

CCRC Full Proposal Requirements Guidance Notes

Introduction:

A full application should be a detailed exposition of your proposed project. It should also indicate what resources researchers will require from the CCRC and outline the proposed timetable for the research to include interim reports and final reports. The CCRC also needs to know what format the end product will take and how researchers propose to disseminate their findings. Researchers will also need to address the issues of diversity and ethics and project funding in the full proposal. Finally, the CCRC requires researchers to explicitly agree to accept the CCRC's research conditions in relation to background and security checks, its confidentiality agreement, resulting databases and materials and copies of publications prior to dissemination.

Guidance on the Full Proposal Requirements:

- a. Please provide full proposals in word format or text searchable PDF. Proposals should be written in Arial, font size 11pt with page margins of at least 2 cm. All pages should be numbered and the document should be no more than 12 pages in total. The CCRC Research Committee may request additional full CVs from researchers where appropriate.
- b. There is no set format or standard headings for the Full Proposal. However, you should include information on the following:
 - The background and context of the proposal- what is the issue or problem the project will address? What other recent or current developments are there in the field? What is new or distinctive about your project? How does it relate to policy or practice? Does it build upon previous work by you or others? Your proposal should indicate that you have taken relevant academic work into account.
 - A detailed exposition of the scope, focus and aims of the proposed research- what are the research questions your proposal seeks to address? NB any changes during the lifetime of a project should be agreed with the Research Committee;
 - Methods, approach and activities- how will you achieve the aims of the project? Please provide a description of the methodology for both qualitative and quantitative approaches with reference to the research questions. The CCRC needs to know the methods of data collections and analysis you plan to use. Please indicate whether any pilot research is planned as part of your activities.
 - Expected outcomes- please think about what the outcomes might be- what are the implications for policy and practice and how might these be taken up?
- c. Your full proposal needs to address the issue of CCRC resources and whether input will be required from CCRC staff as part of your methods and approach. You will need to indicate what this input

might be and how much CCRC staff time is likely to be required. Please also indicate the likely time researchers will need to be on CCRC premises and when so that a desk and IT resources can be arranged.

- d. Please provide an indication of the likely timescales involved in the research before the project is agreed and an indication of the likely project milestones. This should include a written undertaking to provide regular written presentations of findings and milestone reports to the Research Committee (held at quarterly intervals unless otherwise agreed) and, where appropriate, oral presentations to CCRC staff. The CCRC understands that timetables may need updating as research progresses, but any major changes should be communicated to the Research Committee.
- e. All research should be conducted in an ethical manner and comply with the relevant legislation (e.g. data protection) and the CCRC's confidentiality agreement. Please provide copies of institutional ethics documentation along with the full research proposal. The CCRC Research Committee will review any diversity and ethical issues likely to arise particularly regarding applicant confidentiality and provision of CCRC confidential data once these have been received.
- f. Please confirm how your research will be funded.
- g. Researchers should indicate how research outcomes will be disseminated, to whom, and in what format, as part of the full proposal and prior to research projects being agreed. Please include a broad dissemination plan including proposed outputs and identification of your target audience.
- h. All researchers should indicate that they are willing to agree to undertake background and security checks, sign the CCRC's confidentiality agreement, share any resulting databases and materials with the CCRC and provide a copy of any proposed publications to the CCRC prior to publication. Please include a section at the end of your proposal which confirms that researchers have read and understood the CCRC's research conditions.

All researchers need to sign and date the Full Proposal once it has been agreed by the CCRC Research Committee.