**Research Enquiry Process**

We welcome research at Sandyford and aim to make the process as easy as possible. If you would like to conduct research within Sandyford or with Sandyford clients, please complete this short form and email it to sandyford.research@ggc.scot.nhs.uk along with any protocols/proposals, so that the suitability of Sandyford for the project can be assessed.

The form and protocol will be assessed by

* An appropriate clinical lead for the area, for assessment of suitability in the field and with the client base
* Sandyford Research Governance Group

If we believe that the research is of interest we will nominate a member of the Sandyford clinical team to act as your local collaborator (if you have not already identified one prior to submitting your enquiry). If we do not feel that this research is appropriate we will let you know without delay. All requests will have a response within 4 weeks.

**Sandyford Research Enquiry Form**

(adapted from [UKRIO Recommended Checklist for Researchers](http://www.ukrio.org/wp-content/uploads/UKRIO-Recommended-Checklist-for-Researchers.pdf) )

Before Sandyford can agree to take part in proposed research in any capacity, there are a few things that need to be considered. Please complete this form and attach a copy of your study protocol and a short CV of your lead researcher, which includes information about research skills and experience and most recent GCP training.

|  |  |
| --- | --- |
| **What is the research question to be addressed by the study?**  |  |
| **Please give a brief description of the research design.** |  |
| **How will this benefit*** **Sandyford eg. service improvement, efficiency, raising profile**
* **Sandyford service users?**
 |  |
| **What are the potential risks to** * **health, safety and wellbeing of researchers and research participants?**
* **the organisation?**
 |  |
| **Are there any ethical issues?** **Will you be applying to an ethics committee?** **If not, have you ascertained that your study does not require it?**  |  |
| **What would be required of Sandyford in terms of sites/clinics involved, staff workload and time, room space, storage, equipment, etc?** |  |
| **What legal requirements govern the research?** |  |
| **When do you anticipate the study would start and finish?** |  |
| **How will the findings be disseminated?** |  |
| **What is the agreement relating to intellectual property, publication and authorship?** |  |
| **How will Sandyford be recognised?** |  |
| **Have you identified a collaborator from the Sandyford team? If yes please provide details** |  |