**Application for Cafcass Research Governance Panel approval**

This application form relates **only to applications looking to gather direct data from Cafcass staff and/or families and children that we work with, or electronic case file data**. For access to Cafcass’ structured population-level case data, applicants will need to direct their request to the SAIL Databank, where an anonymised version of Cafcass data is now available

Please refer to the **Cafcass Research Governance Framework** [on this page](https://www.cafcass.gov.uk/professionals/our-research) before completing this form. The completed form should be emailed in Word format to policyteam@cafcass.gov.uk together with any relevant supporting documents.

|  |  |
| --- | --- |
| Project title |  |

|  |
| --- |
| **Researcher details** |
| **Principal researcher name** |  |
| **Job title** |  |
| **Organisation/institution** |  |
| **Email address** |  |
| **Telephone number** |  |
| **Address** |  |
| **Names of the research team who will have access to the research data***Please specify job title and, if based at a different organisation to the principal researcher, please specify organisation.* |  **Name** | **Job title** | **Organisation** |
| 1. |  |  |
| 2.  |  |  |
| 3.  |  |  |
| 4.  |  |  |
| Researcher’s status *Please tick the relevant box.* *If you are a student, please indicate:**- the type and level of qualification for which you are studying* *- the name your academic supervisor.*  | [ ]  Internal applicant - Cafcass employee/placement student [ ]  External student[ ]  External researcher(s)  |
| **Management approval [Internal applicants only]** *Please give the name(s) of the relevant manager(s) and Assistant Director approval. Further details may be requested and management approval does not mean that research approval will be given.* |  |
| **Research supervision [Internal applicants only]***Please provide details of how ethical considerations, methods and outputs will be quality assured during the course of the project, including details of any internal staff/departments that will have principal oversight of the work.*  |  |
| **Funders and/or sponsors of research***Has funding been acquired for this research? If yes, please provide the name of the proposed funder/sponsor. If not yet acquired, please provide details of where you plan to apply for funding.*  | [ ]  Yes[ ]  No **Name of funding/sponsorship body:**  |
| Ethical reviewHas your proposal been subject to independent ethical review (e.g. university ethics committee?)*Please tick the relevant box.* | [ ]  Yes[ ]  No If yes, please attach details with your application. |

|  |
| --- |
| **Project details** |
| Aims of the research and primary research question*Please explain why you are doing this research and the primary research question that you propose to address.*  |  |
| Other research questions*Please briefly outline any other research questions that you propose to address in your research*  |  |
| Findings*Please outline the questions the research is testing and what you expect to find (if relevant)* |  |
| Use of findings*Please explain how you expect the findings to be utilised, and by whom* |  |
| Cafcass sources of data for research *Please tick the relevant box(es).* | [ ]  Direct data gathering from Cafcass staff[ ]  Direct data gathering from adults we work with[ ]  Direct data gathering from children we work with (aged 0-17 inclusive)[ ]  Unstructured case file data from Cafcass content management system |
| Are you also applying for access to Cafcass’s structured case file data through the SAIL Databank?*Please tick the relevant box.* | [ ]  Yes[ ]  No |
| Informed consent (this will be required for proposed interviews only)Are written informed consent arrangements needed?*Please tick the relevant box.* | [ ]  Yes – by parents/family members only [ ]  Yes – by a person with parental responsibility and children and young people[ ]  Yes – by Cafcass staff members[ ]  No – informed consent not needed due to type/method of data gathering |
| Methodology *Please set out a full methodology making clear exactly what participation from Cafcass will be required and why this is necessary (refer to section 3 of the Research Governance Framework in your response, in particular criteria relating to scientific and ethical conduct and resources required to support the research).**Please set out details of how data will be collected, and how any anticipated problems will be managed.* * *If this involves interactions with Cafcass staff or children and families we work with, please indicate the proposed numbers and relevant details (e.g. type of case involvement, regional location, length of interviews, and, if children, ages), and append the proposed questions.*
* *If this involves access to unstructured Cafcass case management data, this should include proposed sampling method, sample size, relevant case type details, and data collection questions that this will address.*
 |  |
| Data security arrangements*Please include details on how data will be safely recorded, handled, reported and stored.**Please also include details about data transcription, retention, and erasure. Retention of personally identifying data beyond the study timetable should be justified according to GDPR.* |  |
| Timetable *Please include:**- start and end dates for direct data gathering* *- expected completion/publication date for research.**Please note that Cafcass aims to respond to requests within 8 weeks. If your anticipated start date for data gathering is in less than 8 weeks please explain why urgency is required.* |  |
| Research dissemination*Please set out how your findings will be effectively and appropriately disseminated.**Please indicate if you are seeking Cafcass’ support in disseminating your findings.* |  |

|  |
| --- |
| Impact assessment |
| Potential benefits to Cafcass, the family justice sector and the children and families we support *Please refer to Research Governance Framework criteria in your response and Cafcass’ statutory remit and strategic aims where relevant.*  |  |
| Potential costs to Cafcass *Please include financial, resource and other costs.* *Please note that if the application involves access to unstructured Cafcass case management data, additional time and resource will be required to provide the relevant information, which should be considered in the timetable for project delivery.* |  |
| Risks and mitigations*Please consider practical, ethical and reputational risks relating to: the research topic (controversial/sensitive); participants’ particular needs; researchers’ conflicts of interests; data protection.* |  |
| Quality assurance measures*Please outline proposed arrangements to ensuring findings are robust and conclusions are supported by the data.*  |  |

|  |
| --- |
| Signature |
| Name |  |
| Date |  |