**Research Proposal Form**

**Introduction**

This form is intended to help us better understand your proposal to collaborate with our organisation for a research project. It helps us to get a clearer picture of what you will require from us, whether we have the time and capacity to participate, and how we might be able to mutually benefit from the project.

We are committed to facilitating more research in our area of work, and are also committed to acting in the best interests of the community we represent. In order to help us ensure best practice in both, we require you to fill in this application form outlining your plans.

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| Names of the principal investigator(s)/lead(s) and institution(s) |
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| Contact person’s name & role | Phone number | Email address |
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| Proposal/project/initiative name (or focus if it does not have a name). If there is a relevant website, please include the address. (*max 30* *words*) |
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| Tell us a little about your research project or initiative? Please include details of what it is focused on, how it is funded (or what funding source you have in mind), who else will be involved and make sure to use plain English if describing a technical project. (*max 300* *words*) |
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| Tell us what you **hope to achieve** by involving a charity/community organisation/social enterprise (*max 300* *words*) |
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| What **stage** is your project/initiative at? | Mark with “X” |
| Planning phase |  |
| Funding secured |  |
| Project has recently started |  |
| Project is well underway |  |
| Other (please state below) |  |

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| Other: |

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| If applicable, has **ethical approval** been granted for the research you will undertake? If ethical approval has not been granted, please state why. |
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| What is the timeframe of the overall project? |
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| Will you need access to our service users? If so, please give us details of:   * How many people you want to reach * Is there a specific type of person you wish to reach (age, gender, etc.) * How you wish to engage with them (e.g. consultation, deliberation, observation, surveys, focus groups, long term studies) * Where you wish to engage with them (e.g. in their community) * When in the project you would want to engage with them * Who from your team would be engaging with the people we serve and what relevant expertise and/or experience do they have in terms of engagement * How will you act on their input or recommendations?   Note that this information is essential to help us make an informed decision about who we allow access to the community we represent. Please be specific (500 words). |
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| Do you plan to involve service users, and/or family members, as collaborators in your research (by this we mean involving service users as collaborators in the governance, priority setting, and conduct of research, as well as summarising, distributing, sharing and applying it’s resulting knowledge)? If so, could you provide a brief description of your plans? *(max 300 words)* |
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| How will you **support service users** to participate in your activities e.g. will training or role descriptions be provided, will you be offering payment and will their expenses be covered (*we strongly encourage that you cover all costs for research participants at a minimum*)?  If necessary, what measures do you have in place to ensure sufficient accessibility for patients e.g. suitable reading materials, appropriate location access, provision of interpreters etc. (*max 250* *words*) |
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| What are the risks and the benefits to the research participants who get involved? If there are risks e.g. potential for distress, how will you manage them? (*max 250* *words*) |
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| What will be expected from our organisation’s staff in terms of time commitment? Will a budget be made available to cover staff time and/or other expenses that could be incurred by our organisation throughout the course of the project? (max. 200 words) |
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| How will you **share the outcomes** of the research with the research participants over time (*we consider this essential in order for us to provide support*)? How will you acknowledge their contribution to the work? How will you make it accessible to them, and other stakeholders? Will you encourage the research participants to feedback their views of the process? How will you ensure the results are presented in an accessible format? (*max* *250 words*) |
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| How will you **share the outcomes** of the research with us as an organisation to help inform our work? How will you acknowledge our contribution in facilitating the research? (*max* *200 words*) |
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| Will you need research participants to sign a confidentiality or **non-disclosure agreement**? *Yes or no* |
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Thank you for completing the form. Your application will be considered by X committee/individual and you will be notified of our decision.

Please email your application to [insert details] and we will confirm receipt.