

School of Healthcare Studies

Research Proposal Form Guidance Notes

2010/11

General

These guidance notes should be used when completing the Research Proposal form. Word lengths are the maximum accepted, if you are over the lengths stipulated then your form will be returned to you for revision. Please note that all sections of the form should be completed even though you may find that some of the information is duplicated.

1. Personal Details

Please provide your full name underlining your surname/family name.

ALL students must provide their student number. This can be found on your student id card.

Clearly state the full title of the course of study that you are currently pursuing.

ALL students should provide details of their contact address, email address and contact telephone number.

Staff applicants are asked to provide their work email address and stipulate the department in which they are based.

For the proposed start and end dates of the proposed research the month and year will suffice.

The full title of the proposed research project should also be provided.

2. Additional Information

In certain cases the Supervisor may be appointed after your research proposal has been submitted and approved. If this is the case with your application then please insert "Not applicable".

For staff applications details of the co investigator/s must be included

3. Project Details

Lay Summary

This section must be comprehensive to a general audience without any specific knowledge of the topic. It must be no more than 250 words in length.

Background and Objectives of Study

You should outline the background to the problem to be investigated. Make a case for your research question, identifying an area of concern, discussing the work carried to date and therefore establishing a gap in knowledge, you should then lead into the aims/objectives of the research, and hypotheses where appropriate. It should be no more than 300 words.

Principal Research Question

This information should be as specific as the research design permits. You should stipulate the principal question or hypothesis being addressed by the piece of research. When a hypothesis is being tested, enter the hypothesis. If possible, this should be a single sentence.

Methodology

In this section you should include a description of the methodology to be used, it should be no more than 500 words. You should include details of the participants e.g. numbers, from where they are to be recruited, the sample size, the data analysis process you will be using e.g. statistical packages, qualitative analysis. You should also detail how the research will be carried out e.g. protocols, data gathering such as interviews, questionnaire etc. Attached as appendices to the methodology you should include examples of, where appropriate, any questionnaires and participant information sheets and consent forms to be used.

Location of Study and Access Arrangements

Please state where the study will take place. If it is the intention that the study will take place off University property please indicate if informal consent has been provided to access the off site facilities and participants. Once the research proposal has been approved by the School you will be required to provide the School with a letter indicating formal consent has been given by the off site facilities to utilise these facilities and the participants before the research can officially commence.

Resource Implications

You should include where possible estimates of costs. Will you need help? Who will you recruit? How will you recruit? What equipment will be used and where?

Ethical Considerations

You should outline what you perceive to be the potential ethical issues with the proposed research and how you propose addressing these issues.

Have you undertaken a risk analysis of the proposed research? Are there external approval requirements that need to be sought?

Research on minors and vulnerable adults e.g. those with mental health problems or learning disabilities, should be undertaken with great care. You should satisfy yourself that there is a real need to involve these groups in the research and be able to justify this to the relevant ethics committee. Researchers should also check and comply with legal obligations before proceeding with the research (such as obtaining clearance from the Criminal Records Bureau prior to commencing research involving minors). In any study protocol, the role and responsibilities of individuals on whom the research participant is dependent (e.g. parents, carers, and supporters) must be clearly explained. Where consent is given by a legal representative it is important to also try and obtain 'real' consent from the research participant.

Where applicable copies of consent forms, confidentiality information, participant information and the risk assessment for both participants and researcher should be attached as an appendix to the proposal application.

Project Milestones and Timescales

In this section please provide a timetable for the project some of the key milestones could be the literature review, the pilot study, data collection, data processing, data analysis, the discussion, for students compilation and binding of resultant dissertation/thesis, submission, and dissemination of results.

References

You should list those references cited throughout the application.

4. Signatures

For postgraduate students and staff **ALL** forms should be signed and must be submitted in hard copy to the Research Administrator by the dates indicated below. This may not be necessary for undergraduate students when submitting the form electronically. You will be informed by your Departmental Ethics Officer of the dates for the submission of your proposal and the means of submission.

5. Accompanying Documentation

Your research proposal should, where appropriate, be submitted with the participation information sheet, consent form, and a copy of any questionnaire/s.

6. Dates for submission for Postgraduate Students and Staff

Submission Date	School Research Ethics Committee Meeting Date
Thursday 23 September 2010	Thursday 14 October 2010
Thursday 11 November 2010	Thursday 2 December 2010
Thursday 3 February 2011	Thursday 24 February 2011
Monday 18 April 2011	Thursday 5 May 2011
Thursday 2 June 2011	Thursday 23 June 2011
Thursday 7 July 2011	Thursday 28 July 2011

7. Contact Details

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