

## 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

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

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

<b>OTHER AGENCIES INVOLVEMENT</b>
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 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.

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

<b>OTHER DATA REQUIRED</b>		
	<b>Yes</b>	<b>No</b>
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**

<b>PROJECT OUTPUTS/ FEEDBACK</b>
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**

<b>Please check all relevant forms are attached</b>	
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**

<b>I agree:</b> (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 Education & Children's Services (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:**

Education & Children's Services  
Aberdeenshire Council  
Woodhill House  
Westburn Road  
Aberdeen  
AB16 5GB  
**01224 472840**  
[ecs.asnadmin@aberdeenshire.gov.uk](mailto:ecs.asnadmin@aberdeenshire.gov.uk)

**RECOMMENDATIONS**

*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: