

A *Guide* from **reason**

An Introduction to Research Governance

This *Guide* provides an introduction to research governance and outlines what research governance is, why it is important and summarises the current national and regional processes. It is intended for anyone commissioning or undertaking research within children's services, briefly discussing the different principles that underpin research governance in adults' services.

www.reason-network.org.uk



An introduction to research governance

This *Guide* provides an introduction to the main research governance considerations for undertaking research and evaluations with children's services, while recognising that adults' services adhere to different principles. The *Guide* should be read alongside the Ethical Considerations *Guide* and the Research Governance - Checklist.

 [Ethical Considerations](#)

 [Research Governance - Checklist](#)

Who is this resource for?

reason has developed this *Guide* about research governance to support those working with and within children's services. It is not a comprehensive guide, but an introductory overview that helps to clarify the, sometimes confusing, range of research governance processes that exist locally and nationally. It offers tips for applying for research governance approval and sets out some key principles to include when setting up governance processes. While this *Guide* does not provide a detailed description of the principles at play in adults' services, these are discussed, in brief.

The *Guide* will help you to understand research governance if you are:

- a commissioner or funder of research
- a researcher, from any sector, needing to negotiate governance processes
- an organisation seeking to set up or revise their research governance process
- an organisation or network that promotes the use of research to develop policy and practice
- someone with an interest in carrying out research with or in children's services.

While this *Guide* is not specifically intended for use by research participants or service users, they may also find it of interest.

This *Guide* is timely within an era where more organisations and service departments, such as those supported by **reason**, are carrying out their own research to demonstrate their impact and value. One overarching research governance framework for children's services does not currently exist. While there has been a move to streamline systems within children's services, various research governance frameworks, guidance and systems remain. For a number of years there has been a call for research within children's services to be underpinned by '*a coherent and transparent system that is proportionate to the governance needs and ethical risks in research with users of children's services*' (Boddy and Oliver, 2010, pp. iii). The Department for Education (DfE) has previously called for a single overarching research governance framework, and has already completed some work towards this. Research governance constantly evolves and takes on board new or amended legal frameworks.

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What is research governance?

Research governance is a process for ensuring the quality of research, and for protecting the rights, dignity, safety and wellbeing of those involved. This might include service users, families, professionals and researchers.

How does it differ from research ethics?

Research ethics and research governance are sometimes confused.

Research ethics are the considerations that anyone commissioning or carrying out research must make throughout the research process - from the initial idea, through data collection, reporting and disseminating. For more information see the **reason** Ethical Considerations Guide.

Ethical Considerations

Research governance is about ensuring high standards in research, including research ethics. In practice, research governance includes regulations and checks *before* the research can begin. Ethics is possibly just one of these checks, depending on the nature of the research. The key differences between the two are set out in Figure 1 below.

Figure 1: Differences between ethics and governance

Ethics	Governance
<ul style="list-style-type: none"> • must be considered <i>throughout</i> the research • includes: <ul style="list-style-type: none"> - confidentiality - informed and voluntary consent - the right to withdraw from participating in research at <i>any</i> time - details of the complaint procedure - an explanation of disclosure processes (i.e. if the participant tells you something that makes you think they or others are at risk of harm) - avoiding harm to research participants and researchers. 	<ul style="list-style-type: none"> • is about ensuring high standards in research • includes checks made <i>before</i> the research can begin • checks may include: <ul style="list-style-type: none"> - ethics - relevance of the research - time commitment involved in participating and the timetable of the research - appropriateness of the research methods - plans for dissemination.

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Why is it important?

Research governance is important for a number of reasons.

Managing risks and ensuring research is ethical

Research can involve an element of risk, which varies in type and severity depending on the areas of research and the characteristics of participants. Research governance is about considering these risks against the likely benefits and ensuring no harm results from being involved in research.

For example, you may need to consider whether the wider benefits of asking service users for their views on how a service could be improved outweighs any risks associated with asking them about their experiences. The benefits in this situation may include informing the provision of a better, more effective/cost effective service and collecting evidence to show commissioners where investment is needed. Potential risks, however, may involve asking service users to share sensitive information and/or their negative experiences which could be upsetting for both the participant and the researcher. Further, researchers also have a responsibility to manage expectations when seeking to make improvements to services based on the feedback received from service users. Indeed, some of their suggestions may not be possible to implement and it important to be clear about this from the start. All of these considerations need to be made from the outset. Special considerations and legal frameworks need to be borne in mind when undertaking research with children or vulnerable adults (this is discussed in greater detail below).

Monitoring research activity

Research governance is also a way for organisations (local authorities, professional bodies universities and other research organisations, for example) to assess, record and monitor research activity. Governance processes can help to avoid any duplication of research activity, as well as ensure that local research is ethical, focused on useful topics, uses appropriate methods and means for dissemination. It may be that experienced researchers are critical members of research governance committees, panels or board. They may be best placed to support this process, thus ensuring ethics are adhered to and that research methods and dissemination plans are appropriate and fit for purpose.

