# Application to collaborate with Victoria Legal Aid in research

## To be completed by the researcher(s)

Title of research

Name of researcher(s)

Institution (if relevant)

Date

Key staff contact for this request

Phone number

## Broad objective of the research

Briefly describe the purpose and expected outcomes of the research

## Methodology

Briefly describe the proposed methodology

## Duration of research/key dates for Victoria Legal Aid

## Date of intended publication

## Value of Victoria Legal Aid participation in research

Please note: answer these questions to the best of your ability. Each research request will be assessed individually. An affirmative answer is not necessarily required for each of these questions, but for the research to be of value to Victoria Legal Aid, there should be a yes response to at least one of the following questions.

Does the research benefit (or has the potential to benefit) our clients? [ ]  Yes [ ]  No

If yes, briefly describe how the research will benefit our clients?

To find out more about Victoria Legal Aid clients please see [our annual report website](http://annualreport.vla.vic.gov.au/our-clients) (http://annualreport.vla.vic.gov.au/our-clients)

Will the research benefit Victoria Legal Aid’s service delivery? [ ]  Yes [ ]  No

If yes, briefly describe how this research will benefit Victoria Legal Aid’s service delivery?

To find out more about our services please see [our website](http://www.legalaid.vic.gov.au/about-us/what-we-do) (http://www.legalaid.vic.gov.au/about-us/what-we-do)

Does the research add something to an under researched area, or contribute to the evidence base for delivering legal assistance services? [ ]  Yes [ ]  No

If yes, please describe how this research will contribute to the evidence base?

Is there something unique that Victoria Legal Aid can contribute to this research that others couldn’t?

 [ ]  Yes [ ]  No

If yes, please describe how this research will contribute to the evidence base?

If yes, please describe Victoria Legal Aid’s contribution

## Resource requirements

Assistance is required for

Please describe in as much detail as possible, what you need from Victoria Legal Aid.

## Information requirements

Please identify which of the following applies to your information requirements from Victoria Legal Aid

[ ]  Research involves access to Victoria Legal Aid clients or their materials, records, files, stories or individual data.

**Note:** approval may be subject to data sharing agreement

If you’ve ticked the box above, please nominate the type of information required:

[ ]  access to aggregate data about clients

[ ]  access to raw data sets

[ ]  access to Victoria Legal Aid clients or staff (through interviews, surveys, observation)

**Note:** Forrequests involving access to clients or VLA staff researchers must outline in the methodology section above the processes for:

* method of recruiting participants, and involvement of VLA in recruiting participants
* obtaining and maintaining informed consent
* protecting client confidentiality and managing risk of identification of participants
* managing participant distress if it arises
* participants withdrawing from the research
* where a participant wants to make a complaint about the research/ers
* participant access to transcripts/reports/research outcomes etc
* secure storage of data, specifically data identifying participants
* any formal ethics approval documentation relevant to above

[ ]  access to client files

**Note:** For requests involving access to client files researchers must outline in the methodology section above the processes for: obtaining client consent, including the involvement of VLA in obtaining client consent

 If client consent is not practicable (for example, the client can’t be contacted) then

* personal or identifying information to be de-identified before being provided and/or
* researchers sign a confidentiality agreement not to disclose any identifying/personal information obtained from file

[ ]  access to case studies

[ ]  other (please specify      ).

Please nominate which, if any, of the following applies to your research

The research is likely to require:

[ ]  de-identified information about clients, but there may be a risk of re-identification

[ ]  the potential for discomfort for participants

[ ]  the potential for distress for participants

[ ]  the disclosure of private or sensitive information relating to the client/participant

[ ]  Victoria Legal Aid as an organisation being identified in the research

## Participants

Please nominate if any of the following groups are specifically targeted to participate in the research?

[ ]  people involved in illegal activities

[ ]  people in dependent and unequal relationships

[ ]  people in custody

[ ]  children and young people (under 18)

[ ]  Aboriginal and Torres Strait Islanders

[ ]  people with cognitive impairment, intellectual disability or mental illness.

## Research involving clients and/or client information

Research that accesses or uses client information comes with some additional legal, ethical and professional responsibilities that apply to Victoria Legal Aid, legal practitioners and clients. Victoria Legal Aid will assess the request to ensure we do comply with these obligations and will advise researchers of these issues if applicable.

## Research reports that identifies VLA and its services

Will your research refer to the participation or work of VLA?

**Note:** approval may be subject to agreement or undertaking about references to VLA in the research report

## Other ethical considerations

Will your research require ethics approval from your institution? [ ]  Yes [ ]  No

If yes, please name the institution or body/bodies that has provided or are providing the human research ethics approval?

Note to researchers: Some research applications may need formal ethics approval from the Department of Justice Human Research Ethics Committee (JHREC) in addition to university ethics committees. We will advise researchers if JHREC approval is required.

Please send this completed form to research@vla.vic.gov.au.