**The City of Edinburgh Council**

**Research Access Form**

The City of Edinburgh Council evaluates and coordinates all requests for research access made to the us to ensure:

* we avoid excessive demands on employee time
* the research design and methods are robust and appropriate
* we safeguard people using our services, carer and employee interests and confidentiality.

This includes access in relation to:

* interviews / focus groups with people using our services and/or carers - involving direct face-to-face contact
* interviews / surveys / focus groups with people using our services and or carers - involving telephone contact, postal / email contact
* scrutiny of people using our services / carer personal files or other confidential documents
* interviews / surveys / focus groups with employees - involving face-to-face contact, telephone contact, postal / email contact.

**How to submit your research access request**

If you would like to carry out research within the Council, (either with employees or with people who use our services), please complete this Research Access Form and submit it with all relevant supporting documents from the following list to policyandinsight@edinburgh.gov.uk:

* **information sheets** for potential participants: These should give a brief description of the purpose of the study and be designed to take account of participant characteristics (e.g., sensory, cognitive or physical impairment) This material should be 'customised' to meet different user group requirements so that people signing the forms are giving 'informed consent'.
* **consent forms** for potential participants: These should give an account of what the person is being asked to do (e.g., be interviewed, fill in form); provide details of how confidentiality will be safeguarded; let people know that they can withdraw from the study at any time.
* **survey forms** or **interview / focus group schedules** to be used in research
* **a proforma** detailing data items sought from personal records of people using our services.

**Approval process**

When your completed form is received, your research request will be considered by the Insight Unit. A recommendation will then be made to the relevant senior manager in the service area. They will take into account the recommendation, the appropriateness of the research methodology, and whether they have the capacity within their teams to support your request at that time. You will be informed as soon as possible of the decision.

**Reporting of results**

Please provide a report, or executive summary,of your research findings**.** Feedback to the council and participants on completion of a study is very important. Not only can it supply useful perspectives on service use / delivery, it encourages individuals to remain, or become involved, in the research process.

# Privacy Notice

The Insight Unit require the following information so that we can assess your research request, direct it to the appropriate service area and contact you when a decision is taken on whether or not the research request is approved. As part of the process, the service manager may then share your details with a key officer who you can liaise with in terms of arranging your interviews. Your details will be held securely and in line with the Council data retention rules. If you have any concerns, please contact The Insight Unit - policyandinsight@edinburgh.gov.uk

## Research Details

* 1. Name of researcher:
	2. Role/Designation:
	3. Organisation/Educational establishment:
	4. Contact Tel No:
	5. Which organisation / individual is funding your study?
	6. Are you carrying out this research to fulfil a course of study requirement? Yes No

If 'Yes', what is the course of study?

* 1. Are you a City of Edinburgh employee? Yes No

# Clearance

* 1. Have you submitted your proposal elsewhere? Yes No

If **'Yes'**, where?

* 1. Has it been accepted? Yes No
	2. Do you intend to submit the proposal elsewhere? Yes No

If **'Yes'**, where?

1. **The Research** *(Please complete this section about your proposed research project.)*
2. Research Title:
3. Overall Aim of Research:

*Add your information here. Add as much or as little as required. Once complete, click away from the area and the box will expand accordingly. The same applies to all further text boxes requiring multiple lines of text.*

1. Background to the research:
2. What methodology is to be applied?
3. **Value to The City of Edinburgh Council:**
4. **Participant Involvement**
5. **Council employee involvement –** Please state, as specifically as you can, the employee group you would like to access and the type of involvement in the table below.

An **example** is shown below - please try to provide equivalent information about your research proposal.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee Group / Role** | **Number of employees** | **Purpose / Nature of Contact** | **Time** | **When** |
| Example - Residential Care Staff | 6 | Informing residents (and relatives where appropriate) about the study and supporting those who wish to take part. | 2-4hours | Late May |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee Group / Role** | **Number of employees** | **Purpose / Nature of Contact** | **Time** | **When** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

If employees have given provisional agreement to take part / support your research, please supply their names in the box below.

*Add details of names here. Once complete, click away from the box and the text field will expand accordingly.*

1. **People using a service involvement** – In the table below please state, as specifically as you can, the type/group of people that you would like to access, along with the service area that they are using, and the type of involvement in your research.

An **example** is shown below - please try to provide equivalent information about your research proposal.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Target audience / Type of people and service area** | **Number of people** | **Purpose / Nature of Contact** | **Time** | **When** | **Will a supervisor be present?\*** |
| Example - Older People in Residential Care | 10 | Taking part in face-to-face interviews | One hour per interview | Late June | Yes |

\*If a supervisor will not be present during contact with people using the service, then the relevant PVG Scheme Membership Statement will be required.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Target audience / Type of people and service area** | **Number of people** | **Purpose / Nature of Contact** | **Time** | **When** | **Will a supervisor be present?\*** |
|  |  |  |  |  |  |

1. **Other Group** Involvement - Please state, as specifically as you can, any other group you would like to access and the type of involvement in the table below.

An **example** is shown below - please try to provide equivalent information about your research proposal.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Other Group** | **Number of people** | **Purpose / Nature of Contact** | **Time** | **When** |
| Example - Relatives of Young People in Residential Care | 10 - 15 | Taking part in telephone interviews | 15 minutes per interview | Late June |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Other Group** | **Number(s)** | **Purpose / Nature of Contact** | **Time** | **When** |
|  |  |  |  |  |
|  |  |  |  |  |

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# Data security and confidentiality

1. How will data collected during the research be stored and for how long? How will confidential data be kept secure?
2. What assurances can you give that people who use our services, employees or premises who participate in the research will be non-identifiable (unless consent has been provided) in any published material?

# Research findings and report

1. When is your final report due?
2. How do you intend to use and share your findings?

Approval of this research access request is on the basis that you will provide a copy of your research findings and/or final report to the Insight Unit (policyandinsight@edinburgh.gov.uk) prior to publication (unless other arrangements have been agreed). The Insight Unit will share this with the service areas involved. Feedback on your findings to those who took part is vital to encourage participation in future research.

# Additional Supporting Information

Please use this section to add any further information which you feel would assist us in consideration of your request or attached supporting information with your completed form.

# Research Agreement

1. I confirm that the above details are correct and that I will inform the Insight Unit if there is any change to the research proposal agreed.
2. I confirm that if there is any disagreement over the interpretation of the results that this will be noted in any publication.
3. I agree to comply with all applicable requirements of the Data Protection Act 1998 under the auspices of Section 33 of the Act. I also agree to comply with the requirements of the General Data Protection Regulations in relation to the processing of special purpose data for academic purposes and in doing so will comply with the requirements in Articles 5, 6 and 9 of those Regulations.
4. I also confirm that a copy of the research findings and/or report will be provided to the Insight Unit prior to publication (unless other arrangements have been agreed.)

Researcher's Name:

Date:

Please return your completed questionnaire and address any queries to:

## Insight Unit

**Corporate Services**

**The City of Edinburgh Council Level 2.1, Waverley Court**

**4 East Market Street Edinburgh**

**EH8 8BG**

**Email:** **policyandinsight@edinburgh.gov.uk**