**HMPPS National Research Committee (NRC)**

**Please note that this word document is available to help with drafting your NRC application to agree content as a research team or gain sign off from your supervisor if applicable.**

**Information must be copied across and submitted via the online application form -** <https://apply-for-hmpps-research.service.justice.gov.uk/Introduction-and-Guidance/>**.**

**Please also refer to the associated guidance for completing NRC application forms.**

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| **SECTION 1 – PROJECT DETAILS** | | |
| Title of Project | *Please enter the full title of your research project.*  *Note ‘project’ here refers to your analytical activity.* |
| Is this project a resubmission? | Yes  No  *Please select ‘yes’ if you have previously received a decline decision for this project. Only one resubmission is allowed per project.* |
| Original application number | *If yes, the reference number of the previously declined application should be entered here.* |
| Please select the most relevant strategic outcome | Select one:  Protect the public from serious offenders and improve the safety and security of our prisons  Reduce Reoffending  Deliver swift access to justice |
| Which of the Department's Areas of Research Interest does this project address? | Select one:  Cost of Policing  Ensure access to justice in a way that best meets people’s needs  Support a flourishing legal services sector  Provide a transparent and efficient court system  Ensure that prisons are decent, safe and productive places to live and work  Protect the public from harm  Reduce rates of reoffending and improve life chances |
| Keywords | *Enter keywords associated within the research project to enable people to search for relevant content.* |
| Date of application | *This is the date on which you submit your application via the online form.* |
| Expected completion date | *This is the expected completion date of the research project.* |

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| **SECTION 2 – STUDENT STATUS** | |
| Are you applying as an academic student or an HMPPS trainee forensic psychologist? | Yes  No  *If yes, you will need to complete the following questions.*  *If no, go to section 3* |
| What is your level of study? | **Undergraduate:** *The NRC does not accept applications from undergraduates. You will not be able to progress any further with the online application form.* |
| **Postgraduate (Masters level):** *Applications cannot be accepted for Masters students without confirmation of business support. Please see Application Guidance document for further information.*   * Name of MoJ/HMPPS Business Support for Postgraduate Masters student applications * Occupation of MoJ/HMPPS Business Support * Email of MoJ/HMPPS Business Support * Letter of support (this must be uploaded here to progress to the next section). |
| **Postgraduate (Doctoral level):**   * Details of student / trainee supervisor |
| **HMPPS Trainee Forensic Psychologist:**   * Details of student / trainee supervisor |

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| **SECTION 3 – TEAM** | |
| Name of lead researcher / analyst |  |
| Occupation of lead researcher / analyst |  |
| Email address of lead researcher/analyst | *We will use this email address for any correspondence* |
| Do you want to add additional researchers /analysts | *If yes, please add the name, email and occupation of other researchers / analysts in the research team* |

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| **SECTION 4 – BUSINESS SUPPORT** | |
| Please select the project supporters | From a drop-down list, select all that apply:  HMPPS HQ (Prison / Probation Senior Managers / HQ Staff)  Ministry of Justice  Not applicable  Other (specify below)  Other govt. department (specify below)  Private Sector Prison |
| Other project supporters | *Enter ‘n/a’ if not applicable* |
| HMPPS / MoJ project lead | *Please provide the name, role and contact details for the HMPPS/MoJ project lead supporting this study. If your project does not have a HMPPS/MoJ project contact, please also state this. For HMPPS Psychologists (trainees and chartered), a copy of the approved commissioning document must be uploaded as part of the supporting documentation. Please note that any named contact(s) will be approached for confirmation of support during the application process.* |
| Please select the funding providers | From a drop-down list, select all that apply:  HMPPS HQ (Prison / Probation Senior Managers / HQ Staff)  Ministry of Justice  Not applicable  Other (specify below)  Other govt. department (specify below)  Private Sector Prison |
| Other funding providers | *Enter ‘n/a’ if not applicable* |
| HMPPS / MoJ funding amount (research element of the project only) | *Enter ‘n/a’ if not applicable* |
| Other Government funding amount (research element of the project only) | *Enter ‘n/a’ if not applicable* |
| Relationship with other organisations | *Please detail any funding, sponsoring or commissioning relationships with other organisations that are relevant to this research and not already stated. If none, please state n/a.* |
| Funding amount from non-government organisations (research element of the project only) | *Enter ‘n/a’ if not applicable* |

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| **SECTION 5 – AIMS AND OBJECTIVES** | |
| Brief description of your project (max 3000 characters) |  |
| What are the primary research questions and/or objectives |  |
| What are the secondary research questions and/or objectives (if applicable)? |  |
| What are the potential benefits of the research to MoJ / HMPPS policy and/or business areas? | *Please explain how your findings can be used / operationalised by MoJ/HMPPS (max 3000 characters).* |
| What are the potential benefits of the research to academic knowledge in the field of study? | *Please demonstrate how your research will add value to the existing evidence base (max 3000 characters).* |
| What previous research has been conducted in this area? | *Summarise the existing evidence base underpinning the rationale for this project. Please do not just provide a list of references (max 3000 characters).* |

