**Crown Prosecution Service**

**Unsolicited research proposals: application process and form**

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# Application process

## Making an application

If you hope to undertake research that you believe will be of benefit to the Criminal Justice System, and in particular to the Crown Prosecution Service, then you can apply for our assistance. CPS will not fund unsolicited research proposals: however, in certain circumstances we may support by providing access to information and / or participants, or supporting funding bids to other bodies.

You may contact relevant staff including Policy Officers or the Principal Research Officer to discuss ideas prior to submission. We can help you to determine whether the research is likely to duplicate existing effort, and is in keeping with the CPS aims (as set out in the CPS Strategy 2025, and policies).

At the point when you want a formal consideration of your proposal, you must use the attached Application Form to apply. We aim to make decisions about research that are consistent across the organisation, using a transparent process. We aim to ensure that there is oversight of the entire research programme.

We will therefore evaluate proposals using two stages:

1. We will confirm whether any proposal is in keeping with strategy and plans, and in particular with the CPS Areas of research Interest, to align the research we support to our needs.
2. We will assess the practical implications (including the burden placed on the CPS) and the quality of the proposal (including the robustness of the research). We will convene a decision making group with the requisite skills and experience to assess proposals both from a technical perspective, and from the perspective of what will be of benefit to the CPS aims and objectives.

A copy of our Research Decision Tree is at [link]

##

## More information and support

Please contact the Principal Research Officer

Dr Joan Donnelly

Joan.donnelly@cps.gov.uk

# Application form

## Supplier details

1. Lead researcher

|  |  |
| --- | --- |
| Title, name, relevant qualifications |  |
| Post |  |
| Employer |  |
| Address |  |
| Telephone |  |
| Email |  |

1. Additional researchers

|  |  |  |
| --- | --- | --- |
| Title and name | Employing organisation | Email |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Name and details of any organisation from whom funding has been obtained

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1. Do you want the CPS to support a bid for funding, from a foundation or research council, then please set out from where you hope to obtain funding; what the timescales are; and why you believe the CPS should support this.

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## Aims and objectives

1. Full title of research project

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1. Summary. (Maximum 300 words, using language easily understood by a lay person)

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1. What are the potential benefits to the CPS? How does this link to CPS 2025, or policy areas? How does this fit within Areas of Research Interest (post Jan 2022)?

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## Methodology and research design

1. Please describe your methodology eg qualitative, quantitative, mixed methods; correlational; experimental; observational, and research design (including sample size and rationale, if appropriate)

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1. What are the main methods you will use?

|  |  |
| --- | --- |
| Literature review |  |
| Case studies |  |
| Interviews |  |
| Workshops |  |
| Survey |  |
| Process evaluation |  |
| Impact evaluation |  |
| Other |  |
| Please describe these:  |

## Government Furnished Information / resources

1. What will you need from the CPS to complete this research?

Please note this is a critical part of the evaluation we make regarding whether we are able to facilitate this research, and therefore you should set out any and all access you will need to data, information, and people.

For example, if you require access to data or information in the form of case studies, you must state what you will need, how you anticipate it being extracted and delivered to you, and how it will be stored.

If you require access to people, you must state who, how many, and for how long you will need them. (This includes access to survey respondents).

If you require access to individuals with specific skills sets or experiences you must state what these are. You must also clarify whether you are requesting access to CPS staff, or to others, including victims and / or witnesses.

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## Timescales

1. Please set out the start and end points of the research, and any critical dates. For example, if you are seeking access to participants, when will access be required?

|  |  |
| --- | --- |
| Start date |  |
| End date |  |
| Access to participants  |  |
| Other key dates (eg date of survey dissemination)………… |  |

##  Data protection

1. Does the proposed study include the collection and / or use of any personal data? If so, please describe. Please note that a Data Sharing Agreement will be required, and an example can be found at [place DSA on website link]

|  |
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## Ethics

1. What are the ethical considerations relevant to this study, and how do you intend to address them?

If you have obtained formal ethical approval from a university Ethics Committee or equivalent then you must attach the protocol and proof of Ethics Committee approval.

You must set out how you intend to secure informed consent; how you will protect the safety (including mental wellbeing) of participants and researchers, and to whom they will be directed for support should that be necessary, with the protocol for so doing; and how anonymity and confidentiality of participants will be maintained.

|  |
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## Deliverables

1. What are the key deliverables (eg reports) and what is your intended publication schedule? Please note CPS will expect to see drafts prior to publication

|  |  |  |  |
| --- | --- | --- | --- |
|  | Title | Frist draft to CPS | Likely publication date |
| Milestone 1 |  |  |  |
| Milestone 2 |  |  |  |
| Milestone 3 |  |  |  |
| Presentation to CPS\* |  |  |  |

\* NB We request that all researchers seeking assistance deliver a presentation to CPS staff with main findings and any recommendations

**Dissemination**

1. We prefer to work with you on any external dissemination of results, including to the press.

Please confirm that you are willing to work with our Communications department and that you will appraise them of any planned press releases or known use of results in the media.

**Declaration**

I confirm that:

* The research conducted will be as set out herein. No amendments to the scope or nature of the research will be made without notifying the approvers.
* The research will comply with the requirements of the DPA 2018 and GDPR, and all data will be held and disposed of accordingly.
* The research will be conducted in accordance with the Ethics protocols outlined herein.
* The researchers will notify the CPS of any changes to timescales and / or deliverables as soon as these are known. (The researchers further accepts that such changes *may*, in certain circumstances, result in the CPS withdrawing some support, for example iof the timescales are such that conflicts with other demands on time arise).

Signed Dated