

# External Research Application pack

For research involving Social Work Services resources

Glasgow City Health & Social Care Partnership (HSCP) requires that all research involving social care staff, service user participants, social care data or any other social care related materials is subject to review and approval before proceeding.

All applications for proposed research involving unsupervised engagement with service users MUST be accompanied by valid PVG scheme record for all researchers. (These PVG records will be stored securely and destroyed on completion of the research, once the research report has been submitted to the HSCP).

The first step is to complete and submit this External Research Application Form, along with the associated documents outlined below, to [SW\_Research@sw.glasgow.gov.uk](mailto:SW_Research@sw.glasgow.gov.uk).

**Instructions:**

1. Read GCC Social Work Services ‘Assessment Criteria’ (see appendix 1) as applications will be judged against it.
2. **Consider the list of HSCP approved themes** on the [GCC Social Care and Health external research webpage](https://www.glasgow.gov.uk/index.aspx?articleid=19154) before determining the title and scope of your research project.
3. Obtain written confirmation of ethical approval for the research from the relevant Ethics Committee/Supervisor if applicable. For example, University Ethics Committee.
4. Submit the following electronically to [SW\_Research@sw.glasgow.gov.uk](mailto:SW_Research@sw.glasgow.gov.uk), as relevant:

* GCHSCP External Research Application Form
* Research proposal
* Written confirmation of research ethical approval from the appropriate Ethics Committee or Supervisor if applicable
* Any questionnaires or interview schedules to be used
* Explicit data requirements *(ONLY for applications requesting access to HSCP social work data e.g. on service users)*
* Participant information sheet
* Participant letter of consent
* Copy of a valid PVG scheme record – **if you intend to have direct unsupervised contact with service users you must submit this or present this in person.**

1. Once your application has been received it will be logged and forwarded to the relevant Head of Service within Glasgow City HSCP to determine whether or not the proposed research can proceed further. In making this decision, the Head of Service will consider the proposed research, its potential benefit to the department, the resource implications for the department/staff involved and other research proposed, planned or already conducted in the subject area (to avoid duplication).
2. If approved in principle by the Head of Service, the application will then be checked and reviewed for ethical approval and you will be advised if further information or amendments are required before the HSCP is able to grant final approval of your research. We will then advise you of our final decision.
3. If your proposal is rejected you will be advised of the reasons for this. There is no appeals process for rejected applications. Please note that this does not prevent you from submitting any future applications.
4. If your research proposal is approved, it is a condition of this approval that you agree to a copy of your final report being forwarded to Glasgow City Health & Social Care Partnership, via email to [sw\_research@sw.glasgow.gov.uk](mailto:sw_research@sw.glasgow.gov.uk), before it is submitted or published.
5. We aim to process your application within 4 weeks of receipt of a full and satisfactory application including all required documentation as outlined at point 4 above.

**Data Protection**

Any personal data submitted by you may be processed in accordance with Glasgow City Council’s privacy statement, available at: [www.glasgow.gov.uk/index.aspx?articleid=22066](http://www.glasgow.gov.uk/index.aspx?articleid=22066).

If you are providing anyone else's details, where appropriate please make sure that you have told them that you have given their information to Glasgow City Council.

# RESEARCH APPROVAL PROCESS

**No**

**No**

**Yes**

Applicant checks HSCP Themes list on website for research ideas

Applicant submits all required documents by email

Application allocated to Senior Officer who forwards brief details of research topic and scope to Head of Service

Is research approved in principle by Head of Service?

Application reviewed by Senior Officer against set criteria

Does application require amendment or further documentation?

Senior Officer submits application & other relevant information to Head of Service or delegated officer

Head of Service or delegated officer reviews application

Is the application approved by Head of Service or delegated officer?

Officer advises applicant of amendments or further documentation required to proceed

Head of Service or delegated officer identifies liaison person within their service to support the research

Senior Officer advises applicant of approval, any conditions of approval, and contact details of liaison person

Senior Officer advises applicant of rejection and reason

**ALL applicants must submit a copy of their report to the HSCP at the end of the research study**

**PLEASE NOTE: THERE IS NO APPEALS PROCESS FOR REJECTED APPLICATIONS**

**No**

**Yes**

**Yes**

**Amendments submitted**



**External Research Application Form**

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| 1. APPLICANT DETAILS |  |
| Name of Proposer/ Researcher |  |
| Researcher’s Address |  |
| Researcher’s Telephone |  |
| Researcher’s Email |  |
| Status (eg. undergraduate, post graduate student, research fellow, independent researcher) |  |
| Employing Authority (if applicable) |  |
| University/ Organisation involved (if applicable) |  |
| Name of Supervisor (if applicable) |  |
| Supervisor’s Contact Details (if applicable) Address |  |
| Supervisor’s Telephone |  |
| Supervisor’s Email |  |

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| 2. PROJECT DETAILS |  |
| Title of Project |  |
| Is the Project on the HSCP Approved List? | Yes / No |
| Is the Project linked to other projects involving the HSCP? | Yes / No  If Yes, please provide brief details of other projects: |
| Expected Start Date of Project |  |
| Expected Completion Date of Project |  |
| How is the Project to be Funded? |  |
| Has the project been approved via the NHS Ethics Approval Process? | Yes / No |

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| 3. AIMS AND OBJECTIVES |
| Please give a brief outline of the principal aims and objectives of your research in plain English avoiding jargon. |

