Research Governance Framework Proposal Form

Title of Research Study (this must be the title you use when making contact with service users/participants):	
Background: What are the aims and objectives of the research? (This should include what the main question to be answered is, what other projects/studies have been carried out in this area, (if any) and how will your research add to any previous work undertaken)?	
Proposed Start Date:	
Estimated Completion Date:	
Lead Researcher/ Project Leader	
Name:	Tel:
Organisation:	Fax:
Job Title:	Email:
Address:	
Please give indication of lead researcher's experience and/or relevant qualifications:	
Names(s) and address(es) of other Researcher(s) who will be involved:	
Research Sponsor/Partner (External)	
Name:	Tel:
Organisation:	Fax:
Job Title:	Email:
Address:	
Internal Research Sponsor (e.g. this will usually be a Service Manager/Line manager/Supervisor who has agreed to the research project)	
Name:	Tel:
Organisation:	Fax:

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Job Title:	Email:
Address:	
Research Commissioner/Funder (Organisation funding or responsible for commissioning this research)	
Contact Person:	**Tel**:
Organisation:	**Fax**:
Job Title:	**Email:**
Address:	
Resources/Budgets:	
Financial cost of the whole research project:	
If cost is in staff days, then number of full-time days:	
Social Services staff time required (please record separately from researcher time):	
Methodology and Techniques	
Please describe the recruitment process (how participants are going to be selected and approached):	
What research methods will you use in collecting your data? E.g. telephone survey, interview, questionnaire, case file audit, focus group, internet survey, video/audio interviews etc	
Exactly what participant/user information is required?	
Are the participants known to the researcher? Yes ◯ No ◯	
If Yes, in what capacity?	
How will you select your sample and what is your proposed sample size?	

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Will participants receive payment for participating? Yes ◯ No ◯
If yes, please provide details:
Where will the research be conducted?
Will participants be clearly and fully informed of the purpose of the research? Yes ◯ No ◯
How are you planning to analyse/interrogate research data?
Who will be Involved
Please provide details of the participants who will be involved (e.g. children in need, Adults with Disabilities, older people, Voluntary sector organisations):
Will stakeholders be involved in all stages of the study? (i.e. research that is carried out with or by people who use services, rather than research that simply gathers information from participants) Please give details
What geographical areas will be covered as part of your research?(e.g. name of area, wards, borough wide, super output areas, LAP areas):
Ethics
How will you obtain explicit informed consent from your target group?(e.g. signed consent form)
Is there any potential risk of harm to participants or yourself? Yes ◯ No ◯
If so (a) what are the risks and (b) What do you intend to do to reduce them?
Where appropriate, will information be made available to participants in alternative formats?(Braille, audio tape, video tape, other languages)
Will participants be informed of your complaints procedures? Yes ◯ No ◯ If No please explain why
Where applicable, have all research staff been CRB (Criminal Records Bureau) checked? If yes, please attach evidence
How will the study comply with equal opportunities regulation/policy (Race, Gender, Disability, Age, Faith, Sexual orientation)?
Does the project involve four or more local authorities? Yes ◯ No ◯

If so, has the study received ADSS approval (Association of Directors of Social Services)?
Yes ◯ No ◯ (provide details if Yes)

Has the research received approval from other bodies e.g. DoH, DfES, University, College etc?
Yes ◯ No ◯
If yes, please attach the evidence :

Has the research been subjected to any peer review/approval?
Yes ◯ No ◯

If yes, please give details below:

In the event of a compensation claim resulting from the research, are you insured?(give details below):

Storage/Confidentiality

Will information gathered be made anonymous or pseudonymous? Yes ◯ No ◯
How will the information be stored (locked cabinets, password protected files, encrypted recordings)?

What are the arrangements for protecting the confidentiality of information about the participants (Encrypted files, password protected computers, anonymised, shredding)?

Have they researcher(s) signed a confidentiality agreement? (please attach a copy) ☐

Please describe how and where information will be held by the Researchers:

Will the data be used for any purposes other than the study?

Once the project is completed, when and how will the original service user information, and any derived information not necessary for publication be destroyed

How would you ensure compliance with the data protection legislation (See guidance)?

Who will own the data and reports?

Dissemination and Feedback

In what form will your findings be presented (i.e. reports, audio tape, video tape, journal article, and book)?

Will you feedback findings to participants and stakeholders in appropriate formats(give details e.g. Braille, audio tape, video tape, other languages)

Are you intending to publish your findings?(Reports intended for publication must be approved by the panel prior to publication)
Yes ◯ No ◯

Where will the research be published and what information will the published research include?
Overall, how will the data be used to inform and improve services?

Supporting Documents			
Please provide copies of the following documents (where appropriate) and any other accompanying information for panel approval.			
Consent Form	☐	Approvals from other approving bodies	☐
Questionnaires/Surveys	☐	ADSS Approval / Application	☐
Interview Questions	☐	Researcher's confidentiality agreement	☐
Topic list	☐	Previous research	☐
Participant Information sheet	☐	Research Timetable	☐
CRB Checks	☐	Profile of lead researcher	☐
Please provide any other relevant information and documents (specify below):			
For Panel Use Only			
Comments/requirements for further information			

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Guidance & examples

Further information about some of the headings used in the London RGF Common Proposal Form and some examples are presented below. The information provided is intended to be indicative and not exhaustive.

Title of Research Study: this must be the title you use when making contact with service users/participants as well as when publishing the research results.

Background: What are the aims and objectives of the research as well as a brief description of the rationale for the study with regard to the policy context, statutory requirements etc.This should include what the main question to be answered is, what other projects/studies have been carried out in this area, (if any) and how your research will add to any previous work undertaken.

Lead Researcher/ Project Leader: this is usually the head of the Research Team or the main researcher who is responsible for the project

Internal Research Sponsor: this will usually be a Service Manager/Line manager/Supervisor who has agreed to the research project. This person has the internal responsibility for ensuring that the research is progressing as planned and service users are safeguarded.

Research Commissioner/Funder: this refers to the organisation funding or responsible for commissioning the research.

Who will be Involved: You are required to provide details of the participants who will be involved in the research study such as service users, children in need, adults with disabilities, older people, residents, voluntary sector organisations.

Sampling and sample size: The sample is the target population of the research. It reflects the characteristics of the population from which it is drawn.

The Data Protection Act: the act gives individuals the right to know what information is held about them. It works in two ways; firstly, it states that anyone who processes personal information must comply with eight principles, that personal information is:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than is necessary
- Processed in line with your rights
- Secure
- Not transferred to other countries without adequate protection

The second area covered by the Act provides individuals with a wide range of important rights, including the right to know what is held and of access to their personal information held on computer and most paper records as well as compensation and the prevention of processing.

Criminal Records Bureau (CRB) Check: The aim of the CRB check is to verify the background of applicants to ensure that they do not have a history that would make them unsuitable to work with children, vulnerable adults or other vulnerable members of society. The check will provide details of a person's criminal

records including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC).

Please return this form to:
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Steve Ollier
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