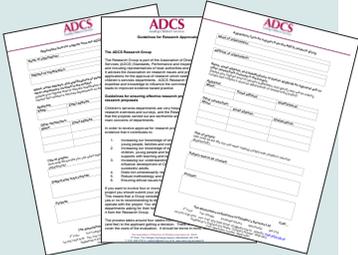
What governance processes and legal frameworks exist?

Governance processes are in place at national, regional and local levels. These organisations and processes give approval for research to commence; they also tend to offer public endorsement for the work. Research and ethical governance approval does not guarantee participant involvement in research. Indeed, one of the key ethical considerations when conducting research is that participation is voluntary. Research governance processes do not generally offer a peer review service.

Figure 2, on the following page, outlines some existing national research governance processes applicable to children's services.



Figure 2: Children’s services national research governance processes

Organisation	What are the key points I need to be aware of?	Charges	Time	Where can I find out more?
<p>Association of Directors of Children’s Services (ADCS) Research Group</p>	<ul style="list-style-type: none"> • ADCS’s Research Group exists for external research involving children’s services. • It follows similar processes and rules to ADASS (see Figure 4 below). • The ADCS Research Group comprises Directors of Children’s Services as well as research experts and organisations. • If you want to involve four or more English children’s service authorities in your research, you need to submit your proposal to the group for approval. • Department for Education (DfE) projects do not require ADCS approval. • There is a three-page form to complete and submit. ADCS prefer email applications but will accept posted or faxed copies. 	<p>£100 to £1,000 (+ VAT) depending on your overall research budget.</p>	<p>Up to four weeks, if all information is supplied.</p>	<p>The ADCS research governance pages can be accessed here: www.adcs.org.uk/research/index.html</p> <p>The guidelines are available here: www.adcs.org.uk/research/research-guidelines.html</p> <p>The application form is available here: www.adcs.org.uk/download/research/ADCS-RG-application-form.doc</p> 
<p>Integrated Research Application System (IRAS)</p>	<ul style="list-style-type: none"> • IRAS is a single system for applying for permissions and approvals for health and social care/community care research in the UK. • The approval process is applicable to more than just service users; it also includes carers and may include professionals. • It allows you to enter information just once, rather than duplicating information for the National Research Ethics Committee (RECs) and Local NHS Research and Development boards. It replaces the National Research Ethics form (NRES). • This is an online submission form where you must create a user account. • Applications can be submitted electronically or via hard copy (where a signature is a legal requirement). 	<p>£0</p>	<p>Up to 60 days.</p>	<p>The website can be accessed here: www.myresearchproject.org.uk</p> <p>The user manual can be found here: www.myresearchproject.org.uk/Help/Contents/IRASHelp_UserManual.pdf</p> 

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Regional and local governance processes

It is likely that additional governance processes will exist at a regional or local level. Local and regional processes may include your organisation's own governance processes or those of the partner agencies that you work with. These are relevant for research that directly involves or accesses existing data on service users or providers and/or that involves staff. Increasingly, these committees, panels or boards are virtual groups thus limiting the time and commitment required of its members. Decisions are made via email or virtual meetings to aid this process.

Local research governance processes often vary significantly between authorities and/or regions. For example, some local authorities have extended the adult social care research governance framework to children's social care (but not necessarily other areas of children's services); others have governance processes in place for external research but not internal research. Others have signed up to a regional group that has developed general guidance or resources. Some¹ of these are listed below:

- **Midlands Research Governance Pack.** This provides a useful overview of the process across the 14 councils in the midlands. A summary of the procedure and link to the application pack can be accessed here:

www.birmingham.gov.uk/researchgov

- **South West London research governance framework.** Produced a number of years ago, this framework provides a useful overview of the process across five London boroughs², including examples of the research governance consortium's [terms of reference](#) and [process maps](#). An example of Croydon's framework is available here:

www.croydon.gov.uk/contents/departments/democracy/doc/rgfbackground.doc

¹ Please note: this list is not exhaustive and some the files are a number of years old and may have changed.

² These are: Royal Borough of Kingston upon Thames, London Borough of Croydon, London Borough of Merton, London Borough of Richmond and London Borough of Sutton.

What is defined as 'research'?

What is defined as 'research' can vary between different bodies. For some, it includes all primary research, evaluations, service user consultations, audits, service review and primary and secondary data collection exercises. For others, they may only include primary research and exclude a consultation or service review. Indeed, the differences between adults' and children's services are evident here. Adults' services, for example, falls under the responsibility for the Secretary of State of Health, where as children's services is DfE's remit. As a result, research governance and ethics approval for adult social care tends to be more thorough as they may include clinical trials and medical research.

When embarking on any of these activities, carefully check whether your project needs national and/or local research governance approval. Talking to colleagues who have undertaken similar activities previously may be able to help you to understand and navigate this task. However, always ensure you check approval processes with the appropriate body. We offer some tips for navigating research governance processes on the next page.

