

Research partnership guidelines

For collaborative research partnerships with the QCAA

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1 Introduction

1.1 Overview

The Queensland Curriculum and Assessment Authority (QCAA) is committed to advancing research and innovation opportunities through partnerships that align with its strategic objectives and contribute to meaningful outcomes in education, policy and practice.

These partnerships encompass a broad spectrum, ranging from smaller-scale contributions to more extensive collaborative efforts, and longer-term strategic engagements.

Collaborative research and innovation partnerships enhance the QCAA's capacity to deliver responsive and impactful services, and ensure our work continues to drive excellence within the educational sector.

1.2 Purpose

These guidelines provide information about the QCAA's research partnership assessment process with the aim of assisting researchers to prepare proposals and complete the [Research partnership application](#) form.

1.3 Guiding principles

The following principles guide the QCAA's approach to research and innovation activities, including research partnerships:

- **Excellence** — we pursue the highest quality in research and innovation, by working in ethical and evidence-led ways.
- **Partnership** — we collaborate to expand our knowledge base and leverage innovative research opportunities.
- **Inclusion** — we value diverse sources of knowledge and engage respectfully with others.
- **Creativity** — our research culture values curiosity, innovation and responsiveness.

2 Priorities

The QCAA does not have the capacity to accept all proposals it receives. To effectively manage its resources, the QCAA prioritises research partnerships that align with its:

- [legislative functions](#)
- [strategic plan](#)
- [research and innovation priorities](#)
 - **equity** — meeting the needs of all students and closing gaps between cohorts
 - **effectiveness** — efficiency and excellence in the delivery of quality programs and services
 - **emerging trends** — preparing for known (and unknown) challenges and opportunities of the future
 - **enablers** — system capacity and capability to underpin the achievement of outcomes.

3 Research partnership applications

3.1 Application form

The [Research partnership application](#) form seeks information about:

- the contact person for the application
- research team members
- the research project (aims, methods, timeline, outputs, intended impact, opportunity for innovation, and ethical considerations)
- alignment of the project with the QCAA's [strategic plan](#) and [research and innovation priorities](#)
- the proposed involvement of the QCAA (in-kind and/or financial support)
- the involvement of other parties and/or partners, including funding sources.

The form includes instructions about the information to provide in each section, including attachments that must be submitted with the form.

For enquiries about how to complete the form, please contact research@qcaa.qld.edu.au.

3.2 Assessment criteria

The QCAA assesses research partnership applications against the following criteria:

- **Alignment** — the proposed research aligns with the QCAA's legislative functions, strategic plan and research and innovation priorities.
- **Valid research** — the proposed methodology is appropriate for the research questions and will be conducted ethically.
- **Innovation and impact** — the proposed research fills a necessary gap in the knowledge base and has the potential to positively impact student outcomes and curriculum and assessment policy and/or practice.
- **Genuine researcher/s** — the researchers applying to partner with the QCAA have good reputations in the area they are proposing to work. They are from reputable organisations and have a strong track record working collaboratively to achieve positive research and innovation outcomes.
- **Risk** — partnering on this research project does not represent an unacceptable risk for the QCAA.
- **Capacity** — the QCAA has the capacity to support the research project and considers the project valid use of QCAA resources.
- **Potential future benefits** — participating in the research project may lead to a future research collaboration.

3.3 Assessment process

Researchers interested in partnering with the QCAA must formally apply using the [Research partnership application](#) form submitted by email to research@qcaa.qld.edu.au.

An initial compliance check is conducted to confirm all required information has been received. Failure to complete all sections of the application form or provide requested attachments will delay the assessment process.

The QCAA Research and Innovation Unit coordinates the assessment of applications against the assessment criteria with input from relevant teams across the QCAA. Based on this assessment, QCAA leadership decides whether to proceed with the partnership. Applicants receive written advice of the outcome of the assessment process.

The average timeframe for an initial assessment of a research partnership request application is 20 business days from date the completed application form is received. Some assessments may take longer if the QCAA wishes to negotiate aspects of the proposal with applicants.

Partnerships will be formalised with written agreements. The agreement will vary based on the partnership type, as some partnerships have existing agreements, e.g. Australian Research Council linkage projects.

4 Relevant legislation and guidelines

- [*Education \(Queensland Curriculum and Assessment Authority\) Act 2014*](#)
- [*Education \(Queensland Curriculum and Assessment Authority\) Regulation 2014*](#)
- [*Information Privacy Act 2009*](#)
- [*National Statement on Ethical Conduct in Human Research \(2023\)*](#)
- [*Ethical guidelines for research with Aboriginal and Torres Strait Islander peoples*](#)

5 Contact

Research and Innovation Unit

Queensland Curriculum and Assessment Authority

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