Mayi Kuwayu Study

Application guide

and

Application form for study data

Project Name:

Project ID: *Office use only*

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| --- | --- |
| **☐** | I have read and understood the [Mayi Kuwayu Applicant Guidelines](https://mkstudy.com.au/wp-content/uploads/2023/07/Data-Analysis.pdf) |

Is this an:

|  |  |
| --- | --- |
| **☐** | Indigenous-governed organisation project? |
| **☐** | Non-Indigenous-governed organisation project? |
| **☐** | Government or statutory authority project? |
| **☐** | University project? |
| **☐** | University student project? |

Investigator names:

(Version 2.7 – January 2024)

**Please Note**:

The Mayi Kuwayu Data Governance Committee (MKDGC) reviews proposals for projects that are seeking to use the Mayi Kuwayu Study data. The MKDGC assessment process is based on the Maiam nayri Wingara Indigenous Data Sovereignty Collective data principles ([available here](https://www.maiamnayriwingara.org/mnw-principles)). All applicants are encouraged to review and familiarise themselves with the five (5) principles.

Page four (4) of this application form includes a guide on how you are required to address the principles for your project.

This application form is relevant to organisations and individuals who, through this form, are **requesting data analysis by the Mayi Kuwayu team.** This is also applicable to Indigenous organisations, non-Indigenous organisations, government bodies, and university students.

**No application fee will be charged to Indigenous-governed organisations or Indigenous students.**

**No applicant will receive Mayi Kuwayu Study data for analysis.** If your request is approved by the MKDGC, **the Mayi Kuwayu Study Team will run the analysis and provide you with the analysis outputs (i.e. the results).**

**Important information for Indigenous organisations (and staff)**

If you have any concerns, please contact the Mayi Kuwayu Study team in the first instance to discuss your project application on 1800 531 600. In addition to your applicationyou also have the option of **providing a video, of no longer than 10 minutes, that addresses the application form criteria.**

Under certain circumstances you may not be required to have ethics approval, however a letter of support from your organisation’s Council or Board is essential.

**Important information for non-Indigenous organisations (and staff)**

If you have any concerns, please contact the Mayi Kuwayu Study team in the first instance to discuss your project application on 1800 531 600.

**Ethics approval of your project is a requirement in applying to the MKDGC**. All projects requesting use of Mayi Kuwayu Study data must provide evidence of ethics approval from an accredited committee before any application for data use is reviewed by the MKDGC. This application does not replace the requirement for Human Research Ethics Committee (HREC) approval of your proposed project.

Project proposals that have existing ethics approval are not automatically approved permission to use Mayi Kuwayu Study data – the MKDGC may require further information from you, or choose to decline an application.

Applications should be dated, signed by the principal investigator, and emailed to: [mkdgc@anu.edu.au](mailto:mkstudy@anu.edu.au)

The MKDGC will receive project applications no later than three (3) weeks prior to sitting dates in 2024.

Due dates for application receipt are:

1. MKDGC meeting Tuesday, 26 March 2024 – Applications must be submitted to mkdgc@anu.edu.au by CoB Monday 4 March 2024;
2. MKDGC meeting Tuesday 23 July 2024 – Applications to be submitted to mkdgc@anu.edu.au CoB Monday July 1;
3. MKDGC meeting Tuesday 22 October 2024 – Applications must be submitted to mkdgc@anu.edu.au CoB Monday September 30.

The Primary Investigator will be notified by email of the application outcome no later than two (2) weeks following the MKDGC meeting date.

All queries regarding your application or the results of your review should be through either [mkdgc@anu.edu.au](mailto:mkdgc@anu.edu.au) or call 1800 531 600.

For the purpose of this application, the following definitions apply:

**Aboriginal and Torres Strait Islander person:** An Aboriginal or Torres Strait Islander person is someone of Aboriginal or Torres Strait Islander descent, who identifies as an Aboriginal or Torres Strait Islander, and is accepted as such by the community in which they live.

**Human Research Ethics Committee (HREC):** In Australia, HRECs review research proposals that involve human participants to ensure that they meet ethical standards and guidelines. HRECs are registered with National Health and Medical Research Council (NHMRC).

**Project applicant:** The individual(s) or organisation that is seeking use of Mayi Kuwayu data.

**Indigenous data:** Refers to information or knowledge, in any format or medium, which is about and may affect Indigenous peoples both collectively and individually**.**

**Data:** Data is defined as a collection of facts, such as numbers, words, measurements, observations or descriptions of things.

