# Evidence Gathering Registration Form (Stage 1)

**Cumberland Council**

**Gathering Evidence Safely: Research Governance Framework**

**Thank you for your interest in gathering evidence to inform your work in Cumberland Council. The HDRC Team are here to support you, please ask if you would like help to complete this form. There are 15 questions and on average it takes 20 minutes to complete.**

**Section One: Basic Details**

|  |  |
| --- | --- |
| Project Title |  |

|  |  |
| --- | --- |
| Name of Lead Council Staff |  |
| Role |  |
| Team |  |
| Directorate |  |
| Line Manager |  |

|  |  |
| --- | --- |
| Type of evidence gathering (highlight all that apply) | * Evidence review or summary (pulling together existing evidence into one place) * Evaluation (finding out if, or how well something works) * Research (generating new knowledge) * Consultation or co-production (asking service users how to improve existing service) |

|  |  |
| --- | --- |
| Type of evidence (highlight all that apply) | * Existing data (secondary research) * Generating new data (primary research) |

|  |  |
| --- | --- |
| Who is leading this project? | * Council * University * Third Sector * Other Partner |

|  |  |
| --- | --- |
| What do you want to find out? *(250 words maximum)* |  |
| How do you plan to find it out?*(250 words maximum)* |  |
| How strongly do you think your project links to Cumberland Council’s Strategic Plan? | * Very strongly * Quite strongly * Somewhat * Weakly * Not at all |
| Please explain how this evidence gathering is linked to Cumberland Council’s Research Plan, and / or your Directorate Research Plan and / or a Community Panel Research Plan. *(250 words maximum)* |  |

|  |  |
| --- | --- |
| Planned start date |  |
| Planned end date |  |

**Section Two: Risk Assessment**

How sensitive is the subject on which you are gathering evidence? Please highlight the box you think best applies to your project.

|  |  |
| --- | --- |
| **4 - Highly sensitive** | Evidence about ‘race’ or ethnicity; political opinion; religious, spiritual or other beliefs; physical or mental health conditions; sexuality and/or gender identity; abuse (child, adult); nudity and the body; criminal activities; political asylum; conflict situations; personal violence; and terrorism or violent extremism. |
| **3 – Medium sensitivity** | Confidential- Evidence includes confidential information such as beliefs, motivations and behaviours. |
| **2 – Low sensitivity** | Private- Evidence includes private information such as perceptions of services. |
| **1 – Not sensitive** | Public- Evidence gathering seeks to collate factual information that is held open access e.g. census data or national statistics. |

How vulnerable are the people you are collecting evidence from / with? Please highlight the box you think best applies to your project.

|  |  |
| --- | --- |
| **3 – High vulnerability** | People are involved in the evidence gathering whom you anticipate have vulnerabilities, for example; children aged under 16; those lacking mental capacity; or individuals in a dependent or unequal relationship, or who have prior experience of psychological or physical harm or adversity in its broadest sense. |
| **2 – Low vulnerability** | People are involved in the evidence gathering who have no evident or obvious vulnerabilities. |
| **1 – No people are involved** | Evidence gathering involves no people and does not draw on anything said or created by people e.g. a literature review or evidence review. |

**Submit this form to the HDRC:** [**HDRC@cumberland.gov.uk**](mailto:HDRC@cumberland.gov.uk)

**Once you submit this form the data will be entered into Cumberland’s Evidence Register enabling everyone in the Council to know what evidence gathering is happening. The HDRC team will review your application form and request a meeting with you within two weeks in order to support you to progress the evidence gathering.**

To be completed by the HDRC:

|  |  |
| --- | --- |
| Project ID Number |  |
| Project Decision | * Revise and resubmit the stage 1 form * Proceed to stage 2 (evidence gathering application) * Proceed to stage 3 (external ethics approval) * Proceed to stage 4 (start collecting evidence) |
| Feedback |  |

**Do not start collecting evidence until you have had agreement it is safe to proceed. For further information please refer to ‘Gathering Evidence Safely: Cumberland Council’s Research Governance Framework’.**