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| **SECTION 6 – PROPOSED METHODOLOGY** | | | |
| Is your project an evaluation? | Yes  No | | |
| If yes, please select which type(s) of evaluation will be undertaken | **Select all that apply:**  Process  Theory-based  Counterfactual Impact  Economic  Outcome  Other  If other, please specify: | | |
| What type of data will be collected/used? | **Select one:**  Primary  Secondary  Both | | |
| Data collection approaches | **Select all that apply:**  Mixed methods  Other  Qualitative only  Quantitative only  Secondary data request only  If other, please specify: | | |
| How will the primary research be conducted? | **Select one:**  Telephone  Online  Face to face  Via post  Mixed methods  Not applicable – secondary data only | | |
| Access to MoJ / HMPPS datasets | **Select all that apply:**  Civil (CaseMan/PCOL)  Crown Court (Xhibit)  Family justice (FamilyMan)  Magistrates’ Court (HOCAS/TAR from CREST)  Ndelius  No access to existing HMPPS/MoJ datasets required.  OASys  Other  PNOMIS  Police National Computer (PNC)  If other, please specify: | | |
| Has access to this data already been sought? | Yes  No  *If yes, please detail who in the MoJ/HMPPS you have been in contact with and the progress of any discussions and/or data sharing agreements.* | | |
| Provide details of your **primary outcome measure** if applicable | *If applicable, please explain what your primary outcome will be and how it will be measured.* | | |
| Provide details of your **secondary outcome measure** if applicable | *If applicable, please explain what your secondary outcome will be and how it will be measured.* | | |
| Describe the **population** you are targeting in this project | Children and young people in custody  Young offenders (18-21 yrs)  Adult male prisoners  Adult female prisoners  Individuals on probation  HMPPS Prison staff  HMPPS Probation staff  HMCTS staff  Civil court users  Family court users  Crown court users  Magistrates court users  Others  Not applicable | | |
| Define any relevant **inclusion/exclusion** criteria. |  | | |
| How will you **recruit your sample**? | **Select all that apply:**  Random sampling  Systematic sampling  Convenience sampling  Purposive sampling  Stratified sampling  Snowball sampling  Clustered sampling  Quota sampling  Other  Not applicable | | |
| Please provide further detail regarding your proposed sampling and rationale, including sample size. | *Please outline how you intend to sample and recruit participants from ALL groups selected. This should also include the risks and limitations associated with your approach and steps to monitor and mitigate them (i.e. sampling biases, attrition, low response rates, representativeness). You should also indicate if your sample will be stratified by protected characteristics. Please detail any power calculations if applicable.*  *Please indicate your data collection start and end dates.* | | |
| What is your proposed **data collection** approach? | **Select all that apply:**  Action Research  Case Studies  Experimental  Focus Groups  Interviews  Literature Review  Observations / Ethnography  Questionnaires  Rapid evidence assessment / Systematic review  Secondary data analysis | | |
| Please explain how you will **conduct the data collection** phase of your project. |  | | |
| What is your proposed **data analysis** approach? | **Select all that apply:**  Content analysis  Descriptive statistical analysis  Discourse analysis  Grounded Theory analysis  Inferential statistical analysis  Interpretative phenomenological analysis (IPA)  Narrative analysis  Other  Thematic analysis | | |
| Explain how you will **conduct the data analysis** phase of your project. |  | | |
| Do you plan to **pilot** your design? | Yes  No  If yes, provide details. | | |
| What are the implications of this project on **frontline resources**? | *Please consider all demands on resources in the establishment/s the research will be conducted in, including number of days/hours required in each establishment, staff time required, accommodation, whether you will have to be escorted etc.* | | |
| What are the main **limitations** of the research proposed and what alternatives have been considered? |  | | |
| Project Risks  *In the application form, you can add more than 3 risks. Each risk should be added as separate entries.*  *More information on how to assess these risks is included in the application guidance document.* | **Risk 1** | **Risk 2** | **Risk 3** |
| What is the risk? | What is the risk? | What is the risk? |
| How do you plan to mitigate it? | How do you plan to mitigate it? | How do you plan to mitigate it? |
| With these mitigations, what is the potential impact?  Red  Red/Amber  Amber  Amber/Green  Green | With these mitigations, what is the potential impact?  Red  Red/Amber  Amber  Amber/Green  Green | With these mitigations, what is the potential impact?  Red  Red/Amber  Amber  Amber/Green  Green |
| With these mitigations, what is the likelihood?  Red  Red/Amber  Amber  Amber/Green  Green | With these mitigations, what is the likelihood?  Red  Red/Amber  Amber  Amber/Green  Green | With these mitigations, what is the likelihood?  Red  Red/Amber  Amber  Amber/Green  Green |

