

EXTERNAL RESEARCH PROPOSAL APPLICATION 2020

Community Justice Scotland

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](#) ahead of completing your application.

Research Title				
Name of Applicant(s)				
Organisation Name(s) (if applicable)				
Contact Email Address				
Contact Phone Number				
Has this proposed research been submitted to, or approved by, your own organisation's research ethics process? Please provide details below.				
Deadline to which this application applies (delete as appropriate):				
03/04/20 (for meeting on 20/04/20)	05/06/20 (for meeting on 22/06/20)	07/08/20 (for meeting on 24/08/20)	09/10/20 (for meeting on 26/10/20)	04/12/20 (for meeting on 21/12/20)

Summary of Research Proposal (Max 500 words)
<ul style="list-style-type: none"> • <i>Please summarise the proposed research</i> • <i>What is the background to the proposed research?</i> • <i>Which individuals and organisation(s) are involved?</i> • <i>What are your key research questions?</i> • <i>Please summarise the research methodologies that will be used</i> • <i>What does this project aim to achieve?</i>

1. Applicant Background
<ul style="list-style-type: none"> • <i>How is your personal and professional background relevant to this research?</i> • <i>Why are you interested in conducting this piece of research?</i> • <i>How do your skills and experience equip you to conduct this piece of research?</i>

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- *What experience do you have of conducting similar or related research?*
- *If this project is a collaboration, how did the collaboration come about and why / how is this partnership well placed to conduct the research?*
- *If this project is a collaboration, has this research proposal been approved by all project team members?*

2. Rationale for Proposed Research (Max 500 words)

- *How have you identified a gap in the literature that justifies this research?*
- *What existing research exists that informs or complements your proposed research?*
- *Is there any existing research that overlaps with your proposed research? If so, what gap is your proposed research going to fill?*

3. Research Objectives (Max 400 words)

- *What are your two to three primary research questions – what is it you want to find out?*
- *Are there any secondary research questions you also wish to explore?*
- *How have you defined your research questions?*

4. Outline of Research Methodology (Max 500 words)

- *How are you going to carry out your research to answer research questions you have identified? Please think about:*
 - *Are you conducting primary or secondary research?*
 - *Will the research be quantitative, qualitative or mixed methods?*
 - *How will you identify your sample? What are the characteristics of your sample?*
 - *What is the proposed sample size and why?*
 - *What research tools and techniques will you use, and why are your chosen methods the most appropriate for addressing your research questions?*
- *If available, please append any versions – including drafts – of research tools and/or consent forms.*

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5. Ethical Considerations (Max 400 words)

- *Please outline all ethical considerations relevant to this project. This includes:*
 - *How will you ensure research participants are involved on the basis of voluntary, informed consent?*
 - *How will data be collected, processed and stored in line with the Data Protection Act 2018 and the General Data Protection Regulation?*
 - *Are there any risks to the wellbeing of individuals in taking part in the research? If so, what are they?*
 - *How will you ensure the safety and wellbeing of both participants and researchers involved in the project?*
 - *Will the research be trauma-informed, and if so, how?*

6. Limitations and Risk Management (Max 400 words)

- *Please outline any limitations of the proposed research:*
 - *Are there any factors that may risk the research not being completed?*
 - *Are there any factors that may impact the quality of the research conducted?*
 - *Are there any ethical risks not already outlined?*
- *How will you eliminate or mitigate the risks and limitations you have identified?*

7. Output (Max 400 words)

- *What are the proposed products of this research?*
- *In what format will they be, and how long will they be?*
- *Will you present your findings to CJS and any other relevant stakeholders?*
- *How will the research findings be disseminated more generally?*

8. Value of this research to CJS (Max 400 words)

- *How will this research be of value to CJS? Consider the short- and long-term benefits; you can refer to the [CJS Corporate Plan 2020-2023](#).*

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9. Timings

Please note, your project must be delivered within the financial year that funds are provided. CJS cannot fund projects whose delivery will stretch beyond the end of the current financial year.

- Please set out in detail the proposed schedule for this project, including timescales for set up, delivery, reporting and dissemination of findings.

10. Funds Requested (Including VAT)

- Please detail the full project cost, including an itemised breakdown of direct and indirect costs where possible.
- Please state where funding has already been applied for and/or secured.
- Please state the amount requested from CJS, and what these funds will cover.
- If CJS cannot cover the amount requested, how do you propose to fill this gap?

11. Additional Information (if any)

- Please include any additional information that you would like the CJS Research and Ethics Committee to be aware of.

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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

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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 Regulations¹;
- 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 Ethics² and Conduct, British Sociological Association Statement of Ethical Practice³ and British Society of Criminology Statement of Ethics⁴);
- 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;

¹ <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

² <https://www.bps.org.uk/news-and-policy/bps-code-ethics-and-conduct>

³ https://www.britisoc.co.uk/media/24310/bsa_statement_of_ethical_practice.pdf

⁴ <http://www.britisoccrim.org/documents/BSCEthics2015.pdf>

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- 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

Applicant name(s)	
Applicant signature(s)	
Date submitted	