

Information sheet for external researchers

Our policy

Breast Cancer Care often receives requests from researchers asking for help with finding people to take part in their research. We are always willing to help with these requests as long as they meet with our organisation's aims and objectives.

Breast Cancer Care needs to be certain that research projects are of good quality and will deliver genuine benefits for service users and carers with whom we work. Before agreeing to help with recruitment to research, we therefore carefully assess each proposal to check it meets our required standards.

Researchers who would like Breast Cancer Care to help with recruitment to their projects are asked to provide further details of their project using the enclosed application form.

How we can help you

Breast Cancer Care has access to service users and carers, including people with direct experience of breast cancer and their carers. We also run a number of support groups and provide services for people affected by or concerned about breast cancer.

Contact with our clients, service users or staff members must be conducted via Breast Cancer Care as we do not release peoples' details without their permission. We will contact our members to let them know about research projects via our website, publications and membership database if the research project is approved by our Research and Evaluation Team and Research Committee.

How decisions are made

Completed application forms are reviewed by our Research and Evaluation Team and our Research Committee which includes a number of service users together with academics, local clinicians and staff members of Breast Cancer Care. Decisions about whether to help with your request will be made within 6 weeks of receiving your completed application form. Researchers will also receive feedback from the review panel. We hope that you find this process helpful and would welcome your comments on its usefulness.

A key factor in making decisions about the research is whether there is capacity within the current resources of the organisation to provide the support and help that is required. Breast Cancer Care will reserve the right to charge researchers for the support provided where this is appropriate and justifiable, although we will not normally charge students for supporting recruitment to small scale research projects undertaken for educational purposes.

What we ask of you

All researchers who receive support from Breast Cancer Care are asked to:

- acknowledge Breast Cancer Care in any subsequent publications/reports
- provide feedback to all participants about the findings of the study
- provide a 'simple English' summary of the research for dissemination to service users and carers
- advise Breast Cancer Care about the potential applications of the research results

**Breast Cancer Care
Application form for external research collaboration**

1. Title of Research Project (in plain English)	
2. Contact Details of Researcher	
Name:	Job title:
Address:	
Tel:	
Email:	
Contact details of Principle Investigator	

3. Research Funding:
Name of funders/partners:
Has this project been through a process of peer review? (Please circle yes or no) Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide further details:

4. Has this project received ethical approval? (Please circle yes or no)
Yes: I have attached a copy of the approval letter.
No: I have not yet received ethical approval.
No: This project does not require ethical approval
Please enclose a copy of the participant information sheet, your approval letter and your consent form with your application.

5a. How many people do you wish to recruit in total?	
5b. How many people do you wish to recruit through Breast Cancer Care?	
6. What is the closing date for recruitment?	
7. What is the project end date?	

8. Plain English summary for service user and carer reviewers

Please attach to this form a lay (or simple English) summary of your project. It should be no longer than one-side of A4 (11 pt Arial) to answer the following questions:

Aims and purpose of the research

- a) What is the research about?
- b) How will it benefit people affected by breast cancer?
- c) How does it build on research that has already been done?
- d) What is the research methodology?

Service user and carer involvement

- e) Have service users and carers been involved in planning the research?
- f) How will service users and carers be involved as the project continues?

Practical issues for research participants

- g) What will taking part in the research involve for participants?
- h) How will you obtain consent from participants?
- i) What support will be offered to participants during the project?
- j) How will you make sure no one is out of pocket by participating in your research?
- k) How will you keep the information you collect about people confidential?

Please tick if you are in agreement to the following statements:

I undertake to provide a lay summary of the results of this research to the research participants and to Breast Cancer Care for dissemination to service users and carers.

I will acknowledge Breast Cancer Care in any publications or reports from this project.

I understand that by helping to recruit people to this project Breast Cancer Care is not taking any responsibility for the research and is therefore not liable for any claims concerning negligence, harm or oversight that might arise during the course of the research.

Applicant signature..... Date.....