

R&D Review/Approval Process

Before submission - For internal staff, please discuss your research study with your line manager and/or academic supervisor and consider the Trust's Research priority areas (Zero Suicide, No Force First and Physical Health). If you are unsure if your study is research please follow this link which may help you decide [NHS Health Research Authority](#)

Developing your Research proposal – We recommend that wherever possible service users and/or carers should be involved or consulted at all stages of a research project, particularly in the development of the project proposal. You should have your proposal peer reviewed. Advice can be sought from the R&D Department.

Research Governance – Trust R&D - Before you apply for Trust approval, you will need to obtain: (i) service support, and (ii) ethical approval (see below) from the HRA external Research Ethics Committee (if the study involves service users and carers). Your project will need to be logged by the R&D department for review. Please see the [checklist](#) of documents required for review to take place. Your project may be given immediate approval; you may be asked for further information or the project may be rejected. R&D approval is only given once service and ethical approval (if applicable) have been obtained. Please contact Karen Bruce, R&D Dept (Karen.bruce@merseycare.nhs.uk 0151 471 2628 for further advice.

Local Division (including Complex Care/Specialist/Assessment/Inpatient/Community) and Secure Division: Before your project starts, you will need to obtain support from the relevant service(s) where you plan to carry out the study. If you are unsure which service or teams you need to access, please contact the R&D department for help in identifying the relevant service lead(s) and team(s).

Ethical approval:

If your study involves service users or carers, you will need to obtain external ethical approval.
 Stage 1: Complete an on-line research application form via the Integrated Research Application System (IRAS)
 Website www.myresearchproject.org.uk
 The website provides helpful guidance on setting up an account and how to complete the form(s).
 Stage 2: Book your application for review via the Health Research Authority's
 Central Booking Service (CBS). <http://www.hra.nhs.uk/resources/applying-to-recs/nhs-rec-central-booking-service-cbs>
 For guidance please visit the HRA website
 Student Studies: You will also need to provide evidence of University ethical approval.
 Certain types of research no longer require REC review, e.g. staff questionnaires. To decide if your study requires ethical review, please see the HRA website or contact the R&D department. The link below will help you decide
<http://www.hra-decisiontools.org.uk/ethics/>

Trust final approval - Once Service and necessary ethical approvals have been obtained you will need to submit all documents to the R&D department for Trust approval. The R&D department will issue a Formal Letter of Approval on behalf of the Trust which provides proof that your project can start. You will be expected to complete a short electronic form explaining your research in layman's' terms to be placed on the Trust's website. Research cannot start until a Formal Letter of Approval has been issued by the R&D department.

External researchers: All external researchers should discuss with the R&D Dept any requirement for Honorary Research Contracts, Research Passports or Letters of Access *before* any project starts. For some studies a Disclosure and Barring Service (DBS) check may be required, and you may need to attend various Trust inductions. Please contact Karen.bruce@merseycare.nhs.uk for advice.

Monitoring: As a condition of approval, you will be expected to provide a short progress report every six months. If any aspect of your project is going to over run (e.g. recruitment period) or you need to make any amendments, you will need to inform the R&D department. You may also need ethical approval for any amendment.

Completion and dissemination – Upon completion, you will be asked to complete a short feedback form and disseminate your research findings within the relevant Division and across the Trust. Research findings should be disseminated either in article, report form or presentation. All reports and feedback should be in a language that is accessible and appropriate for all. You may also be asked to prepare a brief article for the R&D Newsletter.