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](mailto:kinza.ahmad@rcot.co.uk).

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| **Aims and timeline** | | | |
| 1. Project title. | | | |
| 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: | | | |
| 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? |
| 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? |
| 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? |
| 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? |
| 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. |
| 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? |
| 1. Who will have access to the data? |
| 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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