**Data Ecosystem:**  A data ecosystem is defined as the interaction between people and organisations in the data: control and production, infrastructure, stewardship, analysis, and dissemination (exchange or sharing of data).

**Meta Data:** “data about data”. Metadata is information that is used to describe the data that is contained in electronic files including web pages, documents, digital photos and electronic database files. For example, every file you save on your computer includes some basic information about the file including the file's name, the file type, where it's stored, when it was created and last modified, how much space it's taking up on the hard drive, who owns the file, and more.

**Indigenous Data Sovereignty:** Refers to the right of Indigenous peoples to exercise ownership over Indigenous data. Ownership of data can be expressed through the creation, collection, access, analysis, interpretation, management, dissemination and reuse of Indigenous data.

**Indigenous Data Governance:** Refers to the right of Indigenous peoples to autonomously decide what, how and why Indigenous data are collected, accessed and utilised. It ensures that data on or about Indigenous peoples reflects their priorities, values, cultures, worldviews and diversity.

**Maiam nayri Wingara Indigenous Data Sovereignty Principles**

| Principle | Element | Definition | Guide to addressing principle for MK data applications |
| --- | --- | --- | --- |
| 1. Aboriginal and Torres Strait Islander control of the data ecosystem. | 1.1 Control | Mechanism instituted to regulate the activities or operation of a system. | Demonstrate how Aboriginal and Torres Strait Islander people are involved in the creation, development, and control of the project. |
| 1.2 Data stewardship | The control, care and organisation of data. | Demonstrate how Aboriginal and Torres Strait Islander people are involved in data stewardship (how the data will be coded, stored, governed, and cared for). |
| 1.3 Data analysis | Examining data in order to find something out, or to help with making decisions. | Demonstrate how Aboriginal and Torres Strait Islander people are involved in the data analysis. |
| 1.4 Data dissemination | The spread of information and knowledge widely. | Demonstrate how Aboriginal and Torres Strait Islander people will receive the information from the project e.g., community reports, short reports, peer reviewed journals, conferences, policy briefs, seminars, social media posts etc. |
| 2. Data that is contextual and disaggregated. | 2.1 Contextual | The circumstances or facts that surround a particular piece of information. | Mechanism the applicant uses to contextualise study variables or dispelling stereotypes to tell the real facts behind the variables and analysis. Can include mechanisms available for Aboriginal and Torres Strait Islander people to comment on the analysis and interpretation of the data. |
| 2.2 Disaggregated | Disaggregated data has been broken down into smaller units of data. E.g. instead of State, can the data be presented at a regional or local level? | Demonstrate how you will break the data down into smaller units where possible and appropriate e.g. presenting data by mob/tribal identity, by remoteness category, or by gender. |
| 2.3 Accessible and available | There are mechanisms for Indigenous people to access and use the data for their purposes. | Demonstrate how the project outputs will be accessible and available to Aboriginal and Torres Strait Islander people (if appropriate).  Demonstrate how data will be available and accessible at individual, community, and population levels. |
| 3. Data that is relevant and empowers sustainable self-determination and effective self-governance. | 3.1 Relevant | Data are closely connected and appropriate to what is important to the priorities of Aboriginal and Torres Strait Islander people. | Demonstrate how Aboriginal and Torres Strait Islander people are involved in determining the priority of the project.  Demonstrate how the project will address Aboriginal and Torre Strait Islander people’s data needs i.e. where do the priorities come from? |
| 3.2 Sustainable self-determination | Process by which communities or groups are empowered to control decisions. | What Aboriginal and Torres Strait Islander structures are in place for the project? Are these budgeted for or resourced appropriately?  What Aboriginal and Torres Strait Islander accountability mechanism does the applicant have for the project?   * None * Advisory group or similar (limited) * Reference group (moderate) * Project Indigenous governance group (group determined project, is involved in all key decisions) (high) |
| 3.3 Sustainable self-governance | Community or person having control of their lives and/or decisions from within, rather than from an outside authority. | Demonstrate how the project will contribute to Indigenous self-determination and governance during and beyond the life of the project.  What is the project leaving behind that is of benefit to the community? |
| 4. Data structures that are accountable to Indigenous peoples. | 4.1 Data structures | The environment and ways in which data will be protected, stored, analysed and disseminated in a way that protects all Indigenous peoples. | Think about how the data for the project are protected, stored, analysed, and disseminated in ways that protect Aboriginal and Torres Strait Islander individuals, communities, and populations. |
| 4.2 Accountable | Data applicant to provide draft written reports before dissemination to the MKDGC. | Will the project provide draft project reports/outputs to Aboriginal and Torres Strait Islander stakeholders, including the MKDGC prior to finalisation and dissemination? |
| 5. Data that is protective and respects Indigenous individual and collective interests | 5.1 Protective and strengths-based | Findings that promote Aboriginal and Torres Strait Islander empowerment, strength, resilience, protective factors, and decolonisation. | Demonstrate how the analysis or project will produce strengths-based analysis that empowers, as opposed to deficits, which disempowers (while also acknowledging the reality of colonisation, intergenerational trauma). |
|  | 5.2 Individual and collective interests | Findings are relevant to Aboriginal and Torres Strait Islander peoples, their communities, and national interest. | Demonstrate how the project aligns with national, regional, local and/or individual Aboriginal and Torres Strait Islander strategies and priorities. |
|  | 5.3 Protection after dissemination | Applicant to demonstrate how to combat misinterpretation, trolling and misinformation about findings from analysis. | How will the applicants disseminate the analysis and what protections have been envisaged to protect Aboriginal and Torres Strait Islander people in the dissemination process, specifically addressing:  -Peer review publication  -Reports  -Social media  -public presentations |

