

So you are thinking of doing research in social care? This leaflet tells you what you need to think about before you start.

The council is keen to promote itself as a learning organisation. One way in which we further this aim is by encouraging research as a valuable learning tool. However we also have a duty of care to our service users, their families and carers and to our staff who might be the subjects of any research. This is what the approvals process is there to do.

It is in everyone's interests to ensure that research is carried out to a high standard. We count 'research' as including any study, survey or consultation intended to gather information, which involves access to anyone in any of these groups, either directly or indirectly.

What does this mean?

Before starting your research you should contact the Research Co-ordinator to discuss what you might want to do. If your research idea seems suitable you will need to obtain approval and will have to:

- prepare a research proposal, which should cover the areas outlined in the research proposal guide.
- complete an application form for submission to the research co-ordinator.

If you are undertaking research through a university, your supervisor will provide advice and support in preparing your research proposal.

If I decide to submit a research application – what next?

Your research application will need to go through a research approval process. We will decide whether to approve your research based on the criteria covered in the application form and your research proposal.

Once we have your proposal and application form we will give you a decision as soon as we can. If your application is straightforward, you have addressed all the areas outlined in the Research Proposal Guide and it does not involve issues of high risk to participants, your application should be processed quite quickly. If your application is more complex, it will be referred to the appropriate social care management team and this decision might take a bit longer.

Provided your application is approved you will be able to go ahead and we will arrange for you to access participants as necessary. Your research will be registered on the Council's research database and will be also monitored by a named contact within social care.

If you do not receive approval, you will be given reasons and information about how to appeal the decision. Where possible, you will be given advice on how you might change your proposal to ensure it complies with the Council's requirements.

Research Governance Framework Material

Who should I contact to find out more?

Your first step is to contact the appropriate research co-ordinator to discuss your ideas and to request a research application pack.

The contact details are:

Children's Social Care Research Co-ordinator
3rd Floor North
Time Square
Market Street
Bracknell RG12 1JD

Email: commissioning.strategies@bracknell-forest.gov.uk

Phone: 01344 351283

Adult Social Care Research
Co-ordinator
The Commissioning Team
4th Floor North
Time Square
Market Street
Bracknell RG12 1JD

Email: commissioning.strategies@bracknell-forest.gov.uk

Phone: 01344 351796

Research Application Form

About You

Name

Address

Email

Daytime Telephone

Fax

Current employment

Your qualifications

Your previous research experience

About the other people who will be involved with the research

Name of your research supervisor

Your supervisor's research qualifications and experience

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Names of your research team members (including fieldworkers)

Who will be funding the Research?

About the Research

Title of the research project

Brief outline of the project

What is your main reason for doing this research?

When do you propose to start this research?

How long do you expect the research will take?

Have you attached a copy of your research proposal to this application? Yes No Draft

Does your Proposal address the issues raised in the Research Proposal Template? Yes No Partly

Will your research involve you talking directly to council staff, service users, their families or carers? Yes No

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If yes, do you and all members of your research team have up to date CRB certificates? Yes No

Checklist

Please provide the following documents with your application

- Completed application form
- Research Proposal
- Research Timetable
- Information for participants
- Participant consent form
- CRB certificates
- Please list any other documents provided

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Declaration

To the best of my knowledge the information provided in this application and supporting documentation is accurate. If any significant changes are made to the research or the proposal I will inform the Council’s Research Co-Ordinator at the earliest opportunity.

Signed

Date

Print name

Research Proposal Guide

The following topic areas and questions need to be covered in any application to do research which involves direct or indirect access with social care service users, their families and carers and/or members of Council staff.

How you write your proposal is up to you, but if you can address the criteria in this guide it will help us to make a judgment about your research proposal so answering as many of the questions as possible will simplify the approval process.

Criteria	Questions to address in preparing your research proposal
1. Background	<ul style="list-style-type: none"> • Why is this research important? • What other studies have there been in this area? • How will this research add to knowledge in this area? • What do you want to find out? • What is the main question you wish to answer? • What are the specific questions you will ask to address the main question?
2. How you will do your research	<ul style="list-style-type: none"> • Will you be doing this research on your own or with others? • Have you provided full details of anyone else you intend to carry out this research with, including fieldworkers? • Who are you targeting in this research? • How many people or case files do you intend to interview or read through? • Where will the research take place? • Will participants be clearly and fully informed of the purpose of the research study? • How will you do this? • How will participants be clear about the expectations of the researcher? • Do you have an information sheet and a consent form for participants? • Supervisory arrangements -how do you plan your research will be supervised and monitored and by whom? • Who will be funding your research?
3. Timetable	<ul style="list-style-type: none"> • When will your research start and finish? • Are there particular stages to the research e.g. piloting, then main research? • If so, what are they? • Is the timetable realistic? • Is it influenced by external constraints or deadlines? • How will you provide regular updates and progress reports and to whom will you provide them?

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4. Methodology	<ul style="list-style-type: none"> • What sort of data will you be collecting? E.g. are you intending to count numbers, talk to people directly or a mixture of the two? • What is the main method you will use to carry out the research? e.g. questionnaire, face-to-face interviews, focus groups, paper reviews etc. • How will you collect your data? • How will you select your sample? • How will you recruit your sample? • Will you be piloting your work? • Will you be paying participants?
5. Ethical Issues	<ul style="list-style-type: none"> • Is there any potential risk or harm to yourself or participants? • If so, what are the potential risks and what do you intend to do to reduce them? • How will you obtain informed consent? • Where informed consent is unable to be provided, what will you do? How will your research comply with equal opportunities? • How will participants be given the opportunity to complain? • Will you be insured against professional negligence claims? • How will you deal with complaints made against you by participants? • How will you deal with any sensitive matters that may be raised in the course of your research? • What follow-up support will be available to participants should they require it? • What will you do if the focus of your research project shifts or changes substantially from the proposal?
6. Data protection	<ul style="list-style-type: none"> • Will you be using recording or video equipment? • How will you make sense of the data? • How will the data be stored? • For how long will the data be stored? • How will it be disposed of? • How will you ensure confidentiality and anonymity of data? • Who will have ultimate ownership of the data? • Are you or do you need to be registered under the Data Protection Act?
7. Dissemination	<ul style="list-style-type: none"> • In what form will your findings be presented e.g. report, presentation, journal etc? • How will you be disseminating your findings? • To whom will you be disseminating your findings? • How will you ensure anonymity in any publications? • To whom does the research belong and have you thought about intellectual property rights? • Will you agree to have your proposal and results on the Council's research database?

Research Application Process

