CAT-A project governance form

**Category A projects include:**

* service evaluation or service development activities (including member surveys, focus groups, interviews)
* audit activities
* RCOT consultation (depending on the aim, level and method of consultation needed and who needs to be consulted)
* commissioned projects/consultation.

Please follow the guidance in the RCOT project ethics and governance policy and process. The relevant RCOT Director or Chair of a UK region or Specialist Section must authorise the form before submitting. Before you can start your project ensure that you have a governance review and approval.

Please submit this form electronically, together with associated documents, to the R&D Administrator at kinza.ahmad@rcot.co.uk.

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| **Aims and timeline** |
| 1. Project title.

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| 1. Aims of proposed project and link to business plan.
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|       |
| 1. Project type – please choose one

Service evaluation       Service development       Audit       Consultation       Commissioned project        |
| 1. RCOT Team/UK branch (region or Specialist Section) undertaking the project
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|        |
| 1. Outline the proposed timescale of the project:
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| Data collection start: |       | Data collection finish:  |       Dissemination:      |

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| **Participants** |
| 1. Who are the people you are targeting to participate in this project? (Consider how you will reach a diverse group of participants, including those from hard-to-reach and marginalised communities and if you need patient and public involvement in your project).

     What is the overall sample size?      |
| 1. How will you recruit your participants? Which communication channels will you use?
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|      Please attach covering correspondence (e.g. email) and/or participant information. |
| 1. Do you need support from the RCOT Brand and Marketing team to support your recruitment? Have you approached them yet?

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| 1. How will informed consent be obtained from participants? (Attach consent form if used).

       |
| 1. What risks might there be for participants (e.g. feelings of coercion/distress) and how you will minimise and /or manage these?

       |
| 1. What risks might there be for the investigator and how will you minimize these?

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| 1. Are you offering an incentive to take part in the project? Yes       No

If yes, what:       |

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| **Methodology and data** |
| 1. How will you be collecting the information?
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| Email       Post       Online       Telephone       Face-to-face      Other       If other, please specify:      Please attach a copy of any draft questionnaires, surveys, focus group or interview guides, links to any electronic surveys, or other data collection tools that will be used.      |
| 1. Outline your approach to analysing the information collected.

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| 1. What steps will be taken to safeguard the confidentiality of participant data (storage, data protection, level of anonymity)?
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|       |
| 1. Who will own the data and where it will be stored?

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| 1. Who will have access to the data?
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| 1. How long will data be stored for and who will be responsible for destroying the data? (Please note project data must be stored for a minimum of three years, anonymised data can be retained indefinitely or for as long as it is useful).

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| **Dissemination** |
| 1. Outline any potential issues that could arise from the project which could be considered as sensitive/controversial (i.e., personal, cultural, political).
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| 1. Outline the proposed dissemination plans including feedback to participants (if findings are not to be fed back, please justify this).

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| **Please confirm that you have attached the following supporting documentation** |
| Participant information sheet/covering email details/text |       | Questionnaire/interview topic guide/ data collection tools  |       |

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| **Project lead/principal investigator** |
| **Name:**       | **Email:**       |
| **Phone:**       | **Date:**       |

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| **Authorisation (RCOT Director or Chair of UK region or Specialist Section)** |
| I have reviewed and authorise the proposal for this activity: |
| **Signature:**      (scanned or hard copy acceptable) | **Date:**       |

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