

Application to conduct research in Aberdeenshire Schools

Thank you for your interest in our pupils, staff and/or families in your data collection. Aberdeenshire Council welcomes research and wishes to make this process as simple as possible.

To facilitate this process we have provided guidance notes to support successful applications. **Please refer to the guidance (which is located on the Aberdeenshire Council website under the subsection 'Schools and Learning' – [Research In Schools](#) page) before completing this form.**

Please complete the following form, answering **ALL** questions and attaching the documents requested. You may attach additional pages as necessary.

SECTION 1: GENERAL DETAILS

APPLICANT INFORMATION	
Name of researcher/proposer	
Address:	
Postcode:	
Email:	
Tel:	
Mobile:	
Status (e.g. degree sought, academic post)	
Name of research establishment:	

SUPERVISOR'S DETAILS (if applicable)	
Name of supervisor	
University/institution/organisation	
Address:	
Postcode:	
Email:	
Contact Tel:	

OTHER AGENCIES INVOLVEMENT
Details of other agencies involved if applicable (nature of involvement and contact name)

NATURE OF RESEARCH

Please tick the nature of your research:

- Undergraduate thesis Dissertation Master's thesis Doctoral thesis
University research Externally-sponsored project Commercial Research
other (please specify)

FUNDING DETAILS

Details of funding if applicable

RESEARCH SITES

Please indicate where your intended research will take place:

- Nurseries
Primary schools
Secondary schools
Schools with Enhanced Provision
Access to Council-owned data ONLY

SECTION 2: BENEFIT AND VALUE

PROJECT DETAILS	
Title of research proposal	
Preferred start date	
Expected completion date of project	

BRIEF SYNOPSIS OF THE PROJECT
<p>Please provide a brief synopsis of the project including aims and objectives.</p>

PROJECT OUTCOMES
<p>Please provide a brief overview of:</p> <ul style="list-style-type: none"> • Expected benefits to participants, schools, or Aberdeenshire Council
<ul style="list-style-type: none"> • Expected wider educational or developmental benefits

SECTION 3: ETHICAL CONSIDERATION AND CONFIDENTIALITY

ETHICAL CONSIDERATIONS

Proof of ethical approval is required from your University/Institution:

The research proposal is attached

The approval/ethics certificate **or**
other evidence of approval is attached

POSSIBLE RISK/COST FOR SCHOOL/COUNCIL

Please identify any possible risks or costs to the participants or the council that may be incurred as a consequence of the project:

OBTAINING INFORMED CONSENT

Please describe the method for obtaining the consent of participants and when necessary, the consent from parents or carers of the children involved – please also attach a copy of the proposed participant information and consent form.

RIGHT TO WITHDRAW

Please describe how participants will be given an opportunity to withdraw from the study if they do not wish to continue participating.

CONFIDENTIALITY & DATA PROTECTION

Please outline all the ways in which participants' data will be kept secure and safe and how you will protect the anonymity of participants.

SECTION 4: METHODOLOGY

METHODS

Describe the methods or approaches that will be used.

INSTRUMENTS USED FOR DATA COLLECTION

List any instruments to be used along with a brief description of these (please also attach any relevant documents e.g. copies of questionnaires, interview questions).

DEBRIEFING

Please provide details of how participants will be debriefed and attach debriefing sheet if applicable.

ACTIVITIES				
Type of activity (e.g. survey, interview, video, observation)	Participants required (number & type, e.g. 20 P2 pupils, 6 Teachers)	Time required (e.g. 30 minutes)	Where/when activity will take place (e.g. in class, after school)	Participation strategy (e.g. whole class, individual pupils)
FURTHER INFORMATION				

OTHER DATA REQUIRED		
	Yes	No
Is access to Council-owned data required	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, please specify what type of information is required:		

SECTION 5: FEEDBACK

PROJECT OUTPUTS/ FEEDBACK
Please list the planned outputs of the project which can be fed back to or accessed by schools or the Council and how you will provide this feedback to the Council e.g. evaluation or research report, journal article, media publicity, thesis, other (please provide details).

SECTION 6: SUBMISSIONS CHECKLIST

Please check all relevant forms are attached	
Copy of the research proposal	<input type="checkbox"/>
Evidence of ethical approval	<input type="checkbox"/>
Copies of any data collection instruments (e.g. questionnaires, interview questions)	<input type="checkbox"/>
Participant consent sheet	<input type="checkbox"/>
Participant information sheet	<input type="checkbox"/>
Participant debrief sheet	<input type="checkbox"/>
Copy of Enhanced Privacy Notice	<input type="checkbox"/>
<i>Please note: Your application may be delayed if your submission is missing any of the above applicable items.</i>	

Please continue to **Section 7**.

SECTION 7: RESEARCH AGREEMENT

I agree: (please tick all that apply)	
To provide Aberdeenshire council with a free copy of a brief report of the research including details of the key findings	<input type="checkbox"/>
Provide a free copy of the concise executive summary of the report to the participating school(s)	<input type="checkbox"/>
To afford Aberdeenshire Council an opportunity to provide comment on any materials generated from the research prior to formal publication	<input type="checkbox"/>
To allow Aberdeenshire Council to publish on their website a very brief summary of the research, which will be accessible and viewable by the public	<input type="checkbox"/>

The Researcher(s) declare the information provided in this application to conduct research in schools and/or nurseries to be accurate and complete. If there are any extensions or variations to the research project after approval has been given then additional approval must be sought from Aberdeenshire Council before any further progress in the research is made.

Signature:

Date:

As supervisor of the applicant I declare I have vetted this application for its academic soundness with consideration paid to ethical, legal and moral questions arising from the proposal.

Signature: (Supervisor)

Date:

Date application submitted:

The information you have provided on this form will be used by Aberdeenshire Council "Data Controller" for the purposes of the Data Protection Act 1998 in order to process your request to conduct research in Aberdeenshire Council schools and managing our database. The information will be held securely by the Council and will be treated as confidential except where the law requires it to be disclosed.

SECTION 8: SUBMISSIONS

Application should be submitted **preferably by email** to Carron Douglas, Principal Educational Psychologist (details below). Please make sure to attach copies of the documents requested in the submission list outlined in section 5. Please also make sure the research agreement in section 7 is completed and signed (electronic signatures are permissible).

Please send submissions to:

Carron Douglas
Principal Educational Psychologist
Education & Children's Services
Aberdeenshire Council
Woodhill House
Westburn Road
Aberdeen
AB16 5GB
01224 472840
ecs.asnadmin@aberdeenshire.gov.uk

RECCOMENDATIONS

To be completed by Aberdeenshire Council

RECOMMENDATION	
(A) Approve without conditions	<input type="checkbox"/>
(B) Approve with conditions	<input type="checkbox"/>
(C) Further discussion required	<input type="checkbox"/>
(D) Refuse	<input type="checkbox"/>
Please give further details/reasons below if categories B), C) or D) was ticked	

Evaluation and Recommendation by:

Date :

APPROVAL	
(A) Approved without conditions	<input type="checkbox"/>
(B) Approved with conditions	<input type="checkbox"/>
(C) Refused	<input type="checkbox"/>
Please give further details/reasons below if categories B), C) or was ticked	

Head of Service:

Date: