

## Application procedure for service user/carer initiated research

The first thing that you will need to do is to consider your research question.

1. Who are you and what is it that you wish to find out? (Jot down your ideas here)

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2. What is the best question to try and find this out? This will probably be your *title*

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3. Why do you want to find this out? What information have you collected that shows the need for this question to be answered? You may wish to search the available literature (we can help with this!), or you may have gathered information over the years that shows why the research should be done. Keep details of literature consulted for inclusion as references. This will go into your *background*.

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4. What are you going to do to answer the question? Think about whether you are trying to find out about peoples views, opinions, etc if this is the case then the research will be *qualitative*, or are you interested in measuring something, e.g. how often people need a service, whether a new way of providing a service gives people what they need, whether people are less likely to be depressed/anxious with a new type of delivering care, if this is the kind of study you need the research is called *quantitative*. (If you are unsure then ring us and we will help.) Jot down some ideas here about how to answer your question.

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4b. Now you have decided whether your research is qualitative or quantitative, you will need to consider the different types of studies you could do.

**Qualitative**

*Focus groups* (a group of 8 or more people who provide their opinions about a topic or discuss issues which you are interested)

*Interviews* (these may be face to face, or by Telephone)

*Field study* (where you go into the setting which you wish to understand better and remain there for enough time to understand what happens in that setting)

**Quantitative**

*Case-control* (you study people with the condition you are interested in and you try and match them for age/ sex etc with people without the condition)

*Cohort study* (you study a group of people with the condition or habits you are interested in and see what happens to them over time)

*Longitudinal study* (you study a specific group of people repeatedly over a period of time)

*Randomised controlled trial* (you randomly put people into groups, one group will receive no intervention, e.g. drug, service, usual service and the other group gets the new drug, service etc.

Once you have chosen which method is the best one for your research this will be your **study design**

5. Who will you ask to take part in the study, why are you asking these people and how will you ask these people?

Age.....

Sex .....

Ethnicity .....

Severity of the condition? .....

Where they live?.....

These are the **inclusion criteria**.

How will you contact these people .....

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6. Now think about whether anyone will not be eligible to take part (e.g. are you only looking at women within a specific age range, so women not in that age group and men will not be asked to take part)? These are the **exclusion criteria**

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7. How will you access these people? Will you access them from wards, GP clinics, your group, community? Have you spoken to the necessary people e.g. GP to make sure that you will be able to access this population? Make some notes with names of whom you need to contact. This is called the *setting of the research* Who will contact these people?

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8. Please think about the ethical considerations of the project; have you thought out confidentiality, making sure no one outside of the research can access the names and details of people taking part (data protection)? If you are hoping to involve people from the NHS/ GP clinics then you will need **local ethics committee approval** (contact us for details)

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9. How many people will you ask to take part? Is this number feasible within the timescale and budget? This is the *sample size*

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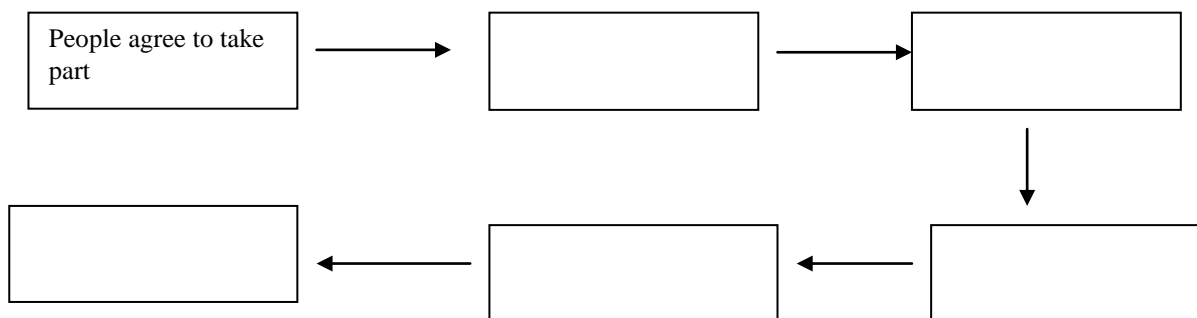
10. What will happen to the people if they agree to take part?

