Please complete this application in order to apply to Community Justice Scotland (CJS) for funding for your research (external) or to carry out research on behalf of CJS. Please ensure you include as much detail as possible and ***consider the scored questions (page 2) in your answers***. It may be useful to consult the CJS Research Strategy and CJS Research and Ethics Committee Guidance ahead of completing your application.

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| **Research Title** |
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| **Name of Applicant(s)** |
|  |
| **Organisation Name (if applicable)** |
|  |
| **Contact Email Address** |
|  |
| **Contact Phone Number** |
|  |
| **Deadline to which this application applies (delete as appropriate):**   |  |  |  |  | | --- | --- | --- | --- | | **12/04/19**  **(for meeting on 26/04/19)** | **12/07/19**  **(for meeting on 26/07/19)** | **04/10/19**  **(for meeting on 18/10/19)** | **06/12/19**  **(for meeting on 20/12/19)** | |

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| **Summary of Research Proposal (Max 500 words)** |
| *[Provide a summary of the proposed research, capturing the essence of the research and its aims]* |

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| **1. Applicant Background** |
| *[Provide personal background ie. why you are interested in this research, any previous experience of similar research]* |

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| **2. Rationale for Proposed Research (Max 500 words)** |
| *[Provide brief literature review of the topic area, the gap that will be filled by doing this work and the rationale for this research]* |

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| **3. Research Objectives (Max 400 words)** |
| *[Summary of key research objectives]* |

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| **4. Outline of Research Methodology (Max 500 words)** |
| *[Tell us exactly what you intend to do and how you intend to carry out your research: who and how many people will you involve? How will you obtain the information you are looking for? Please include draft versions of consent forms, questionnaires, interview questions etc where these have been requested by CJS]* |

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| **5. Ethical Considerations (Max 400 words)** |
| *[Tell us if there may be any ethical issues with this research and how you intend to overcome these]* |

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| **6. Limitations and Risk Management (Max 400 words)** |
| *[Tell us if there are any limitations or associated risks to completing this proposed research. How will you mitigate these prior to commencing the research? How will you respond to them if they arise during the course of the research?]* |

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| **7. Output (Max 400 words)** |
| *[When you have completed your research, what will this look like? Will it be a report? If so, roughly how long will this be? Are you happy to present your research to CJS and partners? How do you propose to disseminate your findings?]* |

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| **8. Value of this research to CJS (Max 400 words)** |
| *Explain how this research will be of value to CJS. How does this fit with our priorities and what will the benefit be going forward?* |

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| **9. Timings** |
| *[How long do you estimate this research will take? When will your final output [i.e final report] be ready to submit to CJS? Please include a Gantt Chart or table to provide details of your plan. Please note, the project must be completed within the financial year that funds are provided.]* |

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| **10. Funds Requested (Including VAT)** |
| *[How much money is being requested for this work, [please break this cost down to component parts. Are you obtaining funds from elsewhere? Have you applied anywhere else for funding? (CJS welcomes ‘matched’ funding)]* |

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| **11. Additional Information (if any)** |
| *[Include any additional information that you’d like CJS Research and Ethics Committee to be aware of, as per below].* |

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| Mandatory information that will be considered when reviewing your application:  The following points will be scored upon consideration by the CJS Research and Ethics Committee. Please ensure that your answers in this application form have covered these points.   * Summary capturing the essence of the proposal and its aims * Clear articulation of why Community Justice Scotland should fund the proposed work, rather than another funding source * What the expected budget is for this research and other information relating to potential match funding or funding source * Does the research meet the needs of Community Justice Scotland and fit with our priorities and plans? * Detail what the potential benefits and utility of this research will be to Community Justice Scotland and partners * Are the research methodologies proposed valid and reliable? * Can this work be completed within the timescales proposed? * Will the research fill a gap in knowledge? What is the significance of this? Are we confident that similar work has not been carried out previously? * Both qualifications and capacity of applicant * Risk assessment/Ethical considerations * Consideration of risks and limitations of proposed research |

**CJS Terms and Conditions of Research**

* All research must involve and take into consideration the experience and needs of people with lived experience of the justice system, where appropriate;
* All research must inform and support improvement in the practice and delivery of services related to community justice, and for impact beyond academic research;
* All research must avoid duplication, either in terms of the purpose, focus, intended primary impact, or work that has taken place previously by CJS or other stakeholders and be addressing an identified research gap;
* All research must be aligned with and in support of CJS’s strategic aims and outcomes;
* All research must receive approval from CJS Research and Ethics Committee;
* Researchers must adhere to the General Data Protection Regulations[[1]](#footnote-1);
* Consent must be obtained by all participants prior to inclusion in any research;
* All participants must be made aware that they may withdraw their consent at any time, and, as per GDPR, their data can be withdrawn by them at any time prior to publication;
* Participants must be informed of the purpose of the study, and the uses that will be made of their data;
* Participants must be guaranteed that all information shared will be used confidentially, will be anonymised at the earliest time possible, all data will be held securely;
* All proposals must meet the standards described by the relevant codes of ethical considerations? (ie British Psychological Society Code of Ethics[[2]](#footnote-2) and Conduct, British Sociological Association Statement of Ethical Practice[[3]](#footnote-3) and British Society of Criminology Statement of Ethics[[4]](#footnote-4));
* No research is carried out which may be detrimental to Community Justice Scotland in terms of ethical failings;
* All proposals will be considered by a group of professionals and are marked consistently;
* All proposals are considered together at specific periods and must be submitted electronically by the specified cut-off date;
* CJS Research Budget will be considered by the Research and Ethics Committee when reviewing any research proposal;
* CJS may agree, in principle, to fund research however this is pending approval from any other necessary parties that are relevant to the individual research;
* Prior to changes being made to the research (subsequent to initial CJS Research and Ethics Committee approval) this must be raised in writing with the Research Co-ordinator who may require to further raise this with the Research and Ethics Committee;
* CJS may terminate its involvement with a piece of research at any time with appropriate justification. All contractual obligations will be met;
* CJS has no liability for loss or damage to researchers property or personal injury that occurs whilst undertaking funded research;
* The researcher must submit updates to research and the agreed final work at dates agreed with CJS. Any changes to this must be submitted in writing to the Research Co-ordinator at the earliest possible time;
* CJS will co-own any funded research and may promote this work in its entirety or as a summary and use this work as part of an evidence base for CJS purposes.
* All final productions should feature the CJS logo and recognise CJS as co-funders of the work.
* Funded research will involve additional contractual obligations.

**I have read and agree to adhere to the above Terms and Conditions**

Name of Applicant(s)

Signature(s)

Date submitted

1. <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/> [↑](#footnote-ref-1)
2. <https://www.bps.org.uk/news-and-policy/bps-code-ethics-and-conduct> [↑](#footnote-ref-2)
3. <https://www.britsoc.co.uk/media/24310/bsa_statement_of_ethical_practice.pdf> [↑](#footnote-ref-3)
4. http://www.britsoccrim.org/documents/BSCEthics2015.pdf [↑](#footnote-ref-4)