**ELHT research support request form**

Please return your completed form to: [Researchideas@elht.nhs.uk](mailto:Researchideas@elht.nhs.uk)

|  |  |
| --- | --- |
| 1. Applicant details |  |
| Your name (surname last) |  |
| Job title |  |
| Post WTE (whole time equivalent) |  |
| Department |  |
| Trust |  |
| Telephone number |  |
| Email |  |
| Role in study |  |
| Previous research training/experience |  |
| Is your study for educational purposes? Yes / No (please circle)  If Yes, please add details below: | |
| Course |  |
| Institution |  |
| Qualification |  |

|  |  |
| --- | --- |
| 1. Department Manager’s details |  |
| Is your Department Manager aware of your research idea? Yes / No (please circle)  If Yes, please add details below (with their agreement): | |
| Department Manager’s name |  |
| Email |  |

|  |  |
| --- | --- |
| 1. Co-applicant details |  |
| Their name |  |
| Job title |  |
| Post WTE (whole time equivalent) |  |
| Department |  |
| Trust/HEI |  |
| Telephone number |  |
| Email |  |
| Role in study |  |
| Previous research training/experience |  |

|  |  |
| --- | --- |
| 1. Enquiry/proposal outline (or attach study protocol) | |
| Question/study title |  |
| Background information (including local, current clinical practice) & rationale |  |
| Suggested methodology |  |
| Bibliography |  |
| Date of last literature search |  |

|  |  |  |
| --- | --- | --- |
| 1. Support needs: | Please tick if applicable | Please describe requirements (if known) |
| Patient & public involvement |  |  |
| Training |  |  |
| Mentorship |  |  |
| Peer support |  |  |
| Critical read |  |  |
| IRAS (ethics & approvals) |  |  |
| Statistics (please note: availability of support will be subject to further assessment of needs) |  |  |
| Applying for external funding |  |  |
| Other (please specify) |  |  |

**Data protection and privacy statement**

The ELHT R&D Department stores this personally identifiable information securely, and only members of the Research Development Team are able to access this information. No personally identifiable information provided to the ELHT R&D Department will be passed on, or otherwise distributed, to any third party (any organisation or person outside ELHT R&D Department) by the Research Development Team, except where individual consent has been sought and granted or there is an overriding statutory obligation to do so.

All information that you provide us with will be treated in the strictest confidence.

Your contact details are collected to facilitate our advice provision and so we can contact you to evaluate the service you have received.

Additional applicant/co-applicant details, topic outlines and support needs information will be used for various analyses of the service, but any information presented from the analyses will be anonymous and will not be linked to any personally identifiable information.

You will be asked to let us know about outcomes of any research funding application we may assist you with; we may contact you for this information.

You may also be asked to share with us any documents that you have concerning a research funding application that you are seeking advice on, such as draft applications.  If these contain personal details of other people, please inform them that you are sharing their details with us.

We keep your personal information, as well as links to previous advice, to allow us to follow up on advice and to facilitate any future advice that you may require.