

Section 1 – Project Summary	
Title of the research project	
Proposed research project start date	
Proposed research project end date	
Aim of the research project	Hints box
	Please summarise this in less than 200 words
Main question(s) to be answered by the research	Why is this topic important? Please summarise in less than 200 words These 2 sections will form your abstract

Please note: If any research participant lacks the capacity to consent to take part email details to rgf@sheffield.gov.uk to address this before continuing to complete the form.

Have service users or members of the public been involved in developing this proposal? Yes / No
If yes please tick any which are applicable below
As part of the research project/steering group
By commenting on documents
As part of a departmental or other wider research strategy group
Other (please give details):

Section 2 – Background Information
How and when will you be seeking ethical approval for your research?
How and when will you be seeking methodological approval for your research?

Indemnity insurance
Please attach evidence of your insurance for the research project. You need this in the event of a participant making a claim against you in the course of your research. Your employer or university would normally provide this.



Section 3 – Background Information	
Research Leader details	
Name	Job role
Address	
Telephone	Fax
Email	
Research Leader, Supervisor or University Tutor details	
Name	Job Role
Address	
Telephone	Fax
Email	
Research Project Staff details	
Names(s)	Job role(s)
<p>Please give details of type (enhanced or standard), disclosure number and date of issue for any CRB checks that the Research Leader, their supervisor/tutor, or any of the research staff currently have.</p>	
Summary of Research Leader's experience and qualifications	If the research leader lacks relevant experience or is a student, please provide brief details of supervisor's experience and qualifications instead

Details of person or organisation commissioning the research project	
Has this project been commissioned by Sheffield City Council?	Yes / No
If not give the name and address of person/organisation that has commissioned the project.	
Telephone	Email
Details of organisation funding the research project	
Name of organisation	
Address	
Telephone	Email
Please give a breakdown of funding approved for the research project	

Section 4 - Quality

<p>What steps have been taken to ensure that this project is not duplicating existing research?</p>	<p>Have you done a literature review?</p> <p>What existing sources of evidence have you consulted?</p> <p>What other studies have been carried out in this research area?</p> <p>How will your research add to any previous work?</p>
<p>What arrangements will be in place to ensure that data protection issues are addressed and that personal information is safeguarded during and after the research project?</p>	<p>Will your data be anonymised?</p> <p>What assurances will you be able to give participants on the use of information about them?</p> <p>Does your data conform to the standards of the Data Protection Act?</p>
<p>What arrangements will be put in place to monitor the project and ensure compliance with RGF at all times?</p>	<p>Will you have planned project review meetings with all researchers, subjects, or service manager?</p>

Section 5 – Project Methodology

Please give details of the methods which will be used to collect data for the research project

Make sure you include examples of your questionnaires, interview schedule, topic guide for focus groups etc if used.

Give details of any audio or video equipment you plan to use to record data.

Explain how this method of data collection will satisfy the aims of your project and produce the data to answer your research questions

What sort of data will be collected?

Will it be qualitative or quantitative, or a mixture of both?

How are you going to test whether the method you choose works?

Are you presenting the results to Sheffield City Council in some form?

<p>Are there sensitivities in your subject matter or are you collecting data which may be considered sensitive or personal (eg criminal records, sexuality or health)?</p>	<p>If so, provide an explanation as to why you need to collect such information and how these sensitivities will be addressed to minimise participants concerns</p>
<p>How will you present your research findings?</p>	<p>Are you considering publication in reports or journals?</p> <p>Will a summary be produced for participants?</p> <p>How will you ensure this summary will be in an accessible format?</p> <p>Have you considered who will 'own' these findings?</p>

Section 6 Research Participants

Who are the research participants?	Please include details of what type of specialism (eg older people, children, sensory impairment) and the site of the proposed research (eg day services, residential care, in the home).
How will the participants in the research be selected and recruited?	How will you identify participants? How will this comply with Equal Opportunities principles?
How will the informed consent of the research participants be obtained?	How will you describe the research to the potential participants? Will you tell them about any inconvenience they may incur? Will participants be given the right to complain or withdraw their consent? How will you assess ongoing agreement to participate? Have you considered what to do if a safeguarding issue occurs? How is this explained to your participants? Please make sure you enclose a copy of your informed consent forms.

<p>What potential benefits or risks are there for the research participants? What potential risks are there for the researchers?</p>	<p>Please give details.</p> <p>You may need to consider where the data collection will take place, and consider how the participants may perceive your intentions.</p>
<p>What arrangements are in place to enhance participation?</p>	<p>Have you considered the access requirements of your participants?</p> <p>For example, availability of large print, interpretation, location of interviews.</p> <p>How will you find out about participant's access requirements?</p> <p>Will you pay or reward the participants?</p>

Section 7 – Other information

Please use this space to include any further information about your project that you feel may be relevant.

Please attached with this application (please tick)

A timetable for your project	
Evidence of indemnity insurance from your employer/university	
A copy of all informed consent forms and information sheets	
Any additional risk assessments	
Copies of all correspondence regarding ethical approval	
Copies of all correspondence regarding methodological approval	

Please email this form to Sheffield City Council at rgf@sheffield.gov.uk.

We will acknowledge receipt of your application within 7 working days.

We will then contact you as soon as possible with a decision or to request more information to assess your application.