

# Research Governance Application

The purpose of this application is to provide us with the information we need to advise and support, to give permission and to maintain a record of research activities taking place in the Council.

This application should be completed by the lead person for this research project. Please attach any supporting documents available at this stage. Please answer all questions (writing 'no', 'none' or 'N/A' as appropriate). The personal details you provide on your application will only be used for those purposes, which are considered part of our public task and to ensure we meet our legal obligations, such as protecting vulnerable individuals and complying with data protection.

The council has some shared positions with Gloucestershire NHS; if your proposal relates to a jointly provided service then you will also need to ensure the correct NHS processes are followed. Your personal details will be kept for 6 years following the proposed end date of the research, or last contact. If you want to know more about the council's privacy notices they can be found on our [privacy notices web site](#).

Your application will be reviewed by the council's Research Governance Board. Following this review, you can expect to hear from us with the outcome. This may be that further information is required, the proposal is approved, it is approved with conditions, it requires minor or major changes, or it is rejected.

If your proposal is rejected by the council there is no appeals process, but you can submit a different proposal for consideration.

|  |  |
|--|--|
| <b>1. Title of the research proposal:</b>  |  |
| <b>2. Details of person completing this application</b>  |  |
| <b>Name:</b>   |  |
| <b>Position:</b>   |  |
| <b>Organisation:</b>   |  |
| <b>Telephone:</b>  |  |
| <b>Email:</b>  |  |
| <b>3. Sponsoring organisation (e.g. If your research is being sponsored or funded, such as by your university or place of work):</b>   |  |
| <b>4. Supervisor details</b>   |  |
| <b>Name:</b>   |  |
| <b>Job title:</b>  |  |
| <b>Phone:</b>  |  |
| <b>Email:</b>  |  |
| <b>5. Please provide a summary of your research proposal.</b>  |  |
| <p><b>Please remember that the purpose of the proposed research must be consistent with council values and functions, as well as ethical and legal responsibilities:</b></p> <p> </p> <p> </p> |  |
| <b>1. Proposed timescale, including start and completion dates:</b>  |  |
|  |  |
|  |  |
| <b>2. What are your objectives for this research?</b>  |  |
|  |  |
|  |  |
| <b>3. Why do you think data held by the council or obtained from its service users and/or employees is required to undertake this research?</b>  |  |
|  |  |

|   |
|---|
| <b>4. Who is intended to benefit from this research, and how? (Include benefits to past/current/future individuals, carers, staff, the Council itself and others as relevant)</b>   |
|   |
| <b>5. How, if at all, have any participants been involved in designing or developing your research proposal?</b>  |
|   |
| <b>6. Who will be conducting the research and what is their experience? (please include all members of the research team)</b>   |
|   |
| <b>7. Please provide evidence that the researchers have completed information security or data protection training, and provide any professional obligations that they may be under.</b>  |
|   |
| <b>8. Describe your intended methodology, including:</b> <ul style="list-style-type: none"><li><b>a. who will be engaged</b></li><li><b>b. how contact will be made</b></li><li><b>c. any data sources you intend to use and specific data you want to use if secondary</b></li><li><b>d. the nature of the information being sought</b></li><li><b>e. the methods of collection</b></li><li><b>f. use of quantitative and qualitative data</b></li></ul> |
|   |
| <b>9. Describe any data ethics considerations you have made with regards to this research proposal:</b>   |
|   |
| <b>10. Have you identified any particular risks associated with this research proposal, and if so, how will they be managed?</b>  |
|   |
| <b>11. If applicable, how will you manage a participant's consent to take part in the study? Include details of how you will manage consent where the age of child or incapacity of adult is a consideration.</b>   |
|   |
| <b>12. Will any of the subjects/participants be personally known to you and/ or what other potentially conflicting duties or responsibilities will you have towards all or some of the research participants?</b>   |

|   |   |                               |                                  |
|---|---|-------------------------------|----------------------------------|
| <p><b>13. What, if any, support and/or information will you need from the council? Please consider any costs that may be incurred for production, extraction, and preparing data.</b></p>           |   |                               |                                  |
|   |   |                               |                                  |
| <p><b>14. GDPR/ Data Protection considerations</b></p>  |   |                               |                                  |
| <p><b>Source of the data, e.g. citizens, council staff, council files:</b></p>  |   |                               |                                  |
| <p><b>Will individuals be identifiable at any point from the data you have access to / are collecting?</b></p>  | <p>Yes / No</p> <p>(If the answer is No, please put n/a in response to the remaining questions in this section)</p> |                               |                                  |
| <p><b>Type of data to be collected</b>, i.e personal, special category, criminal conviction data</p>  |   |                               |                                  |
| <p><b>Lawful basis being relied on:</b><br/>Personal data:</p>  | <p>Personal data:</p>   | <p>Special Category Data:</p> | <p>Criminal Conviction data:</p> |
| <p><b>How will any data related to participants be stored, protected and managed?</b> (both whilst undertaking the research and once it is completed):</p>  |   |                               |                                  |
| <p><b>What anonymisation / pseudonymisation techniques will you be using?</b></p>   |   |                               |                                  |
| <p><b>Have you determined whether a Data Protection Impact Assessment (DPIA) covering the research needs to be completed?</b><br/>If yes, please provide a copy. If no, please justify why not.</p> |   |                               |                                  |
| <p><b>15. If you will be seeking Ethical Review from outside the Council, please give details:</b></p>  |   |                               |                                  |
|   |   |                               |                                  |

**16. Please provide details of how you intend to communicate, publish and disseminate your findings to the council and more widely.**

**17. Please add below any further information which you would like us to take into account when considering your research proposal.**

- When you have completed all parts of the form in detail, please email it to [dpo@gloucestershire.gov.uk](mailto:dpo@gloucestershire.gov.uk).
- Allow for one calendar month for the approval process to take place.
- Please contact the Information Management Service (IMS) at [dpo@gloucestershire.gov.uk](mailto:dpo@gloucestershire.gov.uk) if you have any questions.

|                    |  |
|--------------------|--|
| <b>Signed:</b>     |  |
| <b>Print name:</b> |  |
| <b>Date:</b>       |  |