

Using Council Resources for Research

A simple guide for applicants

How to apply for approval to use Gloucestershire County Council's data, staff time, services, settings or other resources for research

Follows GCC's Research Governance Framework

For help or questions, please contact GCC's Research Governance Coordinators

Email: DPO@gloucestershire.gov.uk



Accountability



Integrity



Empowerment



Respect



Excellence



Gloucestershire
COUNTY COUNCIL

Who this guide is for?



GCC staff, students, university researchers, charities, external organisations and commercial researchers who want to use GCC resources for research.

Before you apply

1

Familiarise yourself with the Research Governance Framework

This sets out the principles, process and standards for all research using GCC resources.

2

Use the Screening Tool

Check if your project falls within scope and whether you should submit a research application to GCC.

3

Talk to the right people early

- Your line manager (if GCC staff)
- Your supervisor or research lead
- GCC Research Governance Coordinators (if needed)

Prepare your application

Complete both forms, explain your project clearly, then send your application.

1

Complete the two mandatory forms

Research Application Form

Self-Assessment Risk Tool

2

Be clear and explain

Cover these four points:

- What you want to do and why
- Research aims and expected outcomes
- What GCC resources you need
- How you will use them responsibly

3

Submit your application

GCC Research Governance Coordinators

Email

DPO@gloucestershire.gov.uk

What other documents might you need?

Depending on your project, you may need additional documents or approvals. You do not need every item—only include what applies.

Ethics approval	Some studies, especially those involving people.
DBS check	Research with children, adults in social care, or vulnerable adults.
DPIA	High risk research or access to personal or confidential GCC data.
Data Sharing Agreement	Direct access to GCC personal or confidential data.
Information sheets	If you are recruiting participants.
Consent forms	If you are collecting data from people.
Insurance evidence	For external researchers and students.

ALREADY HAVE ETHICS APPROVAL?

If you already have ethics approval, attach your ethics application and approval letter. You can refer to these documents in your GCC Research Application Form rather than repeating the same information.

How your application will be reviewed

Review route by risk level

LOW RISK

Reviewed by Research Governance Coordinators

MEDIUM RISK

Reviewed by the Research Advisory Group

HIGH RISK

Research Advisory Group review; final decision by GCC senior leaders

Possible decisions

- Approved
- Approved without conditions
- Amend and resubmit
- Reject

Important things to know

1

After approval

- Follow the agreed conditions
- Carry out research safely and ethically
- Keep GCC informed
- Share findings with GCC

2

Need ethics approval?

Some projects need approval from a university ethics committee, NHS Research Ethics Committee, ADASS or ADCS before GCC can consider the application.

3

Working with personal data?

If your project uses personal or confidential information, you may need additional data protection documentation such as a DPIA or Data Sharing Agreement.