

Derbyshire County Council

Research Governance Application Guidance Notes

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This guidance currently covers Childrens Services, Adult Social Care and Public Health research.

1 Research title

Insert the working title of your research project.

2 Research aim and purpose

Summarise here the main research hypothesis, what you want to achieve through your research, what questions you want to answer, any problems you want to overcome, and why you think this area of study is important. What is the anticipated value of your research, and to whom?

3 & 4 Main researcher and other research staff details

Include here the details of the main researcher responsible for co-ordinating the research project. Any queries about the research will be directed to this individual.

Include the dates of Disclosure and Barring Service (DBS) checks undertaken for those staff that will have direct dealings with social services clients, carers and other members of the public in the course of this research project. Please state if none is in place; if the DBS has not yet been received, confirm this with the date applied for.

We'll need the details of the main researcher's manager or supervisor; this is the person who is responsible for the line management of the main researcher and ensures that the quality, ethical and methodological standards are met throughout the duration of the research.

This individual must ensure that the research does not begin until approval by the Derbyshire County Council Research Governance Panel, that all necessary resources and practical measures are in place before it begins, that the research adheres to the approved application, and that any changes to the research approach are referred to the Derbyshire County Council Research Governance Panel before they go ahead.

If other individuals are to be involved in the research project, for example, in its administration, liaising with participants or interviewing, please include their details under 'other research staff details'. Include details of additional staff members on a separate sheet.

5 Relevant qualifications and experience of those carrying out the research

State the relevant experience and qualifications of those staff involved in the research project; this will help determine level of risk and potential obstacles in completing the research.

6 Organisation or individual commissioning the research

Provide details of the organisation or individual that is commissioning the research.

7 Funding details

We need to ascertain whether or not you have sufficient funds in place to carry out the research. You'll therefore need to provide details of the organisation that is funding the research and confirmation that the costs will be met for each stage of the research, from planning to implementing, writing up, publishing and disseminating the findings.

8 Details of the literature search undertaken

It is important that your proposed research is not duplicating existing research; we therefore need details of the sources you have consulted and what conclusions you have drawn as a result.

If similar studies exist, state what differentiates your proposal and how it will add a new perspective or fresh approach to the field of enquiry. Ultimately, you need to show that your research is needed.

9 Research methodology and approach

Provide details of the data collection methods you will use and how you anticipate this working in practice. Will you use a quantitative or qualitative approach (or a combination of both)? What specific research methods will you adopt; will it be postal questionnaires, face to face interviews, focus groups? Will you use recording equipment? Will you approach potential participants by phone first, or write? Will you send reminder letters if they do not respond? Explain why you have decided on your particular approach.

Please note, if you are undertaking primary research and require a sample of social care clients or carers to take part in your project, Derbyshire County Council will need to approach these individuals in the first instance to ask if they would be prepared to be involved. The same applies to any research undertaken with users of our public health services.

If your proposed research project relies on the use of secondary data (collected through DCC's own processes) you will need to state this here, clarifying what data you require and how you propose to use it. We will then need to undertake further

checks to establish the extent of the original consent, agreements over the data usage, and whether there are any obstacles to the use of the data in the way you propose.

10 Proposed approach to sampling, selection and consent

Who are the proposed research participants and how will they be selected? Will you be approaching only those in a specific age group, with a particular disability or health condition, or in a certain setting (for example, those living in residential care homes)?

You need to be specific here about your target population, how you will select participants and your sample size. How will this accommodate ethnic and gender differences, plus the specific needs of those involved if they have a disability or other impairment that may make it difficult for them to take part in the research?

Where and how will you be engaging with participants? How will informed consent be obtained? What will 'taking part' involve and how will this be articulated to prospective participants?

11 What steps have been taken and are in place in respect of data security measures?

Describe here how participant information will be stored (password protected network file etc.), any necessary data sharing agreements, privacy notices and data retention schedules.

12 How participant wellbeing and risk will be managed

Describe here what steps you will take to protect the rights and vulnerabilities of the participants and minimise risk.

How will you safeguard the data you collect; how specifically will it conform to the Data Protection Act and requirements of the General Data protection Regulation (GDPR) legislation? How will personal information be stored, and how will confidentiality be managed? What assurances will you provide people about their participation in this research project?

What risks will participants be exposed to and how will these be managed? What steps will be taken to ensure that the health and safety of the participants is properly managed?

13 How research staff wellbeing and risk will be managed

What risks will research staff be exposed to and how will these be managed? What steps will be taken to ensure that the health and safety of the research staff is properly managed?

14 How does this project demonstrate working with people and communities

For information, this partnership workshop can be described using various terms including public involvement (PI), patient and public involvement and engagement (PPIE) and community engagement and involvement (CEI).

Describe how the public have been involved in the design and planning of this project and plans for further involvement throughout the research, including involvement in evaluating impact. For example:

- Identifying and prioritising research questions
- Involvement in research proposals or funding applications
- Involvement in design and management of research project
- Undertaking the research
- Disseminating the research
- Implementing research findings
- Evaluating impact of research

See the following resources for more examples: [Top Tips - Demonstrating public involvement in your funding application](#) and [Briefing notes for researchers - public involvement in NHS, health and social care research | NIHR](#). Alternatively, provide a rationale for why public involvement has not been incorporated into the project.

15 Other risks and issues

Outline here any other concerns, obstacles, or issues that you may need to manage in the process of your research, and state what action you will take to overcome them.

Say if you think you may need some practical support from Derbyshire County Council in managing these risk and issues, and what specific help you think you would need.

16 & 17 Anticipated research start date and end date

This tells us how soon you intend getting started on your research and how long it is expected to take; this can highlight issues if you are anticipating doing too much in the timeframe, for example. It also tells us when we can expect you to have completed the work as the proposed end date is the date you anticipate submitting the final research report. If not known, provide an estimated date.

18 & 19 Estimated data collection start date and end date

This gives us your estimated timeframes for collecting data. These will enable us to identify if there are any challenges with other commitments (for example, when DCC staff are to be involved as research participants) and other research or consultation activities involving either DCC residents or staff members.

20 Publication plan

Describe here the publication plan for this research for example peer-reviewed journal, organisation and anticipated publication date, conference presentation, paper or poster. Provide details of how any risks associated with identification of individuals or sensitivities with regards to a DCC service will be mitigated.

21 Potential research impact

Describe the potential impact of this research including how it may benefit the wider population and affect service design and/or delivery.

22 Applicant declaration

You need to agree to the content of the application and the statement at the end by signing the applicant declaration.

A list of documents to include with your submission is listed after this, along with details of where to send your completed application and documentation.

Research Governance contacts

Adult Care/Public Health/Childrens Services research

To submit your application or for queries, please contact:

ASCH.ResearchGovernance@derbyshire.gov.uk

Documents to include with your application where relevant

- Completed application form
- Confirmation that the responsibilities of the sponsor are understood
- Proof of funding
- Proof of ethical approval from health, university or other research ethics body
- Proof of indemnity insurance
- Invitation to participate in research
- Questionnaire, interview schedule or list of focus group topics
- Participant information sheet
- Participant consent form
- Other research materials (e.g. prompt sheet)
- Confirmation that the proposed research methods meet the requirements of General Data Protection Regulation (GDPR) legislation