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| 4. INVOLVEMENT OF GLASGOW CITY HEALTH AND SOCIAL CARE PARTNERSHIP (HSCP) |
| Please provide details of any HSCP staff involvement in this research to date including name, contact details and the nature of the involvement e.g. adviser, commissioner, sponsor, steering group representative. |

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| 5. DATA COLLECTION, ANALYSIS AND REPORTING |
| a) Method(s) – e.g. Interviews, questionnaires, focus groups, field observation, audio recording, secondary data analysis. Please attach any questionnaires to be used with application form. |
| b) Participants – identification and recruitment of participant’s inc. incentives/expenses: |
| **c) Explicit Data Requirements** (ONLY for applications requesting access to HSCP social work data)  Please specify each data item required and relevant parameters eg. time period, client group, locality, age group etc. |
| d) Fieldwork inc. where, when and who will carry this out |
| e) Estimated duration  1. of the project itself 2. for individual service user involvement 3. for individual staff member involvement |
| f) Analysis e.g. how and where will this be done and by whom? |
| **g) Dissemination of Results** (N.B. In addition to the requirement to send a copy of the findings to Glasgow City Health & Social Care Partnership please state how you intend to disseminate the research findings e.g. externally publish, produce university dissertation/thesis, share with research participants etc). |

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| 6. ETHICAL CONSIDERATIONS |
| Please explain briefly how the following ethical requirements will be addressed. If any are not applicable to your research, please explain why: |
| Obtaining informed Consent – A copy of the proposed consent form along with a separate service user information sheet, written in simple, non-technical language, must be attached to this proposal form. If audit-recording is to be used, please state clearly within your consent form |
| **Special Consent** – If you intend to approach vulnerable participants (e.g. children, people with learning disabilities, people in care facilities) please document how you intend to approach the issue of informed consent. |
| Right of Withdrawal |
| Confidentiality and Security of Personal or Sensitive Data - Please include measures to ensure confidentiality of data, anonymity of participants and security arrangements for data at all stages of study including during transfer, processing, storage and disposal. Any plans to share data with other parties for processing during or after the research must also be addressed here. |
| 1. Please state any **potential risks to participants arising from the research**, their estimated probability (if possible) and the actions to be taken to mitigate these risks, in respect of:   Service users:  HSCP Workers:  Council/HSCP:  Researchers: |

I have completed the GCHSCP External Research Application Form and attached the items below as requested:

Research Proposal ☐

Signed University/Institution Ethical Form (If applicable) ☐

**(This must be on university/ instiutuion headed paper to proceed)**

Questionnaires, interview schedule, focus group questions ☐

Participant Information Sheet ☐

Participant Letter of Consent ☐

**DISCLOSURE SCOTLAND**

I have registered with Disclosure Scotland and have

PVG Scheme registration. ☐

I will be engaging with service users during this research

I do not need to register with Disclosure Scotland but will be under supervision

with a person who has PVG Scheme registration. ☐

I will be engaging with service users during this research

I do not need to register with Disclosure Scotland

I will not be engaging with service users during this research ☐

Signature Date

**Appendix 1:** **ASSESSMENT CRITERIA (Checklist)**

Please note: Your application will be delayed if any of the above are required and missing from your submission.

1. Does the study involve participants who are particularly vulnerable or unable to give informed consent or in a dependent position (e.g. children, people with learning difficulties, or people in care facilities)?
2. Will the participants be asked to take part in the study without their consent or knowledge at the time or will deception of any sort be involved (this might for example be the covert observation of people in non-public places)?
3. Will the study involve discussions of sensitive topics affecting individual respondents (e.g. sexual activity drug use death or illegal activities)?
4. Could the study induce psychological stress or anxiety, or produce humiliation or cause harm or negative consequences beyond the risks encountered in normal life?
5. Will the study involve invasive, intrusive or potentially harmful procedures of any kind?
6. Will the study involve prolonged or repeated testing?
7. Will financial inducements (other than expenses) be offered to participants? If so how much?
8. Will the study require the co-operation of a gatekeeper for initial access to the groups or individuals to be recruited?
9. Will the study involve recruitment of patients or staff through the NHS?
10. Is the study manageable in the time allocated?
11. Will the study be potentially detrimental to Glasgow City Health & Social Care Partnership on any aspect i.e. sensitive subject matter, inappropriate use of resources?
12. Do we have the capacity to free staff time to participate in the research?
13. Is the researcher suitable to enter the workforce i.e. no criminal record?
14. Has this area been researched within Glasgow City Health & Social Care Partnership already?
15. Are the research aims & objectives clear and precise? Is the methodology feasible?
16. Is the research carried out or supervised by competent researchers?
17. Do the foreseeable benefits of the research outweigh the foreseeable risks?
18. Could this research adversely affect participants in any way?
19. Are students or researchers to be sent or likely to go to areas where their safety cannot be assured?
20. Will any part of the research involving participants be audio/film/video recorded or will it use any other electronic material?
21. Will the research require the collection of personal information from any persons without their direct consent?
22. How will the confidentiality of data, including the identity of participants, be ensured?
23. How will the data and any other media be securely stored and transferred during and after the study, for how long will it be retained and how will it be securely disposed of?
24. How do you intend for the results of the research to be used? Is there a protocol in place should anyone wish to publish the material externally?
25. Will feedback of findings be given to participants?
26. Is any information likely to be passed on to external companies or organisations in the course of the research?
27. Is the language used to describe the proposed study clear, simple and easily understood, avoiding the use of jargon and technical language except where absolutely necessary?