

Peterborough City Council
Research Application Form

About You

Name:

Address:

Email:

Daytime telephone:

Do you have any experience in research?

About the other people who will be involved with the research

Name of your research supervisor (if applicable):

Address:

Telephone number:

Email:

Your supervisor's research qualifications and experience (if applicable):

Names and job titles of your research team members (if applicable):

Address:

Telephone number:

Email:

Have you established contact with Peterborough City Council about this proposal? If so please provide details of your contact.

*Please bear in mind that the RGF external researchers will need to establish links with the relevant services in addition to the RGF process in order to agree the organisation of the research work.

About the Research

Title of the Project:

Key questions to be answered by 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?

Please refer to the RGF Information Pack for information on the areas we expect to see covered in your research proposal.

Have you attached a copy of your research proposal to this application?

Yes

No

Draft

If you have not attached a copy of your research proposal, please ensure you have covered the areas within the RGF Information Pack in this form.

Will your research involve you talking directly to any of the below?

Council Staff

Service users, their families or carers

If you are communicating with individuals other than council staff, do you and all members of your research team have DBS checks? (Enhanced DBS is required if you require direct contact with participants)

Yes

No

Has your research been ethically approved by any of the following?

University ethics approved

Yes

No

ADASS / ADCS approved

Yes

No

NHS REC approved

Yes

No

Checklist

Please provide the following documents and tick the relevant boxes if applicable:

- Completed application form
- Research Proposal
- If appropriate, please provide a copy of your draft questionnaire
- Research Timetable
- Information for participants
- Participant consent form
- DBS certificates
- For External Researchers – evidence of professional indemnity and public liability
- Please indicate that you have read the RGF Information Pack

Please list any other documents provided:

Declaration of interests

Please indicate if you have any relationship (personal or professional), which you may have with a staff member, or potential participant that may affect this research, along with any commercial interests.

Declaration

To the best of my knowledge the information provided in this application and supporting documentation is accurate. If any significant changes are to be made to the research or the proposal I will inform the council's RGF Coordinator or nominated Manager at the earliest opportunity.

Sign and Print:

Signature.....

Name.....

Date.....

Please email your completed application form researchgovernance@peterborough.gov.uk.

Your information will be collected and used under Data Protection legislation as part of the Council's public task. Further details about how we use this data and the rights you have around this can be found at [Data Protection Rights Information - Peterborough City Council](#) or on request.