

Student Research Guidance

Before you embark on any research or any postgraduate project on BDCT site consider the following:

- **Do you have the time to design the project obtain ethical and organisational approval and then conduct the study?**

If you are considering undertaking primary research, you will need to allow for time to negotiate the feasibility of conducting your project proposal and to obtain the appropriate ethical approval and organisational permission. This is likely to take up to 60 days for ethical permission to be granted, followed by a similar period for post-ethical approval by the Trust.

Whilst we do not seek to prevent primary research at this level, the nature of the timescales to achieve the required ethical and organisational approval make many research projects, aiming to be completed in a single year unrealistic.

Discussions with local universities have resulted in many undergraduate students opting for literature based studies (eg. Systematic reviews), or work that does not include patients, or staff directly, so removing the need for such approvals processes. For Masters students we recommend you undertake a service development/evaluation or audit for your projects. These do not require the same level of review, and so can be started more quickly.

- **Do you have the research support to conduct the research project you have proposed?**

Many students have not undertaken a research or development project before therefore by undertaking a service development, evaluation or audit project research skills can be developed for future research projects. Also, from the initial study findings there will be the option to explore future possibilities of a substantial piece of collaborative research within your chosen topic.

Evaluation and service development projects are required to be registered with the Clinical Audit Department, casca@bdct.nhs.uk (contact name: Joanna Shinnars, Clinical Audit Officer).

If you are wishing to undertake primary research please ensure that the academic institution will sponsor and provide you with the appropriate support.

(Note; in this context, Sponsorship specifically refers to the Research Governance Framework definition of a project sponsor. Please refer to this document to ensure clarity see:

http://www.dh.gov.uk/en/Aboutus/Researchanddevelopment/Researchgovernance/DH_4002112

- **Will the outcome of your project be of benefit to the service users, carers, staff, your department or the Trust?**

All projects taking place with the BDCT must be able to demonstrate that they are of good quality, worthwhile and show some benefit to the service and its service users or staff. You will be expected to present your findings to the department and forward a report to the R&D dept for dissemination. Where possible we encourage publishing your work in a peer-reviewed journal.

- **Has the proposal been discussed and approved by the site line manager and or head of service?**

All projects that take place within BDCT need to demonstrate that the site manager has agreed for the study to take place within their dept, and any overheads or extra costs for staff time or resources have been calculated and agreed to be supported by the department.

- **Does your project proposal fall within the category of research as defined by the NHS?**

The definitions for different types of projects are to be found on the <http://www.nres.nhs.uk/applications/is-your-project-research/>

If your answer is yes to the above 4 questions and you wish to perform primary research, then.....;

- Discuss your proposal to both your academic supervisor and line manager, and contact the R&D dept as soon as possible. Only those projects that can demonstrate that they are worthwhile and feasible (as outlined above) within the timeframe will be considered.
- Obtain peer reviews or supervisor reviews and approval by the academic institution you are registered with.
- Ensure that the Higher Education Institution (HEI) to which you are registered will complete the IRAS (ethical approval application) form section D, that states that they will sponsor and will be responsible for the conduct of your study.
- You will need to apply for NHS ethical approval in addition to the above by completing an application IRAS form online; <https://www.myresearchproject.org.uk/>
- Once you have gained ethical approval you will need to register the project with the research governance office to obtain NHS Trust approval by following the approval application process <http://www.bradfordresearch.nhs.uk/downloads>

You will not be able to commence the project until you have received a written letter of approval from the research governance office.

- You will have to be able to demonstrate adequate arrangements for indemnifying their research. If you are NHS staff it is likely that you will be covered by NHS indemnities, assuming your project is related to your usual work/training in some way.
- If you are a student employed by another organisation, who wishes to conduct research that is on BDCT site and involves BDCT service users or staff, you will have to obtain access through the research passport system prior to research activity. To obtain access please follow the guidance and complete the appropriate forms on the following link:

http://www.nihr.ac.uk/systems/Pages/systems_research_passports.aspx.

And then forward your application to the HR dept: hrcolutions@bdct.nhs.uk

For further information please contact the R&D dept: r&d@bdct.nhs.uk
Tel no: 01274 228618

See also NRES Guidance at
<http://www.nres.nhs.uk/applications/guidance/>