



## UnitingCare NSW.ACT Research Advisory Group (RAG)

### Guide for researchers

UnitingCare NSW.ACT is committed to ensuring that the research we share with the wider community is based on solid structural and ethical foundations, reflecting our core values of respect, integrity and care for our clients, staff and volunteers.

To ensure the ethical and accurate conduct of research, all research projects conducted by our own staff, external researchers or students which involves the participation of clients, staff or volunteers of UnitingCare NSW.ACT and its agencies must be approved by the UnitingCare NSW.ACT Research Advisory Group (RAG).

The RAG comprises external members (largely academics) with research expertise in areas relevant to our work; senior staff representatives from each of the UnitingCare NSW.ACT agencies; and a representative from the Uniting Church.

This information sheet sets out the process which researchers interested in conducting a research study or evaluation with any UnitingCare NSW.ACT agencies need to follow.

Discuss your project with the agency and particular program or centre which you would like to be the subject of your research. In principle approval by the relevant Director or Program Manger is required before any application can be considered by the RAG.



Download UnitingCare Research Code of Ethics (2009), the Ethics Application form, and RAG meeting and submission dates for applications from this website.



Direct any questions about the process you need to be followed or ethical issues relating to your project to:

**Sally Cowling**

Convenor, UnitingCare NSW.ACT Research Advisory Group

T: (02) 9407 3228

E: [researchadvisory@burnside.org.au](mailto:researchadvisory@burnside.org.au)

If you are interested in conducting a project with a UnitingCare NSW.ACT agency but are unsure of which program would be appropriate for your study, Sally will be able to put you in touch with relevant UnitingCare staff.



Complete the Ethics Application form - note that the Research Code of Ethics (2009) sets out standards with which applications must comply and provides guidance on some ethical issues which might arise. Our website also provides sample information and consent forms including Plain English versions and versions written for children.

Provide all requested attachments and ensure that your application has been signed by the relevant Program Manager or Director from the UnitingCare NSW.ACT agency.



Post the signed hard copy of your application and attachments so that it is received at least 14 days prior to the RAG meeting at which you would like the application considered. Details of due dates for submissions and RAG meeting dates are available on this web site.

Post your application to:

**Convenor, UnitingCare NSW.ACT Research Advisory Group**  
Social Justice, Partnerships and Communication  
UnitingCare Children, Young People and Families  
PO Box W244  
Parramatta NSW 2150



The Convenor will notify you of the RAG's decision (via email and in a signed letter) within 7 days of the RAG meeting.

If minor revisions or a fully revised application are required, the letter will set out the processes to be followed.



Applicants are welcome to contact the Convenor on (02) 9407 3228 or via [researchadvisory@burnside.org.au](mailto:researchadvisory@burnside.org.au) to discuss the decision or any revisions that need to be made in order for approval to be granted.

Complaints can also be made to the convenor and these will be referred to the Chairperson of the RAG (who is always an external member) who will contact you to discuss matters raised.



Once you have received formal approval you can contact the relevant Program Manager or Director to determine a start date for your research study or evaluation.