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| Research partnership application Seeking collaborative research partnerships with the QCAA |

Please read the QCAA’s [Research partnership guidelines](https://www.qcaa.qld.edu.au/downloads/publications/research_partnership_guidelines.pdf) before completing this form.

The QCAA will consider the research partnership request and may contact you if more information is required to assess the application. The timeframe for processing research partnership requests varies depending on the complexity and nature of the request itself. The average timeframe for an initial assessment of a research partnership application is 20 business days from date the completed application form is received.

Return the completed 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 the 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: Research team | | | | |
| --- | --- | --- | --- | --- |
| Please provide the names, affiliations, role on the project and confirm attachment of a brief (1–2-page) CV for each member of the research team. For teams with more than five members, include the main five members here and provide the brief CVs of all members. | | | | |
| Name | | Affiliation | Role in project | CV |
| [Enter text] | | [Enter text] | [Enter text] |  |
| [Enter text] | | [Enter text] | [Enter text] |  |
| [Enter text] | | [Enter text] | [Enter text] |  |
| [Enter text] | | [Enter text] | [Enter text] |  |
| [Enter text] | | [Enter text] | [Enter text] |  |
| Track record  Insert links for (or attach if not open access) up to three publications authored by members of the research team relevant to the area of proposed research. | [Enter text] | | | |

| Section 3: Research project details | |
| --- | --- |
| Project title | [Enter text] |
| Research aims and objectives  Briefly describe the aims and key objectives of the research project (maximum 200 words). | [Enter text] |
| Methods  Briefly describe the methods of the research project (maximum 300 words). | [Enter text] |
| Project timeline | Start date: [DD/MM/YYYY]  Finish date: [DD/MM/YYYY]  Project timeline/Gantt chart with key milestone dates attached |
| Intended outputs  List the intended outputs to share the findings of the research project, noting the QCAA requires outputs to be open access. | [Enter text] |
| Intended impact  Briefly describe the intended impact of the research project on curriculum and assessment practice, policy, and other relevant areas (max 200 words). | [Enter text] |
| Innovation  What sets this research projects apart from other projects? What is its unique value proposition (maximum 200 words)? | [Enter text] |
| 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: Ethical considerations | |
| --- | --- |
| 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] |
| Data protection and security  Briefly describe measures to protect data and ensure compliance with data governance standards. | [Enter text] |
| Attachments  Consideration of requests will be delayed until attachments are provided. | Participant information sheet/s  Consent form/s  Data collection instrument/s |

| Section 5: Proposed QCAA involvement | |
| --- | --- |
| QCAA staff involvement  Describe the proposed involvement of QCAA divisions, branches or staff members. | [Enter text] |
| Are you requesting in-kind support from the QCAA? | No  Yes, please describe the nature of support you are seeking:  [Enter text] |
| Are you requesting financial support from the QCAA? | No  Yes, please describe (or attach a project budget broken down by financial year):  [Enter text] |

| Section 6: Other parties | |
| --- | --- |
| Other partner/s  Provide details of other project partners, including status (invited, to be invited or confirmed) and the nature of their involvement (in-kind, funding or both). | [Enter text] |
| Funding source/s  Please outline existing funding sources and applications in progress or to be submitted, including competitive funding schemes. | [Enter text] |

| Section 7: Timeline and key milestones | |
| --- | --- |
| 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.