**HBF New Research Proposal Form**

If you would like to do a project at (or in collaboration with) the Helen Bamber Foundation (HBF), please complete this form in as much detail as possible. This will be discussed by our research committee before any agreement can be made for the project to proceed. Unfortunately, we are a small organisation, so we are only able to take on a small number of external research projects at any given time.

If you are hoping to recruit staff members only for participation in an existing research project and you do not need supervisory support for your project from HBF, please do not complete this form and instead send the details of your study to [reception@helenbamber.org](mailto:reception@helenbamber.org)

**Please email this completed form to:** [**research.submissions@helenbamber.org**](mailto:research.submissions@helenbamber.org)

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| **Contact details** |  |
| Name of researcher |  |
| Institution |  |
| Contact email |  |
| Contact telephone |  |
| Will this project form part of an educational qualification and at what level e.g. MSc, PhD? |  |
| Name and contact details of internal supervisor at your institution (if applicable) |  |
| Is there a requirement to have an allocated supervisor for the project at HBF? What would the supervisor’s role need to be? |  |
| **Description of project** |  |
| Brief outline of background literature (200 words max). including the methodological approach |  |
| Key aims/hypotheses/research questions. |  |
| Participants  *Include:*   * whether you plan to recruit HBF clients * whether you plan to recruit HBF staff and/or volunteers * expected type of participants (i.e. demographics) * expected number of participants * whether you plan to recruit from any other services/sites * how you plan to recruit * what will HBF’s involvement need to be in recruitment? * What would be required of participants (e.g. interviews, questionnaires, blood tests, scans)? * What would the time requirement for participants be? |  |
| Plans for analysis and any software/programs that will be used. Do you already have access to this software/program? |  |
| Expected duration of project. *Include:*   * expected estimate date(s) of data collection * expected completion date of write-up of the project |  |
| What are your dissemination plans for the project?  Please note that we expect all studies that HBF approves will be written up for publication following completion of the project.  How would this be disseminated to HBF staff/participants/HBF service users?  How would HBF be credited (if applicable)? |  |
| **Costs and Funding** |  |
| What costs might be associated with the project?  *Consider:*   * Payment to participants for their time * Participant travel costs * Interpreting costs (and interpreter travel costs) * Technology and materials costs * Transcription/analysis costs |  |
| Is funding available for this project?   * If yes, how much? * Who is funding the project? * If no, how do you plan to meet these costs?   Please specify whether you would expect HBF to contribute financially to this project and if so to what extent. |  |
| **Ethical Considerations** |  |
| What possible risks or ethical considerations might arise during this study?  How will you mitigate these risks?  What expectation will there be for HBF staff in managing these risks? |  |
| Who will you be applying to for ethical approval for the study?  Include estimated time frame for approval to be granted (if known) |  |

Please send this form to the HBF Research Committee at: [research.submissions@helenbamber.org](mailto:research.submissions@helenbamber.org)

**The committee meets every 6 weeks. We will get in touch with you following our next meeting.** If you need to discuss this project more urgently, please contact Professor Katona on 0203 058 2020. However, we cannot guarantee that we will be able to make quicker decisions on any research projects.