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RESEARCHER INFORMATION PACK

Introduction:

The 'Researcher Information Pack' has been designed to assist researchers who wish to conduct research involving/requiring SAPOL data/information. It contains a template for a formal research proposal which must be submitted to the *Research and Survey Coordination Committee (RSCC)*.

The RSCC has the role of evaluating research proposals to decide whether or not they comply with organisational requirements for acceptance. This allows SAPOL to take an organised and systematic approach to the whole research and project process.

The purpose of the RSCC is to:

- provide a high quality service to assist decision-making, research and discussion with persons internal and external to SAPOL, relative to research proposals
- maintain professional and ethical standards in project and survey work
- assist in data collection and the facilitation of information collection
- prevent as far as possible duplication of research work
- safeguard the confidentiality of SAPOL employees and members of the community, relative to research proposals
- manage organisational risk by ensuring that proposed research does not have potentially negative implications for SAPOL.

Who can apply to do research?

SAPOL considers submissions for postgraduate research.

Internal researchers, South Australia Police personnel undertaking any research, evaluation activities or conference paper presentations in fulfilment of their duties or an academic qualification must refer to the RSCC for consideration.

Template for a formal research proposal:

The research proposal should clearly describe the specific area of research to be undertaken.

The requested format, outlined below, will provide the RSCC with a clear path from the statement of the hypotheses/research questions to the ultimate completion of the report.

A copy of your *submission to a relevant Ethics Committee* (where appropriate) and *notice of approval by that Ethics Committee* must accompany your research proposal.



REQUIRED RESEARCH PROPOSAL FORMAT

1. Routine Information

- a. Name
- b. Address (home and business)
- c. Institution (e.g. university or school)
- d. Degree (degree sought through research)

2. Research Questions

- a. Subject area and how the research will benefit SAPOL
- b. Research question/Hypothesis
- c. Subsidiary question(s)
- d. Discussion (of significance of research question)
- e. Limitations (study constraints)
- f. Anticipated contribution to knowledge
- g. Anticipated costs/resources required
- h. Intended use/dissemination and/or disaggregation of research material and results

3. Methodology

- a. Information (what kind of info. will be used)
- b. Sources (from which info. is to be obtained; related research attempted by others)
- c. Collection (how info. will be collected)

4. Chapter Outline

Preliminary chapter titles and content summaries

5. Time Schedule

The time schedule for execution of the research project should be in terms of actual dates. Scheduling should begin with the total time available from the date the Project is to be initiated to the date the final copy of the dissertation must be completed.

Time frames should be allocated for the following:

- a. Research and preparation of first preliminary draft copy
- b. First review
- c. Revision of first preliminary draft copy
- d. Preparation of subsequent preliminary draft copies
- e. Preparation of final draft copy
- f. Review by RSCC
- g. Preparation of final copy
- h. Proofreading of final copy
- i. Approval by RSCC
- j. Submission of final report

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General Information:

The RSCC meets on an as needed basis to consider applications and will advise researchers of the outcome of their application in writing.

Should your application be approved, the following **conditions will apply**:

- Use of audio or digital recording devices and transcription of discussions is not permitted. Notes may be taken of interview responses.
- The researcher shall communicate all proposed changes to their research to the SAPOL 'Research and Survey Coordination Committee' and if requested, shall provide notice of the changes in writing and obtain approval from SAPOL *prior to implementing the changes*.
- SAPOL reserves the right to prohibit access to information, except where authorised under the 'Freedom of Information Act'.
- The researcher shall not utilise any data or information collected within SAPOL for any purpose other than that specified in their approved proposal, unless prior written permission is granted by SAPOL.
- All personal or identifying information obtained during research will be kept strictly confidential.
- Research must be conducted in accordance with the Australian Government *National Statement on Ethical Conduct in Human Research 2007* (updated 2018) and the Government of South Australia *Cabinet Administrative Instruction 1/89, Information Privacy Principles Instruction (Premier and Cabinet Circular 12)*.
- The researcher may withdraw from undertaking research within SAPOL at any time and shall provide immediate written notice to SAPOL of such withdrawal.
- For information of a sensitive nature, SAPOL can exercise restrictions on the distribution, publication, presentation and use of work, or parts of work, or information obtained by the researcher or institution. Where foreseen, the restrictions required will be a condition of acceptance.
- SAPOL reserves the right to withdraw approval or vary conditions applying to an approved research project at any time.
- The researcher shall provide SAPOL with a copy of the final product of their research as soon as practicable after completion of the research project.

Please note that the sharing of any findings from the research (including the publication of the research report and/or presentations and conferences) to a third party must be approved in writing by the SAPOL RSCC.

The Committee reserves the right to reject proposals without engaging in any correspondence detailing the exact nature and number of reasons for non-approval of submissions. Once the Committee has advised in writing that the research proposal has been denied, no further correspondence on this research proposal will be entered into.

If you have any queries in relation to this matter, please do not hesitate to contact the Coordinator, Research and Survey Coordination Committee on (08) 7322 4069.

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Please send your completed research proposal via email
SAPOL.ResearchCommittee@police.sa.gov.au **or post to:**

Research & Survey Coordination Committee
C/- Coordinator
Organisational Projects Unit
Governance and Capability Service
South Australia Police
GPO Box 1539
Adelaide SA 5001

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