - a. university ethics approval letter
 - b. full ethics application
 - c. information letter for participants, consent form, and any survey/questionnaire/interview measures
 - d. outcome of a Working with Children check, including WWCC clearance number and date of expiry (if you or any other research personnel will have contact with children) – see www.kids.nsw.gov.au for 'Early education and childcare sector' requirements

IMPORTANT: Provisional approval does not mean your research may begin. You must wait for full approval, in writing, from the STaR Research Committee.

5. The STaR Research Committee will consider this information and the Chair will notify you of the outcome within two weeks (via email and in a signed letter). If minor revisions are required, the Chair will indicate the processes to be followed.
If **full approval** has been given, the Chair will indicate the STaR staff member with whom to liaise about implementation of the project and any particular conditions to be followed.