

**Risk Management:** how potential risks will be appropriately managed, such as researcher bias, and issues around anonymity, data protection, and disclosure of sensitive information.

**Being inclusive:** showing how the impact of the research on equality and diversity will be addressed, and what approach will be taken to include people who are seldom heard of and/ hard to engage with.

**Confidentiality:** clearly outlined how confidentiality will be protected and anonymity of participants promoted, and how participants will be clearly informed regarding the confidentiality of any information provided .

**Safeguarding:** clearly demonstrates that the research proposal has considered Safeguarding and the researcher is aware of and has received if required appropriate training in Safeguarding procedures.

**Feedback to participants:** how information will be feedback to participants who wish to hear the outcomes of the research, and whether there are other audiences who should be told about the outcomes.

#### **What happens after an application is submitted?**

Once an application is submitted, an acknowledgment is usually sent within **five working days**.

Once the Research Co-ordinator is satisfied that the application and the appropriate supporting documents are all in order. The research application along with all the relevant documents are emailed out to the Research Governance Board.

At least two members of the RGB need to either approve the application or make recommendations for improvements to it via the Research Co-ordinator.

In some cases the Research Governance Board will reject proposals in such cases a full explanation will be provided that will clearly where possible identify remedial actions required.

#### **Contact:**

Research Governance Co-ordinator  
Performance & Quality Assurance Team  
Leeds Adult Social Services  
110 Merrion Centre  
Leeds  
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LS2 8QB  
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E-mail: [mussarat.khan@leeds.gov.uk](mailto:mussarat.khan@leeds.gov.uk)

Use these contact details if you want to request this information in other formats, such as community languages, Braille or large print.



# Leeds Adult Social Services

# Research Governance Leaflet

## **What is Research Governance?**

Research Governance is an assurance process that guarantees the quality of consultation, evaluation and research.

Leeds Adult Social Services, wants to make sure that research carried out obtains meaningful results, whilst protecting the dignity and rights of everyone who may be involved.

The governance process also promotes best practice.

## **Research Governance Board (RGB)**

The RGB is a virtual group of social care professionals, from Leeds Adult Social Services, Leeds Metropolitan University and the University of Leeds.

The RGB checks project proposals to make sure they meet the highest professional and research standards. Adult Social Services have a duty to residents of Leeds as health and social care service users to make sure any research carried out is meaningful, ethical, well-constructed and produces useful results.

The governance process protects, service users, staff and researchers from being part of/or conducting research that has already been done or has not been fully thought through and/or uses methodology that may be ethically questionable.

In some cases the Research Governance Board will reject proposals and an

explanation will be given to the applicant, for example resources are not available to support the research or similar research has already been done, or methodology may impact on dignity or confidentiality.

## **Why is Research Governance required?**

All Health and Social Care organisations are required by the Department of Health to have a Research Governance Framework that ensures the following...

- ✓ *People involved in research are well looked after.*
- ✓ *Research is necessary.*
- ✓ *Research is carried out to a high standard.*
- ✓ *Any risks are appropriately identified and managed*

Research governance also ensures that systems are in place so that everyone involved in research is aware of their responsibilities and follow the same processes.

## **Who does it apply to?**

The Research Governance Framework covers all research which involves, service users, carers or staff when accessed through Leeds Adult Social Services.

The Research Governance Framework applies to all partners, service users, carers, managers and staff especially those who...

- ✓ *participate in research,*
- ✓ *host research in their service,*
- ✓ *fund research proposals or infrastructure,*
- ✓ *manage research.*
- ✓ *undertake research.*

## **Research Governance Application and other documents ?**

Leeds Adult Social Services wants the research governance process to be as straightforward as possible.

If information has already been produced, such as a research proposal or project plan, then there is no need to reproduced information in detail on the application form. Rather, provide a brief summary on the form and the proposal or plan should be attached with the application form.

The application form includes a checklist of all the information the research governance board needs to be able to consider the research for approval.

## **Please read it carefully and include the information requested on the application form as a supplementary file.**

Members of the RGB are emailed all the relevant documents and they look at the information for evidence that there is a clear, workable plan that will achieve project aims.

In particular, they look for evidence that the plan has considered:

**Research Design:** Whether chosen methodology will achieve stated aims.

**Research Includes:** Who is including in the research and how will a sample be selected, where appropriate.

**Informed Participants:** Keeping participants informed throughout the project, so they are clear about what they are consenting to and how their information will be used.