Are they going to be asked a specific set of questions, or to complete a questionnaire?

Where will this take place (now or will you arrange a time to visit?)?

For how long will each person have to participate, how will you explain the research to them so that they can decide whether or not they want to take part (informed consent)?

It might be helpful to do a flowchart so that you are clear what each stage is. Don't worry if you don't fill all the boxes!



This is the *study protocol* and should show exactly what will happen during the project

11. What is it you want to find out, what do you hope that the main result will be? This might be participant's view about something or it might be a physical benefit to the participants. This is often called the *main outcome measure* and you must be able to show why this measure is important for the group of people taking part in the research, and others in a similar situation.

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12. Who is going to collect the information? Will it be one person or will there be a team of people? What support is there? How often will the group meet to discuss any problems that the researcher(s) might face? This will go into a brief section on *data collection*

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13. How will the information be collected and by whom? E.g. most qualitative research is recorded and then the recording is transcribed? This will also go into the *data collection* section

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14. How will the data be analysed? There are different methods of analysing qualitative and quantitative data, contact Folk.us for some help if you are unsure. Can you access other people to assist in the data analysis if necessary? Who will the analyse the data? This would go into a brief section on *data analysis*

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15. Who will write the report at the end of the research? It need not be the *main applicant* but you should identify someone who will be responsible for writing it up.

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16. How long do you think the research will take? What are the key stages of the research, what do you hope to have achieved at each key stage? It might be helpful to sketch a time plan here. You may have more or fewer stages than given here!

Key stage 1 (This might be contacting relevant people to gain access to participants (Q7)

Key stage 2 (This might be recruiting the participants)

Key stage 3 (The next stage will depend on what you want to do with the participants

(Q10)

Key stage 4 (This could be data analysis)

Key stage 5 (This could be report writing)

Key stage 6 (This will be telling others about your results, *dissemination*)

NB allow time to analyse and report on your data. (You should allow at least 6-8 weeks)

17. Who do you think will benefit from your research and why? Can your research be used in a wider sense, will aspects of your findings be applicable to other service users/ carers? This is often referred to as the *beneficiaries of research*

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18. How are you going to make your research available to others? Contact us for some ideas and we will discuss the options with you. This is referred to as *dissemination*

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19. Do you think that your research could produce results that could be acted upon? It could be that you find a group of people who miss out on a service and if so consider how they may be included, or how to make a service better fitted to peoples needs?

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20. Please consider the costs of your project. Make a list of things you need and estimate the cost to the nearest £25.00. Do not worry about getting each part exactly right, you and we need an idea of the overall cost.

Do you need money for postage, telephone calls, stamps, stationary?

Do you need money for transcribing interviews?

Do you need money for travel?

Will you need to employ some clerical/ secretarial/ research assistance?

Is there a piece of equipment, which you will need to buy in order to carry out the research?

How can you *justify* these costs in terms of what you will be doing in the research?

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21. What are the benefits to the research team, undertaking the project? Will you acquire new skills eg word processing, understanding of research methods, confidence? Please describe the potential benefits

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22. Who, or which group, will have overall responsibility for the research? Please consider why you, or the group, are in a good position to carry out this research? It could be that you have a good knowledge of the problems in your research area. It could be that you have direct experience of dealing with these problems. It could be that you are very interested and committed to solving a particular issue. The person with overall responsibility should be the *main applicant*.

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**Well done! We hope you found this useful.**  
**If you have succeeded in answering these questions you will now be able to fill out the outline proposal. By each section of the proposal are the numbers to the appropriate questions. Check the answers you have written to these questions, as this will form the basis of your proposal.**