

**Research Governance Framework**

**Application for internal applicants**

**Review of internal projects using interviews, focus groups or surveys with people who use services, their carers or staff**

**1. About the applicant**

**Name and job title**

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**E-mail and telephone:**

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**Other people involved in the project**

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**2. Do you need to go through Research Governance?**

***2.1 Methods****:* ***If your project is using any of the following, you need to fill out this form and apply for a review. Please tick all those that apply.***

|  |  |
| --- | --- |
| Telephone interviews |  |
| Face to face interviews |  |
| Postal questionnaire |  |
| Face to face questionnaire |  |
| Online questionnaire |  |
| Focus groups |  |

***2.2 Participants: If your project will involve any of the following groups, you need to fill out this form and apply for a review. Please tick all those that apply.***

|  |  |
| --- | --- |
| Council Staff |  |
| Organisations or individuals |  |
| Service users |  |
| Carers or family of service users |  |
| Anyone under 18 years old |  |
| None of these **(you do not need to fill out this form)** |  |

**3. About the project**

**Project title**

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**What is the main thing the project is aiming to find out?**

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**What are the specific things the project wants to find out?**

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**What is the main reason for doing this piece of work? (please tick any that apply)**

|  |  |
| --- | --- |
| Introduction of new service/pilot |  |
| Improve or monitor a service |  |
| Inspection requirement\* |  |
| Statutory requirement\* |  |
| Other |  |

\*in these cases, it is usual for a national review to have already taken place and it will not be necessary to fill out this form

**When do you propose to start the project?**

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**When is the project end date?**

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1. **Check list of materials to include with this form:**

|  |  |
| --- | --- |
| Project outline including purpose, timescales, methods, recruitment and consent procedure |  |
| Questionnaire/interview/ focus group schedule\* |  |
| Participant information sheet\* |  |
| Letter to participants\* |  |
| Consent form for interviews and focus groups\* |  |

\*examples are available from Valerie Wilson

**Thank you for filling out this form.**

**You should receive a response with comments within 5 working days**