**Support for Research/ Service improvement projects Request Form**

Please complete the following form and checklist:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Applicant’s name |  | | | |
| Applicant’s professional role |  | | | |
| Applicant’s email address |  | | | |
| BACCN membership number  (if applicable) |  | | | |
| Project Title |  | | | |
| Summary of project (250 words max) with a clear outline of the nature of the support required from the BACCN. Please note we are not able to email our members directly due to GDPR. |  | | | |
| Project start date: |  | | | |
| Project end date: |  | | | |
| Wording for News post: |  | | | |
| Wording for Social Media post:  Note: SM will go out on FB/LinkedIn and Twitter.  Please provide twitter length text (280 characters) and preferably a twitter sized image (1024\*512 px) by e-mail. |  | | | |
| Ethics approval required: | Yes/ No | | | |
| **Please confirm that you have attached the following documents:** | | **Yes** | **No** | **NA** |
| 1. Research/ service improvement project protocol | |  |  |  |
| 1. Participant information sheet | |  |  |  |
| 1. Questionnaire/ interview schedule | |  |  |  |
| 1. Evidence of Local Trust/ organisation approval/ permission | |  |  |  |
| 1. Signed copies of ethics approval letters\* | |  |  |  |
| 1. Image to be used in SM. | |  |  |  |

\*Some ethics committees require an agreement in principle that the BACCN are happy to provide support before awarding full approval. If this is the case, then we are happy to provide a conditional agreement letter.