**Section 1: Project Overview and Indigenous Data Sovereignty Principles**

1. **Title of the research project requesting data analysis** (max 50 words)**:**

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1. **Describe the project background and what the proposed research project is about** (max 300 words)**:**

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1. **Describe how the Maiam nayri Wingara Indigenous Data Sovereignty Principles will be enacted within the proposed project.**

Principle 1:Demonstrate how your proposed project ensures Aboriginal and Torres Strait Islander people will exercise control (all or individual elements) of the data ecosystem. This can include the creation, development, stewardship, analysis, dissemination and infrastructure(max 300 words)**.**

Principle 2:Demonstrate how your proposed project will include contextual aspects and be disaggregated (available and accessible at individual, community and Indigenous national levels(max 300 words)**.**

Principle 3: Demonstrate how your proposed project will empower sustainable Indigenous self-determination and effective self-governance(max 300 words)**.**

Principle 4: Demonstrate how your proposed project has data structures that are accountable to Indigenous peoples (max 300 words)**.**

Principle 5:Demonstrate how your proposed project results are protective and respects Indigenous individual and collective interests(max 300 words)**.**

1. **Describe the project team’s experience with Aboriginal and Torres Strait Islander communities and research** (max. 300 words)

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1. **Proposed time frame for the project:**

Proposed project start date: / /24 Proposed project end date: / /

**Section 2: Data Analysis Plan**

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| **Data details** | |
| The Mayi Kuwayu Data Study Team will follow your data analysis plan to run the analysis. You will be provided with the results of the analysis. Please complete (in detail) all sections that apply. For more information on how to create a data analysis plan, please see: <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4552232/> | |
| **Background to the study and analysis** | |
| Mayi Kuwayu Data Release (list all that apply) | *(\*hyperlink to be added)* |
| Research aim/purpose |  |
| Primary research question |  |
| Secondary research question (if applicable) |  |
| Specific hypothesis under study (if applicable) |  |
| List all outcome (dependant) variables requested | *(Variable list: \*hyperlink to be added)* |
| List all exposure (independent) variables requested | *(Variable list: \*hyperlink to be added)* |
| **Metadata: Detail the derived scales/variables** (i.e., if your analysis requires new variables, how will this be created?) | |
| *Name of New Variable* | *Definition (how will this be created?)* |
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| **Describe your proposed descriptive analysis strategy:** *How do you intend to describe, show or summarize the people who are included in your analysis* *(commonly referred to as descriptive analysis)? E.g. participant numbers and percentages.* |
|  |
| **If applicable, describe your proposed inferential analysis strategy:** *How do you intend to**test if the outcome is linked to an exposure (your exposure/independent variable) – (commonly referred to as inferential analysis)? E.g. t-test,Chi2, regression.* |
|  |
| **Will the project be gathering new data?** *If yes, please describe (max. 300 words):* |
|  |

**Example tables & charts**

Please update the example figure and table with information relevant to your project.