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| **SECTION 7 – RESEARCH SITES** | |
| Does your project require physical or remote access to: | |
| An adult male or female prison? | Yes  No  If yes, select from a drop-down list of prisons. |
| Under 18 YOI? | Yes  No  If yes, select from a drop-down list of prisons. |
| Over 18 YOI | Yes  No  If yes, select from a drop-down list of prisons. |
| Probation Region(s)? | Yes  No  If yes, specify locations: |
| Secure Training Centre (STC) or Secure Childrens Home? | Yes  No  If yes, specify locations: |
| Please state your reason for choosing the selected research site(s) |  |
| Have any research sites already been approached about this research? |  |
| List any equipment which you are intending to use whilst at the research sites. |  |

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| **SECTION 8 – DATA PROTECTION AND SECURITY** | |
| Personal data | Will personal data be processed and/or collected as part of this project?  Yes  No  If no, go to section 9. |
| What type of personal data will be processed / collected? | *Please see guidance document for description of what is considered personal data*. |
| If personal data is to be processed / collected, what is the **justification** for using this personal data? |  |
| If you are using personal data, what is your **lawful basis** under Article 6 of the UK GDPR? |  |
| Are you processing any sensitive data (special category data) e.g., health, ethnicity? |  |
| If you are using special category data, what is your lawful basis under Article 9 of the UK GDPR and the Data Protection Act 2018? |  |
| Do you intend to inform participants of how their personal data will be processed? If so, how? |  |
| How will personal data be stored? |  |
| How will the research data be transferred securely between sites? |  |
| How long will the research data be retained? Please provide justification. |  |
| How will personal data be disposed of safely? |  |

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| **SECTION 9 – RESEARCH ETHICS** | |
| Has the relevant Ethics Committee approved the research? | *If ethical approval is also required from your workplace/governing body, this should be sought prior to submitting an NRC application. These include: University Ethics Boards, NHS Research Ethics Committee (REC), Health Research Authority (HRA) Approval.*  Yes  No  Waiting for outcome  If yes/waiting for outcome, state which ethics committee: |
| Please summarise the main ethical considerations for your proposed project | *This should include, but not limited to, securing informed consent, enabling participation for intended group(s) and minimising personal and social harm for participants and researchers.* |
| Is informed consent required from participants? | No  Yes  If yes, how will you obtain informed consent from participants? |
| Does your research involve vulnerable populations? | No  Yes  If yes, please explain which vulnerable populations will be involved and what special precautions will be taken to ensure informed consent. |
| How will you ensure the safety of participants and researchers? | *Explain the steps you will take to mitigate any safeguarding concerns associated with your research* |
| How will you ensure participants remain anonymous in any research outputs? | *Where applicable, if anonymity cannot be ensured please also outline how participants be informed.* |
| Are there any conflicts of interest? | *Please declare any likely personal, social and/or financial interests or obligations of anyone involved in the research which may affect or influence the findings of the study. If you are an MoJ/HMPPS employee with a dual practitioner-researcher role consideration should also be given to, but not limited to, the potential for power imbalance, response bias or personal bias/experience impacting the analysis or interpretation of findings.*  No  Yes  If yes, please provide details. |

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| **SECTION 10 – DISSEMINATION PLAN, INCLUDING PUBLICATION** | |
| When will the research findings be made available to MoJ? | *Insert expected date* |
| How else will the results of the research be disseminated (e.g. article, book, thesis)? |  |
| The NRC should be informed of any changes to the dissemination of this research | No  I agree to inform the NRC of any changes to my dissemination plans for this research |

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| **SECTION 11 – SUPPORTING DOCUMENTATION** | |
| Supporting documents | Please ensure all essential supporting documentation is submitted with this application form. Details on essential documents is outlined in the application document but include:   1. CVs for all members of the research team 2. For HMPPS Chartered and trainee forensic psychologists – a copy of the approved commissioning document. 3. For MSc students – a letter/email of support from a PGD or RPD 4. Participant information sheet / consent form / debrief sheet if applicable 5. Ethical approval from relevant governing body 6. Any relevant data sharing agreements   Space to upload up to 10 supporting documents. |

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| **SECTION 12 – DECLARATION** | |
| I confirm I will comply with all relevant legislation and expectations as outlined above | No  Yes, I agree.  If yes, please add the date |

Prior to final submission of the online form, applicants can view their responses and make any necessary changes before pressing the submit button.

Please note that once a form has been submitted, no further changes are possible via the application portal.