

Appendix 2: Researcher Checklist for Preparing an Application

This checklist is a quick-reference guide for researchers to use when preparing an application to conduct research in Melbourne Catholic schools. It may also be used by MACS in the review process to quickly point applicants to an issue that needs to be addressed. **Please note, this checklist does NOT need to be submitted with the application.**

Item	Requirements	Yes/No
Documentation: 1. Principal letter	a. I understand principal permission must be sought first	

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| | <ul style="list-style-type: none">b. I have considered what benefits I can offer to participating schools to make their involvement in the research more worthwhile (e.g. professional learning for staff, individualised school report, student workshop) | |
| | <ul style="list-style-type: none">c. I understand I must provide a summary of the research findings to MACS and participating schools at the conclusion of the study | |