

RDA Research Protocol and Proposal Form



RDA is interested to support and facilitate research which helps to:

1. Identify and bring about optimal outcomes for people who use RDA and who volunteer to assist RDA
2. Improve the effectiveness and efficiency of RDA's national and local business models so that more spaces can be created for people to use RDA
3. Evaluate the effectiveness of therapeutic riding and optimise therapeutic outcomes
4. Investigate and clarify issues identified as being of special interest to RDA

By 'support and facilitate' we mean RDA might

1. Introduce the researcher to individuals or RDA Groups who can inform the research topic or who may be suitable research subjects

NB: RDA is unable to finance research or be identified as a research sponsor or partner to individuals.

RDA will decide the merits of research proposals and approve support of them on the basis of consideration of a written proposal. RDA will seek written assurance that the proposal complies with specific ethical requirements to safeguard the interests of individuals and their carers who use RDA, those who volunteer with RDA and the charity's reputation. RDA will also seek assurance that RDA resources can accommodate what is being proposed without jeopardising service delivery and the goodwill of RDA volunteers. There is no restriction on the professional discipline that will provide the context for the research; RDA recognises the opportunity afforded by the absence of traditional disciplinary boundaries. Finally, RDA must be provided with at least a 500 word abstract of the completed research and the means to signpost interested persons to the original research.

Your research proposal is more likely to be approved in a timely way if you answer the questions below **concisely**. You need not use academic language and bullet point answers are acceptable. Please do not send RDA a research proposal which you produced for your university or college in the first instance. Our 'e' group of experienced researchers is interested to read your numbered answers to the questions we have listed.

A. Background to your proposal research

1. What do you want to find out?
2. What is the main question you wish to answer?
3. What are the specific questions you will ask to address the main question?
4. Why is your research important?
5. What other studies have there been in this area?
6. How will your research add to knowledge in this area

B. How you intend to do your research

1. Will you be doing this research on your own or with others?
2. Please provide full details of anyone else you intend to carry out this research with, including field workers
3. Who are you targeting in this research?
4. How many children or adults do you intend to interview?
5. Will the participants be clearly and fully informed of the purpose of the research study?
6. How will you do this? How will you communicate with children or adults whose understanding and ability to communicate may be impaired?
7. How will research participants be clear about the expectations of the researcher?
8. Do you have an information sheet and a consent form for research participants?
9. How do you intend your research to be supervised and monitored?
10. Please provide full details of your supervisor(s)
11. Who will be funding your research?

C. Timetable

1. When will your research start and finish?
2. Are there particular stages to the research e.g. piloting, then main research? If so, what are they?
3. Is the timetable realistic? Is it influenced by external constraints or deadlines?
4. How will you provide regular updates and to whom will you provide them?

D. Location of research

1. Have you selected a location for your research? How much flexibility do you have about the location? (geographic radius)

E. Methodology

1. What sort of information will you be collecting? E.g. are you intending to count numbers, talk to people directly or a mixture of the two?
2. What is the main method you will use to carry out the research e.g. questionnaire, face-to-face interviews, focus groups, paper reviews etc.?
3. How will you select your sample?
4. How will you recruit your sample?
5. How will you collect your data?
6. Will you be giving the research participants anything for taking part?

F. Ethical Issues

1. Is there any potential harm to participants or yourself?
2. If so, what are the potential risks and what do you intend to do to reduce them?
3. How will you obtain informed consent from research participants or their carers?
4. Will research participants have the opportunity to opt out of the research at any time during the study?
5. How will your research comply with valuing diversity and equal opportunities?
6. How will research participants be given the opportunity to complain?
7. How will you deal with complaints made against you by research participants or others?

8. Will you be insured against professional negligence claims?
9. How will you deal with any sensitive or criminal matters that may be raised in the course of your research?
10. What follow up support will be available to participants should they require it?
11. What will you do if the focus of your research shifts substantially from your proposal?
12. If your research goes outside the original remit, how will you notify RDA? You may need new approval.

G. Data Protection

1. Will you be using recording or video equipment?
2. How will you make sense of or analyse the data?
3. How will the data be stored?
4. For how long will the data be stored?
5. How will the data be disposed of?
6. How will you ensure confidentiality and anonymity of data?
7. Who will have ultimate ownership of the data?
8. Are you or do you need to be registered under the Data protection Act 1998?
9. If you are likely to need to contact a research participant later, you need to declare this now.

H. Dissemination

1. In what form will your findings be presented e.g. report, presentation, journal etc.?
2. How will you be disseminating your findings?
3. How will you ensure anonymity in any publications?
4. To whom does the research belong and have you thought about intellectual property rights?
5. It is a condition of approval that the research will be made available to RDA national office at least in the form of a 500 word abstract. It should stand on its own and not refer the reader to points in the project description. Do you agree to these requirements?

If you have any questions about conducting research with RDA please contact:

Denise Robertson, Head of Therapy. Tel: 01926 405 976 Email: drobotson@rda.org.uk

Please send your completed research proposal to the email address above. Include your telephone number and postal address.

Please note, it will be quicker and easier for RDA to consider your proposal if you answer the set questions relating to each section and answer them in a clearly numbered sequence. Do not write a narrative, omit to answer certain questions or ignore all of them and put 'see attached proposal' because we do not have time to sift for information we need. Thank you for your consideration.

We aim to tell you within 1 month of receipt if we can support your research.

A. Background to your proposal research

B. How you intend to do your research?

C. Timetable

D. Location of research

E. Methodology

F. Ethical issues

G. Data protection

H. Dissemination