

Guidance Document on the State Education Research Applications Process (SERAP) for research involving NSW public schools and for the use of NSW Department of Education data sets

All researchers aiming to do research in public schools or using departmental data need to go through a [State Education Research Application Process](#) (SERAP). All SERAP applications must be completed online, whereby the principal researcher creates an account through the [Researcher Login](#). Researchers who have submitted SERAP applications before 2015 have had an account created for them and will need to [contact](#) the SERAP team for activating their accounts. Researchers will then have to complete basic profile information before being able to access their dashboard and create a new application and/or browse existing applications. For more information about the application process please visit [SERAP Online- Application Process](#).

For applicants that are creating a new application, the application consists of a series of questions about the reasons and plans for conducting research.

If research involves contact with children then the applicant is required to provide evidence of their [Working with Children Check](#).

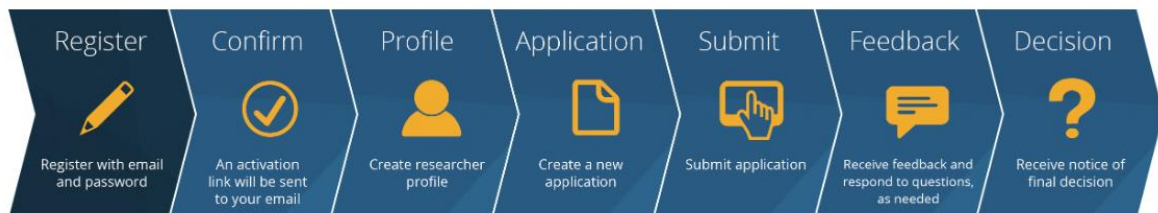


Figure 1. Steps needed for the State Education Research Application Process

Useful Information

- SERAP Applications are only approved for **12 months**.
- On average they taken 4-6 weeks to complete depending on the complexity of the research application and whether modifications are requested by assessors.
- Principal researchers should be the applicants for SERAP.
- Any amendments to existing projects need to go through the application process again.
- A Final Report must be provided to [SERAP](#) and an Executive Summary must be circulated to all of the school Principals involved in the research.
- For more specific information regarding multi-jurisdictional educational research please review the [National Research Applications](#) or contact SERAP via phone: (02) 9244 5060 or by email [SERAP](#).

- For Further information applicants should review the [SERAP Guidelines](#), [Helpful Hints for Researchers](#) and the [Resources](#) page.
- For more information around data please visit [NSW Data Sets](#) or [Data Services](#).

References

Government, N. (2019). "SERAP Online." Retrieved 30/08/, 2019, from <https://app.education.nsw.gov.au/serap/>.