

Derbyshire County Council

Research Application Guidance Notes

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? How will the new knowledge or insights arising from the research benefit others?

3 & 4 Main researcher and other research staff details

First 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 (DRB) 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 DRB has not yet 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 and Evaluation Governance Group and, 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 and Evaluation Governance Group 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 information on the costs and how they will be met for each stage of the research, from planning to implementing, writing up, publishing and disseminating the findings.

Provide the total project costs broken down into each element including anticipated staffing time, costs for phone calls, printing and postage, mileage and other travel, and details of the individual that has approved the funding.

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 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 UK Data Protection Act 2018 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?

12 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?

13 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.

14 & 15 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.

16 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

For queries regarding your application, please contact:

Adult Care & Public Health research

Population Knowledge & Intelligence Team

KIT@derbyshire.gov.uk

Children's Services research

Mandy Stafford-Wood

mandy.swood@derbyshire.gov.uk

01629 538095