**Student Project Proposal Form**

**(for any student project up to, but not including, doctoral studies)**

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| **Name of Proposer(s)** |  | | |
| **Job title(s) and base(s) (if SWAST staff member)** |  | | |
| **University attending** |  | | |
| **Name of programme** |  | | |
| **Academic supervisor** |  | | |
|  | | | |
| **Project title** | | | |
|  | | | |
| **Brief outline of project** | | | |
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| **Background** (What prompted this study, why is the topic important, why do you want to undertake it?) | | | |
|  | | | |
| **Aim of the study** (What are you trying to achieve?) | | | |
|  | | | |
| **Objectives** (Broadly, what activities will you undertake to meet your aim?) | | | |
|  | | | |
| **What methods will you use? What is your proposed sample size and sampling criteria? How will you collect the data?** (Note: if you plan to include an audit within your study, please complete a Clinical Audit proposal form as well) | | | |
|  | | | |
| **What do you need from the Trust to carry this project out?** (e.g. identifiable or non-identifiable data, aggregate data, access to staff, access to patients) | | | |
|  | | | |
| **Are there any cost or resource implications? Who will be funding it?** | | | |
|  | | | |
| **Please provide details of the following:** | | | |
| Information relating to how you propose to disseminate your findings and whether these will lead to service developments and/or improvements: | | | |
|  | | | |
| Any possible risks of the study, both to patients or the Trust: | | | |
|  | | | |
| How you will store the data you collect securely, and how long you plan to keep it for: | | | |
|  | | | |
| **If you are a SWAST staff member/student:** Please confirm that you are up to date with Information Governance training; aware of GDPR (more info [here](http://intranet.swast.nhs.uk/Downloads/SWASFT%20downloads/Information%20Governance/GDPRForBeginners.pdf)); and familiar with the Trust policy relevant to handlinginformation (you can review the policy [here](http://intranet.swast.nhs.uk/Downloads/SWASFT%20downloads/New%20SWASFT%20policies/MCR_Policy.pdf))  **If you are not a SWAST staff member/ student:** Please confirm that you are familiar with the Data Protection Act and other legal provisions concerning confidentiality and data security | | | Yes |
| **Document Checklist** | | | |
| **Protocol/project plan** | |  | |
| **University Ethics Approval** *(this can be submitted after R&D Group approval, but is required before full Trust permission can be granted)* | | **Proof of approval provided**  **University Ethics pending** | |
| **HRA Approval, if appropriate** *(this can be submitted after R&D Group approval, but is required before full Trust permission can be granted)* | | **Proof of approval provided**  **Not applicable**  **HRA decision pending** | |
| **Relevant project documents**  Dependent on design, this could include:  *Survey/ questionnaire questions, interview questions or focus group topic guide, data collection tools, other tools or training materials you will use, participant invitation letter/ email/ advert, participant information sheet and consent form, list of data fields required.*    - If you require data from ECS  and are familiar with the  ePCR, please complete this  Data Fields request form | | **Please list below which documents you have provided:** | |
| **Date of proposal submission to R&D:** | |  | |
| **Proposed start date of research activity:** | |  | |
| **Proposed finish date of research activity:** | |  | |
| **Expected date of final report:** | |  | |
| **Project report submission deadline for the university:** | |  | |

Please forward your completed Non-research projects Proposal Form (and if applicable, your Clinical Audit Proposal Form and Data Fields request form) to [Research.Audit@swast.nhs.uk](mailto:Research.Audit@swast.nhs.uk) for review.

We will inform you of the date on which your project proposal will be reviewed by the Trust Research and Development Group, and you can expect a response within 5 working days of this meeting.

**Thankyou for your submission.**