

RESEARCH AGREEMENT FOR EXTERNAL RESEARCHERS APPLYING TO DO RESEARCH WITH THE SALVATION ARMY NEW ZEALAND, FIJI, TONGA AND SAMOA

Applicants should read the Salvation Army (TSA) Policy for External Researchers before completing this form.

External researchers can apply for access to New Zealand TSA data or resources. Data and resources include staff time and research that involves staff and clients as participants. External researchers include TSA staff who may be studying towards a higher degree or collaborating with an external agency on a research project.

It is important external researchers are familiar with the TSA Policy for External Researchers' Access to Resources, Data or Privileged Information and the 'five safes' prior to submitting a proposal. Applicants will also need to supply CVs for all external researchers involved in the proposed project.

It is recommended that research proposals submitted to the TSA are structured using the following guide. This will ensure that the TSA receives all relevant information needed to consider and progress applications as quickly as possible. Please complete all fields to the best of your ability.

Applications must be emailed to: research@salvationarmy.org.nz

Requests for data only

If a research request is specifically for TSA data or datasets, check if it is publicly available online before completing a research proposal.

Personal Details:

Surname:

First name:

Email address:

Contact number:

Project Details:

What is the title of your research?

What type of research are you doing?

What organisation(s) are you affiliated with?

Who will be supervising your research?

What type of information do you need?

(Data, access to TSA programmes, interviews with staff or clients)



When do you want to start your research?

What date do you expect to complete your research by?

Is ethics approval required?

If yes to the above, from whom has ethical approval been sought?

Please complete sections 1–11

- 1. Background information (no more than 500 words) including:**
 - Project title
 - Issue or problem to be investigated
 - Why the study is significant
 - Summary of relevant existing research and how it relates to the proposed research.
- 2. How does your research align with the TSA goal of addressing ongoing social injustice and the Mission Framework? (<https://intranet.sarmy.net.nz/strategic-mission-plan/mp/he-waka-eke-noa-one-waka-all-of-us-together>)**
- 3. With regards to research engagement and consultation with Māori and Pacific peoples, please provide evidence that you have:**
 - a. Either appropriate cultural expertise on your research team, or
 - b. Have access to on-going cultural advice regarding research design and data gathering and analysis.
- 4. Please describe the potential impact or influence, your research and its outcomes will have to support Māori whānau, hapū and iwi and Pacific peoples.**
- 5. Have you consulted with Māori and Pacific peoples when designing public access to the research?**
- 6. Objectives (no more than 300 words) including:**
 - The aims of the study
 - Research questions
 - Research plan and specific research tasks
- 7. Research methodology (no more than 500 words) including:**
 - Design of the study, including how the method best suits the research questions
 - Research subjects (participants) and/or data collection involved
 - Cultural appropriateness/sensitivity of the design
 - Sampling procedures and sample sizes



- Data collection (including interview/survey questions if appropriate)
- Analysis procedures
- Limitations of method and methodology.

8. Data (no more than 250 words) including:

- Who will have access to the data (supervisors or other researchers)?
- What method will you use for secure storage?
- How will data be securely transported or transmitted (if appropriate)?
- What is the method and date for secure destruction?

9. Ethical considerations (no more than 250 words) including:

- With regards to the recruitment of participants, are there any confidentiality considerations?
- Is the research by voluntary participation?
- How will you obtain informed consent?
- What is the effect of the research on those being studied (this should outline the care of potentially vulnerable groups)?
- Are there safety or harm issues?
- How do you intend on minimising harm?
- Is ethical approval required and has it been sought (please provide a copy of your approved ethics application)?
- If applicable, please provide copies of your information sheet, interview schedule and consent form.

10. Publication, presentation and use of findings (no more than 250 words) including:

- With reference to the TSA Policy and the 'five safes', TSA is responsible for checking any outputs from research on data sets so that they do not potentially identify individuals
- Please identify any plans to publish or present your results (university library, conferences, journals)
- Any plans to provide copies of your research findings to participants
- An indication of when you can provide draft reports and publications to TSA for comment (TSA will need three to four weeks to provide feedback on your draft).

11. TSA involvement (no more than 300 words) including:

- Information about any prior contact and/or discussions with TSA about the proposal

- Detailed information on what you need from TSA to complete your research, such as:
 - access to specific TSA information
 - access to TSA staff (if this is required, please include the location, role, number of staff and estimated time you need with them)
 - access to clients in a TSA programme
- Any other potential impacts that your research will have on TSA.

12. Project timetable including:

- Provide key dates and milestones for the research project
- Plans for research activities
- How will you keep organised and stick to plans/deadlines?
- Insert a table if possible.

Checklist

- Have you completed all sections of the Agreement?
- Have you included confirmation of your ethics approval and/or a letter of support from your academic supervisor with this proposal if required?
- If you are asking to interview TSA staff and/or clients, have you included the information sheet, consent form and a script of the interview questions?
- If your request is for data only, have you checked the TSA website to see if it is publicly available?
- Have you included CVs of all researchers involved?

Please email applications with the CVs of researchers to: research@salvationarmy.org.nz

