# Application for Suffolk Research Governance approval

Research and research related activities in, or associated with, the Adult and Community Services or the Children and Young People Services in Suffolk which involve people who use our services or staff must be considered by the Suffolk County Council Research Governance Panel. The Research Governance Panel operates in line with the [**UK Framework for Health and Social Care Research**](https://www.hra.nhs.uk/documents/1068/uk-policy-framework-health-social-care-research.pdf)  the framework was revised in 2017 and within the revision it specified that audits and service evaluations no longer require Research Governance consideration. When deciding if your study requires a Research Governance application please use the [Health Research Authority tool](http://www.hra-decisiontools.org.uk/research/) as a guide. Should you have prior ethics approval from an external organisation such as a University your study may not need full Research Governance Panel approval. If this is the case, please contact the Chair of the Research Governance Panel to discuss your proposed study. You can also make contact with the chair of the panel to discuss any application prior to submitting, by emailing the Chair of the Research Governance Panel at [researchgovernance@suffolk.gov.uk](mailto:researchgovernance@suffolk.gov.uk)

**The Research Governance Panel**

The role of the Panel is to work with researchers to ensure research activities in, and associated with, adult’s and children's services are good quality, ethical, have sound methodology, are relevant and conducted in a way which minimises risk to all parties and respects the dignity, rights and wellbeing of participants and the findings are disseminated appropriately, in line with the [UK Framework for Health and Social Care Research](https://www.hra.nhs.uk/documents/1068/uk-policy-framework-health-social-care-research.pdf).

**Completing your application**

The application form should normally be completed by the main researcher. It is your opportunity to describe and explain your research. The information you give, together with the supporting documents (see checklist at the end of this application), will help the Panel evaluate your proposal and, with you, decide the next steps. Please complete all the relevant sections as clearly but concisely as you can ensuring you address all the prompts which are along the right hand side.

Please email the completed application, with the supporting documents, to the Chair of the Research Panel at [researchgovernance@suffolk.gov.uk](mailto:researchgovernance@suffolk.gov.uk) at least one week before the date of the next Research Governance Panel. The dates of the Panel meetings and deadlines for submission are on the [Suffolk County Council Research Governance webpage](https://www.suffolk.gov.uk/care-and-support-for-adults/working-with-adult-and-community-services/research-governance/). Once your application is received you will be contacted about the next steps.

If you need further information or guidance please email the Chair of the Research Governance Panel as above.

**Suffolk Research Governance application**

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| **Research Title** |  |
| **Date of Application** |  |

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| **Summary of the research**  **(150 - 200 words approx)** |  |

Will this research involve, or be likely to involve, participants over 16 years who lack, or may lack, capacity to give informed consent under the Mental Capacity Act 2005?

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| **Yes** |  |  | **No** |  |

If Yes this research must be referred to a national Research Ethics Committee e.g. the Social Care Research Ethics Committee, which has responsibility for research involving participants who lack capacity under the MCA 2005.

**Details of Main Researcher** (NB This application should normally be completed by the main researcher)

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| --- | --- |
| **Name** |  |
| **Job title** |  |
| **Address** |  |
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| **Telephone** |  |
| **email** |  |

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| **What experience do you have in undertaking research?** Please give details of any relevant previous research |  |

**Details of person completing form.** If different from Main Researcher above please give a reason and the relationship to this research.

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| --- | --- |
| **Name** |  |
| **Job title, reason for**  **completing this**  **application and**  **relationship to this**  **research** |  |

|  |  |
| --- | --- |
| **Address** |  |
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| **Telephone** |  |
| **email** |  |

**Details of organisation employing researcher**

|  |  |
| --- | --- |
| **Name** |  |
| **Job title** |  |
| **Address** |  |
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| **Telephone** |  |
| **email** |  |

**Details of Sponsor**

NB The sponsor takes responsibility for the initiation, management and financing of the project. This is usually the organisation which employs the main researcher (as above) or the funder. For student projects the sponsor is usually the University.

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| **Name** |  |
| **Job title** |  |
| **Address** |  |
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| **Telephone** |  |
| **email** |  |

**Details of Funder**

This is the main organisation providing funding for the study through contracts, grants or donations. The funder has a key role in quality assurance

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| **Name** |  |
| **Job title** |  |
| **Address** |  |
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| **Telephone** |  |
| **email** |  |
| **Estimated costs of the project** |  |

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| **What is the reason for the study?** | **Points to cover**   1. Why are you undertaking this research? 2. Is it part of an academic course/study? If yes, please describe the course and give the name of the academic institution and your tutor |
|  |  |
| **Background** | **Points to cover**   1. Why is this topic important? 2. What is your particular area of interest? 3. What other projects/studies have been carried out in this area? 4. What existing sources of evidence have been considered? |