Example Figure:

Example Table:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **[Insert outcome variable name here]** | | | | | | |
|  | **[Insert category]** | | **[Insert category]** | | **[Insert category]** | |
|  | (n) | % | (n) | % | (n) | % |
| [Insert Variable] | | | | | | |
| *[Insert variable categories]* |  |  |  |  |  |  |
| *[Insert variable categories]* |  |  |  |  |  |  |
| [Insert Variable] | | | | | | |
| *[Insert variable categories]* |  |  |  |  |  |  |
| *[Insert variable categories]* |  |  |  |  |  |  |
| [Insert Variable] | | | | | | |
| *[Insert variable categories]* |  |  |  |  |  |  |
| *[Insert variable categories]* |  |  |  |  |  |  |

1. **List of project investigators.** *Note: Indigenous community stakeholders should be included as investigators.*

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| --- | --- | --- |
|  | | Aboriginal or Torres Strait Islander? |
| Principal Investigator name: | | Y/N |
| Position and role on this project: | |
| Organisation: | |
| Address: | |
| Phone: | Email: |
|  | | |
| Co-Investigator name: | | Y/N |
| Position and role on this project: | |
| Organisation: | |
| Address: | |
| Phone: | Email: |
|  | | |
| Co- Investigator name: | | Y/N |
| Position and role on this project: | |
| Organisation: | |
| Address: | |
| Phone: | Email: |
|  | | |
| Co-Investigator name: | | Y/N |
| Position and role on this project: | |
| Organisation: | |
| Address: | |
| Phone: | Email: |
|  | | |
| Co-Investigator name: | | Y/N |
| Position and role on this project: | |
| Organisation: | |
| Address: | |
| Phone: | Email: |

**Section 3: Ethics and Funding**

1. **Indicate if the proposed project (you can choose more than one):**

has ethics approval from an NHMRC approved HREC

has Aboriginal/Torres Strait Islander Community Council/Board approval

has an Elders’ group approval

has University HREC approval

has other approval

List all approving bodies:

(N.B. A copy of all approval letters **must be submitted** with this application).

1. **Has funding been secured for the proposed project?**

Yes  No  In progress

If 'yes' or 'in progress' please specify all organisations and status:

If 'yes' please specify the funding deliverables e.g. report, datasets. Outline sections of the report requirements (refer to your research questions):

If ‘yes’ how have Aboriginal and Torres Strait Islander people’s involvement been resourced?

If 'no' please specify how the project will be funded/resourced:

1. **List the Aboriginal and Torres Strait Islander peak bodies, community organisations and/or individuals with whom you wish to work and from whom you have obtained support for the proposed project:**
2. **What are the potential harms or risks to Aboriginal and Torres Strait Islander people associated with conducting the proposed project?** (max. 300 words)

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1. **What steps will be taken to mitigate any possible harm?**
2. **What assistance do your offer those who may be harmed? Outline the supports that will be on offer for people who might be distressed from the production (project staff) or presentation of results (Individuals and community)?**

Individual supports:

Project staff supports:

1. **Please indicate how this project will benefit Aboriginal and Torres Strait Islander people (e.g. capacity building, training, funding, career advancement, publications, expertise development etc.)?**
2. **Please indicate how this project will benefit non-Indigenous people (e.g. capacity building, training, funding, career advancement, publications, expertise development etc.)?**
3. **Please indicate project elements Aboriginal and Torres Strait Islander people are involved in:** *(select all that apply)*

Project conceptualisation (the idea for the project)

Project application

Analysis

Writing and review

Knowledge translation

1. **Please indicate if you have included the following into your budget:**

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| --- | --- |
| Project staff | Aboriginal and Torres Strait Islander partners |
| Travel  Accommodation  Incidentals  Payment (indicate type) | Travel  Accommodation  Incidentals  Payment (indicate type): |

1. **Will Mayi Kuwayu project results be disclosed to any persons outside of the project team?**

Yes No

1. **Will the applicant/organisation be disclosing Mayi Kuwayu results to any government body or institution?**

Yes  No

If 'yes' please identify particulars (max. 150 words)

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| --- |
|  |

**Thank you.**

Please submit this application to [mkdgc@anu.edu.au](mailto:mkdgc@anu.edu.au)

Principle Investigator:

Date \_ \_/\_ \_/\_ \_ \_ \_