

**Research Governance Application Form**

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| **Title of project or study:** |  |

**Main researcher:**

|  |  |
| --- | --- |
| Name |  |
| Status / job title:  |  |
| Organisation address: |  |
| Department / Location: |  |
| Phone: |  |
| Email: |  |
| DBS:  | Not needed [ ]  Standard [ ]  Enhanced [ ]  Issue date: Registration number:  |

**Additional researchers:**

|  |  |
| --- | --- |
| Name |  |
| Status / job title:  |  |
| Organisation address: |  |
| Department / Location: |  |
| Phone: |  |
| Email: |  |
| DBS:  | Not needed [ ]  Standard [ ]  Enhanced [ ]  Issue date: Registration number:  |

 *(please insert a copy of the table for further researchers if necessary)*

**Research supervisor or supervising manager:**

|  |  |
| --- | --- |
| Name |  |
| Status / job title:  |  |
| Organisation address: |  |
| Phone:  |  |
| Email: |  |

**Research sponsor:**

|  |  |
| --- | --- |
| Name |  |
| Organisation address: |  |
| Phone:  |  |
| Email: |  |

**Finance and insurance**

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| --- | --- |
| What is the source of funding? |  |
| Will anyone benefit financially from the project? |  Yes [ ]  No [ ]   |
| If yes, who and how? |  |
| Is your organisation insured should they need to pay compensation or insurance? | Yes [ ]  No [ ]   |
| Are you also applying to any other local authority for research governance for this project? | Yes [ ]  No [ ]   |
| If yes, name of authority/ authorities:  |  |

Please **either** complete this remainder of this form

**or** submit a copy of a previously submitted research ethics application.

**Project background**

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| **What is the purpose of your project and why is this topic important?** |
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| **What is your particular area of interest?** |
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| **What other projects / studies have been caried out in the area (if any?)** |
|  |
| **How will your research add to any previous work?** |
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**Aims and Objectives**

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| **What is the main question you want to answer?** |
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| **What specific questions will you ask to address the main question?** |
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**Participants: Scope and Sample**

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| **Who will be your participants? (inclusion / exclusion criteria)** |
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| **How will you select your sample?** |
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| **How many people do you need to recruit to take part** |
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| **Where will the research take place** |
|  |
| **What experience do you have of working with this particular group of participants?** |
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**Collecting your data**

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| **How in detail, are you going to collect your data? For example: questionnaire, interview.** |
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| **Will you be recording or taking video of participants?** |
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| **What are your reasons for choosing these methods?** |
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| **What experience do you have of using these methods** |
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| **What sort of data will you be collecting? (quantitative / qualitative)** |
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| **How will you analyse your data?** |
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**Ethics and Safeguards**

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| **How are you going to recruit your participants?** |
|  |
| **How will you comply with equal opportunities when recruiting and communicating with participants?** |
|  |
| **How will you obtain informed consent?** |
|  |
| **How will you comply with the requirements of the Mental Capacity Act?** |
|  |
| **Are you going to involve your participants in planning the way research will be carried out?** |
|  |
| **Will you be paying your participants?** |
|  |
| **What potential risk or harm is there to your participants or yourself?** |
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| **How will you give participants details about how to complain should they need to?** |
|  |
| **How will participants be given the opportunity to withdraw from the study if they feel they need to do so?** |
|  |
| **Will your data be used for any purposes other than your project?** |
|  |
| **How do you propose to store your data? For example, on a database, hard files, paper records** |
|  |
| **How long will you keep the data?** |
|  |
| **How will you ensure the data is kept confidential and anonymous?** |
|  |

**Sharing the research findings**

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| **Who will have ultimate ownership of the data?** |
|  |
| **How and to whom will you present the findings of your research? For example: presentation, report, publication in journal** |
|  |
| **How will you ensure you present the findings of your research in an appropriate format for your participants?** |
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| **How will you give participants the opportunity to view the findings of your research?** |
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**Working with Birmingham Children’s Trust**

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| **Please outline the support you need from Birmingham Children’s Trust** |
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| **How do you propose sharing your findings with us, so that we can learn from the research?** |
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Research Governance Application Checklist

To help us process your application for research governance approval as quickly as possible, please email this form and documents as applicable from the list below to Birmingham Children’s Trust Research Governance team at BCTResearchGovernance@birminghamchildrenstrust.co.uk

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| --- | --- |
| **Documents** | **Included**  |
| Copy of research protocol/plan or fully completed application form | [ ]  |
| Confirmation of indemnity insurance | [ ]  |
| Copy of independent ethics approval | [ ]   |
| Copy of independent methods review. (In the case of student projects, we require confirmation from the research supervisor that methods have been approved) | [ ]  |
| A copy of the project timetable | [ ]  |
| Letter(s) of information for participants  | [ ]  |
| Consent form(s) for participants | [ ]  |
| Copies of questionnaire(s), topic guides, interview schedules  | [ ]  |
| Copy of research contract | [ ]  |
| ADASS/ADCS approval | [ ]   |
| Funding confirmation letter | [ ]  |
|  |  |
| **Declaration** – I have read Birmingham’s Research Governance Application Pack. I agree to carry out my project in accordance with the research governance requirements and understand that failure to do so may result in approval for the research being withdrawn | [ ]  |