

Quick Tips on Research Design

For conducting research with The City of Edinburgh Council

When submitting your research request, it is important to consider and provide, where appropriate, the following with your Research Access Form:

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)

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.

This material should be customised to meet different user group requirements so that people signing the forms are giving informed consent. There may be instances where a carer is invited to sign on behalf of a service user. These situations will be dealt with on a case by case basis.

Interview/Focus group schedules / Questionnaires

These should be customised to meet different user group requirements. The language should be easy to read.

Data protection / Confidentiality

Participant confidentiality should be safeguarded. This not only includes ensuring confidentiality in reports but also keeping personal data secure. It is important to detail how you will do this in your request and study.

Value of your research

It is important to indicate the objectives of your study and how this will be of value.

Participant involvement

The study should take into account the interests of participants, whether that be service users or staff. If you are looking to invite staff to participate in your research, it will speed up the request process to include the names of those staff members, where known.

If you are wanting to invite service users, carers or staff from an NHS Lothian service or integrated service area you will need to contact NHS Lothian as well as us to gain approval. We are looking into joining this process up due to integration of NHS and Health and Social Care.

Access to service users and disclosure process

We need to take steps to safeguard service users. If you are looking to speak to service users you will be required to submit the appropriate disclosure certificate with your Research Access Form. Please follow our guidance on the website.

Report / Summary of findings

We would be interesting in your findings on completion of your research and would welcome you to forward these onto us at the email address provided on our webpage. 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.

For further tips on research design visit <http://www.ethicsguidebook.ac.uk/>.