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| Research participation application  Seeking participation of the QCAA in genuine research projects |

The QCAA will consider the research participation request and may contact you if more information is required to assess the application. The timeframe for processing research participation requests varies depending on the complexity and nature of the request itself. The average timeframe for an initial assessment of a research participation application is 15 business days from the date the completed application form is received.

Return the completed application form to the QCAA’s Research and Innovation Unit by **email**:[research@qcaa.qld.edu.au](mailto:research@qcaa.qld.edu.au).

| Section 1: Applicant details | |
| --- | --- |
| Name | [Enter text] |
| Organisation | Please specify type of organisation and provide organisation name:  Research institution [Enter text]  Government agency [Enter text]  Non-government organisation [Enter text]  Private company [Enter text]  Individual [Enter text] |
| Position | [Enter text] |
| Phone | [Enter text] |
| Email | [Enter text] |
| Website | [Enter text] |
| Relationship with the QCAA | Please disclose any current or former relationships with QCAA:  Employee  Endorser, confirmer, and/or marker  Committee or working group member  Other  Please describe the type and terms of the above relationship/s: [Enter text] |

| Section 2: Participation details | |
| --- | --- |
| Project title | [Enter text] |
| Activity type  Provide details about the type of participation, checking all that apply and including estimated time to participate in minutes. | Online survey, [#] minutes  Other survey, [#] minutes  Interview, [#] minutes  Focus group, [#] minutes  Written submission, [#] minutes  Other method (please specify: [Enter text]), [#] minutes |
| Attachments  Consideration of requests will be delayed until attachments are provided. | Participant information sheet  Consent form  Survey instrument  Discussion guide/topic list |
| Human Research Ethics Committee approval | Obtained (please attach approval certificate)  In progress (under review, please provide approval when available)  Not required (please explain why not and outline how the research will be conducted ethically): [Enter text] |

| Section 3: Alignment with QCAA priorities | |
| --- | --- |
| Strategic alignment  Explain how this project aligns with the [QCAA strategic plan](https://www.qcaa.qld.edu.au/about/structure-strategic-plan). | [Enter text] |
| Research and innovation priorities  Explain how this project aligns with the QCAA’s [research and innovation priorities](https://www.qcaa.qld.edu.au/news-data/research-priorities). | [Enter text] |

| Section 4: Timeline | |
| --- | --- |
| When is participation scheduled to occur?  Provide an estimated date (or date range). | [Enter text] |
| Is there a deadline for a decision from the QCAA? | No  Yes, date: [DD/MM/YYYY] |

| Declaration | |
| --- | --- |
| I declare that the information I have given on this form is correct. | |
| Date: | [DD/MM/YYYY] |

**Privacy Collection Notice**

The information you provide on this form is being collected and used in relation to the functions and powers prescribed under Part 2 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014*. The information will be accessed by QCAA staff and handled in accordance with the *Information Privacy Act 2009*. Information held by the QCAA is also subject to the *Right to Information Act 2009*.

By submitting a completed form, you consent to your personal information (if any) being transmitted, and or stored on IT equipment outside Australia.