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**Social Care Research Governance Application Form**

**Title of project or study:**

**Proposed Start Date:**

**Anticipated End Date:**

**Name of main researcher:**

Status / job title:

Organisation address:

Department / Location:

Office phone:

Work mobile:

Email:

**Names of any other researchers**:

Organisation Address:

Department / Location:

Phone:

Email:

**Name of research supervisor or Warwickshire County Council**

**supervising manager**:

Job title:

Organisation address:

Phone:

Email:

**Name of research sponsor**:

Sponsor’s address:

Phone:

Email:

**1. Finance and insurance**

1.1 What is the total budget/ source of funding for the project?

1.2 Will anyone benefit financially from the project?

Yes  No

If yes, who and how?

1.3. Is your organisation insured should they need to pay compensation or insurance?

Yes  No

1.4 If applicable for this research project, do you have a current Disclosure and Barring Service (DBS) check?

Yes  No

If yes, Issue date       Registration number

1.5 Is this your first research governance application for this project?

Yes  No  If no, date of previous application

1.6 Are you also applying to any other local authority for research governance for this project?

No  Yes  If yes, name of authority/ authorities

**2. Project background**

2.1 What is the purpose of your project and why is this topic important?

2.2 What other projects / studies have been carried out in this area (if any?)

2.3 How will your research add to any previous work?

2.4 How will your research be of benefit to Warwickshire’s social care Directorates and their customers/ service users? i.e. improve services; influence policy; contribute to operational/organisational change

**3. Aims and Objectives**

3.1 What is the main question you want to answer?

3.2 Are there specific questions you will ask to address the main question? E.g. 3 or 4 general questions

**4. Participants: Scope and Sample**

4.1 Who will be your participants? (Inclusion / exclusion criteria)

4.2 How will you choose your sample?

4.3 How many people do you need to recruit to take part?

4.4 Where will the research take place?

4.5 What experience do you have of working with this particular group of participants?

**5. Collecting your data**

5.1 How in detail, are you going to collect your data? For example: questionnaire, interview, focus group.

5.2 Will you be making audio or video recordings of participants?

5.3 What are your reasons for choosing these data collection methods e.g. in Q5.1 & Q5.2?

5.4 What experience do you have of using these methods?

5.5 What sort of data will you be collecting? (Quantitative and /or qualitative)

5.6 How will you analyse your data?

**6. Ethics and Safeguards**

6.10 How are you going to get participants to agree to take part?

6.11 How will you comply with equal opportunities when recruiting and communicating with participants?

6.12 How will you obtain informed consent?

6.13 How will you comply with the requirements of the Mental Capacity Act (if necessary)?

6.14 Are you going to involve your participants in planning the way the research will be carried out?

6.15 Will you be paying your participants?

6.16 What potential risk of harm is there to your participants or to you?

6.17 How will you give participants details about how to complain should they need to?

6.18 How will participants be given the opportunity to withdraw from the study if they feel the need to do so?

6.19 Will your data be used for any purposes other than your project?

6.20 How do you propose to store your data? For example: on a database, hard files, paper records.

6.21 How long will you keep the data?

6.22 How will you ensure the data is kept confidential or anonymous?

**7. Sharing the research findings**

7.1 Who will have ultimate ownership of the data?

7.2 How and to whom will you present the findings of your research? For example: presentation, report, publication in journal.

7.3 How will you ensure you present the findings of your research in an appropriate format for your participants?

7.4 How will you give participants the opportunity to view the findings of your research?

**Declaration**

I have read the Warwickshire County Council Social Care Research Governance Application guidance. I agree to carry out my project in accordance with Warwickshire County Council’s research governance requirements and understand that failure to do so may result in approval for the research being withdrawn. I agree to supply Warwickshire County Council with the findings of my research.

**Name of lead researcher**

Date:

**Name of research supervisor / manager**

Date

**Name of sponsor**

Date

Please complete the application form electronically and email your completed application form, supporting documents and completed application checklist to:

[**pe-researchgovernance@warwickshire.gov.uk**](mailto:pe-researchgovernance@warwickshire.gov.uk)

**Appendix 1:**

Application Checklist

To help us process your application for research governance approval as quickly as possible, please remember to include supporting documents and complete the following checklist:

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| --- | --- |
| **Documents** | **Included √** |
| Completed application pack / copy of research proposal |  |
| Confirmation of indemnity insurance |  |
| Copy of independent ethics approval (if applicable) |  |
| Copy of independent methods review (if applicable. In the case of student projects, we require confirmation from the research supervisor that methods have been approved) |  |
| A copy of your project timetable |  |
| Letter(s) of information for participants |  |
| Consent form(s) for participants |  |
| Copies of questionnaire(s), topic guides, interview schedules (as applicable) |  |
| Copy of research contract (if applicable) |  |
| ADASS approval (if applicable) |  |
| Funding confirmation letter (if applicable) |  |