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| **Aim & Purpose** | **Points to cover**   1. What is the main question you are trying to answer? 2. What specific questions will you ask to address the main question? (attach the questionnaire) 3. How will your research add to any previous work? 4. What are the anticipated benefits to the person using the service and/or the authority? |
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| **Methodology** | **Points to cover**   1. Will your research be primarily quantitative (statistical), qualitative (seeking experiences or views, evaluating quality), or a combination? 2. What sort of data will you be collecting? 3. How are you going to collect your data? e.g. questionnaire, interview, focus group, case file audit etc 4. Will audio or video recording equipment be used? 5. What methods will you use to analyse and make sense of your data? |
|  |  |
| **Sample Details** | **Points to cover**   1. Who are you targeting? 2. How are you going to select your sample? 3. How many people will be involved? 4. Where will your study take place? |
|  |  |
| **Ethics** | **Points to cover**   1. How are you going to recruit participants? 2. How will this comply with equalities legislation and policy? 3. Have you given potential participants full information on which to base informed consent? 4. Have you fully explained their rights and confidentiality issues to potential participants? 5. How will you obtain informed consent? 6. Are you going to involve your participants in planning the way in which it will be carried out? If so, how? 7. Will you be paying or rewarding your participants? |

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| **Risks** | **Points to cover**   1. What potential risk or harm is there to your participants and yourself? 2. What arrangements will be made to deal with the risks involved in this study? 3. Is your organisation insured should they need to pay compensation or insurance? |
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| **Data Handling & Storage** | **Points to cover**   1. How do you propose to store your data? 2. How long will you keep data? 3. How will you ensure confidentiality and anonymity of data? 4. Who will have ultimate ownership of the data? |

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| **Communication** | **Points to cover**   1. What arrangements are you making to keep participants and others informed during the study? 2. How will you inform participants of the outcome of the study? 3. How will you present the findings of your research to a wider audience e.g. via website, presentation, report, publication in journal? 4. Will the way in which you present the findings of your research be appropriate to your audience? |

**In which parts of the research, if any, have people who use services and their family carers been actively\* involved?**

(\*by actively involved we mean research that is carried out **with** or **by** people who use services, rather than research that simply gathers information from participants)

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| --- | --- |
|  | As user researchers |
|  | As members of a research group |
|  | In commenting on documents |
|  | As members of a departmental or wider research strategy group |
|  | None of the above |

**Does the project involve**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Work with children under the age of 16 | | | | Yes |  | No |  | |
| Work with vulnerable groups | | | | Yes |  | No |  | |
| I confirm that a safeguarding check with the Disclosure and Barring Service (DBS) has been carried out on all researchers working on this project and all have received appropriate clearance to take part in this research. | Yes |  | No | |  | N/A |  | |
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**Please note it is your responsibility to ensure that you have this clearance before starting work with members of any of these groups.**

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| **Planned start date of research** |  |
| **Estimated completion date** |  |
| **State any key milestones** |  |

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| **Is this your first application for registration for this project?** | Yes |  | No |  |

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| **Date of previous application** |  |

**Declaration**

I have consulted the [UK Framework for Health and Social Care Research (PDF)](https://www.hra.nhs.uk/documents/1068/uk-policy-framework-health-social-care-research.pdf) and agree to carry out my study in accordance with the principles contained within the Framework which apply to all Health and Social Care Research. I understand that if my application is unsuccessful, I will not have the authority to undertake the proposed research and failure to do so could result in serious consequences.

If my application gains approval I agree to share the details of my findings with the Research Governance Chair for the benefit of Suffolk County Council and its residents.

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| **Main Researchers Signature** |  |
| **Date** |  |

**Checklist of supporting documents to attach to this application**

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| Invitation(s) to participants (letter, email, other) | Yes |  | No |  |  |  |
| Information sheet(s) for participants (if separate from the letter above) | Yes |  | No |  |  |  |
| Consent form(s) for participants | Yes |  | No |  |  |  |
| Questionnaire(s) if used | Yes |  | No |  | N/A |  |
| Interview schedule(s) or topic guide(s) for participants if undertaking semi – structured interviews or focus groups | Yes |  | No |  | N/A |  |
| Timetable for the research | Yes |  | No |  |  |  |

**For some applications the following may also be relevant**

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| Copy of approval from other relevant Ethics Committee Health (SCREC, NRES, University, other LA etc). NB The research governance process in Suffolk will be ‘light touch’ where applications have already been approved by a national ethics committee. | Yes |  | No |  | N/A |  |
| Breakdown of costs | Yes |  | No |  | N/A |  |
| Letter of support from sponsor or tutor (student projects) | Yes |  | No |  | N/A |  |
| Any other document which supplements the application | Yes |  | No |  | N/A |  |