

**Research and Data Access Committee | Application and review form**

**Please fill in all the boxes.  
Please limit your responses to the maximum number of words.  
If you miss something it might delay your application.**

**STEP 1: APPLICANT INFORMATION (PRINCIPAL INVESTIGATOR)**

Title:	First name:	Surname:
Address:		
City:	Post code:	Country:
Phone (incl. area code):	Mobile:	
Email:		
Name of institution:	Name of department:	

**STEP 2: RESEARCH DESCRIPTION (MAXIMUM 300 WORDS)**

Research title:

Research summary, including the objectives and issue or problem being addressed:

Research benefits and significance:

Research start date:	Research end date:
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Reason for research (e.g. academic, MA, PhD, commissioned):

**STEP 3: RESEARCH DESIGN (MAXIMUM 500 WORDS)**

Describe the design of your study, including the participants, sample size and procedures, children's voices, cultural appropriateness and engagement with Māori & Pacific peoples, research methods, analysis and reporting, and research limitations:

**STEP 4: DATA ACCESS (MAXIMUM 250 WORDS)**

Describe the data handling protocols, including who will have access to the data, how you propose to store it securely, and the method and date for secure destruction:

**STEP 5: MINISTRY PARTICIPATION AND SUPPORT (MAXIMUM 250 WORDS)**

Describe the specific research and/or data being requested from Oranga Tamariki, noting the collaboration you are wanting with the Ministry to support your study:

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Does the research involve field work? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what are the proposed field sites?
Has anyone in the Ministry been consulted about the research? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, please provide details and include letters of support <i>if applicable</i> .

**STEP 6: ETHICS CONSIDERATIONS (MAXIMUM 500 WORDS)**

Describe ethical considerations, including privacy and confidentiality, voluntary participation and informed consent, and any specific risks involved in the research, specifically to those involved in the study:

Does your research currently have <i>full</i> ethics approval? <input type="checkbox"/> Yes <input type="checkbox"/> No	If <i>NO</i> , when is full ethics approval expected?
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**STEP 7: DISSEMINATION AND USE OF RESULTS (MAXIMUM 250 WORDS)**

Describe your plans to publish or present your research results and plans to provide feedback to participants and key stakeholders, including Oranga Tamariki:

Please provide an indication of date(s) for draft publications and reports to be provided to the Ministry for comment	Date(s):
Does the research propose to share data with other external researchers? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, please provide details, and note that this will require a separate research access application:

**STEP 8: CHECKLIST**

This section provides a short checklist of key application documentation.

Completed RADA application	Support letter(s) if applicable
Ethics committee approval letter	Research design documentation, e.g. consent forms
Ethics committee application form	CVs of principal researcher and supervisor, including experience working with children & young people

**STEP 9: SIGNATURES**

Please read the statement below and provide signatures as appropriate.

I confirm the information provided is correct and agree that I will carry out the proposed research in good faith in accordance with ethical and legal requirements.

Name of applicant:	Date:
Signature of applicant:	
Name of supervisor:	Date:
Signature of supervisor:	

**SUBMISSION INFORMATION**

When you have completed the application please email it to the Research and Data Access Coordinator at rada@ot.govt.nz, along with the supporting documentation. If you would like to speak with someone, please phone 04 916 3300 and ask for the Research and Data Access Coordinator (Social Impact and Research team). Please note that research access approval will not be given without **full ethics approval** from an approved institutional ethics committee. Please contact the Research and Data Access Coordinator for any further information on the research access application process.