

## Appendix 2



### Research Approval Checklist

*This tool is reproduced with permission from the Social Services Research Group, Research Governance Framework Resource Pack, April 2005.*

(Complete with reference to the App Form and the Research Proposal Guide)

Name of research project

Name of research applicant

Application date

Date considered

### Section A The Application Form

Has the applicant provided: -

- |  |  |
|--|--|
| <input type="checkbox"/> Contact details           | <input type="checkbox"/> Supervisor details                    |
| <input type="checkbox"/> Researcher qualifications | <input type="checkbox"/> Researcher experience                 |
| <input type="checkbox"/> Research timetable        | <input type="checkbox"/> Funder details/funding issues         |
| <input type="checkbox"/> Consent forms             | <input type="checkbox"/> Participant info letter/leaflet/sheet |
| <input type="checkbox"/> References                | <input type="checkbox"/> CRB certificate                       |
| <input type="checkbox"/> Insurance details         | <input type="checkbox"/> Other                                 |

Notes

## **Section B      *The Research Proposal***

### **1. Background**

Has the applicant demonstrated the value of the research proposal? In particular, does the proposal: -

- |  |  |
|--|--|
| <input type="checkbox"/> Explain why the research is important?  | <input type="checkbox"/> Show how it will be of benefit and to whom? |
| <input type="checkbox"/> Shown that it is new work and that the researcher is aware of other similar research in the area? | <input type="checkbox"/> Provide clear aims and objectives?          |

Notes

### **2. How the research will be done**

Has the applicant discussed how the research will be carried out? In particular, does the proposal: -

- |   |  |
|---|--|
| <input type="checkbox"/> State how many others will be involved in the research, who they are and how the research will be funded | <input type="checkbox"/> Identify clearly who is being targeted as research subjects                       |
| <input type="checkbox"/> Show that participants will be clearly and fully informed of purpose of the research study               | <input type="checkbox"/> Discuss when and where the research will take place                               |
| <input type="checkbox"/> Outline appropriate supervision arrangements   | <input type="checkbox"/> Show that the participants will be clear about the expectations of the researcher |

Notes

### 3. Timetable

Has the applicant considered how long the research will take? In particular, does the proposal: -

- |   |  |
|---|--|
| <input type="checkbox"/> Provide a realistic timescale, including start and completion date | <input type="checkbox"/> Acknowledge any external constraints on carrying out the research |
| <input type="checkbox"/> Indicate particular stages to the study                            | <input type="checkbox"/> Plan to provide regular progress reports                          |

Notes

### 4. Methodology

Has the applicant demonstrated that the design of the research study is appropriate? In particular, does the proposal: -

- |  |  |
|--|--|
| <input type="checkbox"/> Show that the methodology is appropriate to the research question | <input type="checkbox"/> Explain what sort of data will be collected and why |
| <input type="checkbox"/> Consider how the data will be collected                           | <input type="checkbox"/> Explain how the data will be analysed               |
| <input type="checkbox"/> Describe how the sample will be selected                          | <input type="checkbox"/> Explain how research participants will be recruited |
| <input type="checkbox"/> Outline any piloting arrangements                                 | <input type="checkbox"/> State whether participants will be paid             |

Notes

## 5. Ethical issues

Has the applicant thought about the affect of their research and anticipated possible problems. In particular, does the proposal consider: -

- |  |  |
|--|--|
| <input type="checkbox"/> The health and safety of research participants and/or researchers                                       | <input type="checkbox"/> How informed consent will be obtained and how participants can opt out at any stage should they wish to |
| <input type="checkbox"/> What provisions are required to enable participants to complain should they wish to                     | <input type="checkbox"/> What risks may exist and how arrangements will be made for insurance if this is necessary               |
| <input type="checkbox"/> How follow up support will be offered should participants require this as a consequence of the research | <input type="checkbox"/> How the research will include hard to reach people  |

Notes

## 6. Data Protection

Has the applicant considered what will happen with the data they collect both during and after the research project has finished? In particular, does the proposal address:

- |   |   |
|---|---|
| <input type="checkbox"/> The use of recording or video equipment                                    | <input type="checkbox"/> How data will be analysed                    |
| <input type="checkbox"/> Where data will be stored and for how long                                 | <input type="checkbox"/> How data will be stored                      |
| <input type="checkbox"/> How confidentiality and anonymity of data and participants will be ensured | <input type="checkbox"/> Who will have ultimate ownership of the data |

Notes

## 7. Dissemination

Has the applicant considered how the findings will be used by the researcher, the Council or others. In particular, does the research proposal consider:-

- |   |   |
|---|---|
| <input type="checkbox"/> In what form the findings will be presented  | <input type="checkbox"/> How the findings will be disseminated  |
| <input type="checkbox"/> To whom the research will be disseminated [including participants]   | <input type="checkbox"/> Whether there is agreement for the research and results to be included on the Council's research database              |
| <input type="checkbox"/> Whether the research, its subject or findings could be misused by any person or group and how this might be addressed. | <input type="checkbox"/> How the the final report will address the limitations and the extent to which the research findings can be generalised |

Notes

**Section C      *Approval Decision and Reasons***

Approved

Not approved

Send to Research Approvals Panel

Reasons

Signed  
(& print name)

Date