Special considerations for working with children and vulnerable adults

All research must be conducted in accordance with current legal requirements. There are a number of legal principles that commissioners and researchers need to consider, such as the Data Protection Act 1998 (DPA). Other principles may also be relevant, such as the Mental Capacity Act (MCA) (2005) and the Gillick Competency and Fraser Guidelines.

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Furthermore, researchers must be aware of child protection procedures. Both commissioners and researchers need to consider whether a child or vulnerable adult *could* make a disclosure during the research, and what they will do, should this occur. Organisations will have their own policy, procedures and a designated person with responsibility for child protection. Researchers, and those collecting participant data, need to be familiar with the policy and what to do in the event of a disclosure.

When working with schools or other education institutions, researchers will need to seek approval from the headteacher/principal to undertake research within their setting, with their students and/or staff. If access to research participants is being negotiated through a school or other education institution, even if the subject matter is unrelated to education or that setting, the headteacher/principal must still grant permission for access. Informing parents/carers about the research will depend on the age of the child, the research topic and school policy. Furthermore, researchers will need to decide if they want opt-in (active consent) or opt-out (passive consent). Active consent is when a parent/carer actively gives permission for their child to be *approached* for inclusion in the research, whereas passive consent occurs when parents/carers are informed that their child will be approached; unless they object to their child being contacted. Even where permission has been granted from someone else, each individual research participant has the right to withdraw from the research at any stage.

Figure 3 below describes, in brief, the DPA, MCA and Gillick Competency and Fraser Guidelines.

Figure 3: Summary of legal frameworks

Data Protection Act (1998)

- Compliance with the DPA must be considered at the outset, including data security and anonymity of research participants.
- Failure to comply with the DPA is a criminal offence.
- The DPA seeks to ensure personal data is used fairly and protects individual's rights.
- All research(ers) must comply with the eight principles of the DPA; which state that personal data must be: (1) fairly and lawfully processed; (2) processed for limited purposes; (3) adequate, relevant and not excessive; (4) accurate and up-to-date; (5) not kept for longer than is necessary; (6) processed in line with individuals' rights; (7) kept secure, and (8) not be transferred to other countries without adequate protection.
- Some exemptions apply to research (see www.legislation.gov.uk/ukpga/1998/29/section/33)
- For further information about the DPA, see www.legislation.gov.uk/ukpga/1998/29/contents

Mental Capacity Act (1998)

- The MCA is the statutory framework for people who may not be able to make their own decisions due to, for example, a learning disability or mental health issues. It also applies to those working with/caring for them. This may include service users as well as family members.
- To undertake research with people covered by the MCA, approval needs to be obtained from an appropriate body.
- The MCA applies only to adults and research that is defined as 'intrusive' (this is broader than just physically invasive medical research).
- This fact sheet for social researchers, produced by DoH, can be found here: www.screc.org.uk/files/mcfactsheet.pdf
- Specific aspects of the MCA which relate to research can be found here: www.legislation.gov.uk/ukpga/2005/9/section/30
- For further information, see: www.legislation.gov.uk/ukpga/2005/9/contents

Gillick Competency and Fraser Guidelines

- The Gillick Competency and the Fraser Guidelines refer to legal cases about whether doctors should give contraceptive advice or treatment to under 16-year-olds, without parental consent.
- Subsequently, these cases have been used to inform decisions around whether a child has the maturity to make their own decisions and understand the implications of their decisions (including participation in research).
- There is no explicit requirement in law for adults to give consent for children's involvement in research.
- There is no single agreement across researchers and research organisations about when to seek consent from parents/carers and children or the child alone. However, it is good practice to inform parents/carers that you plan to invite their child to participate. All individual participants have the right to withdraw from research at any stage.

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Tips for navigating through governance processes

We have outlined below some tips for navigating through research governance processes. The most important element is to plan your research thoroughly and build in the time and resource to gain research governance and ethical approval, where needed.

The other **reason** Guides around planning your research can be accessed [here](#).

Ensure you have given enough thought to the ethics of your research.

This includes:

- ensuring participants (and researchers) are not harmed in anyway
- planning how you provide information about your research to participants when you invite them to be involved
- making sure you have consent from participants for everything you will do with the data about them, you need to consider whether opt-in or opt-out consent is required depending on the research and methods
- guaranteeing respondents' privacy by complying with the Data Protection Act and not letting others know who has and has not participated in your research, ensuring participants are not identifiable via other information (for example, even providing information such as 'a male children's centre manager from the central region' may mean the respondent is identifiable to someone)
- letting participants know what you will do with the data you collect through your research and who will see it (you can only use data for the purpose/s permission is given for)
- having arrangements in place to store data securely and confidentially (this includes electronic files, USB memory sticks and handwritten notes)
- thinking about what you will do with the data when the research is finished (including arrangements for deletion). It is common practice for raw data to be stored and deleted for anytime from six months to several years (for university projects) after project completion. This decision will be determined by individual research projects or commissioners/clients.

Develop a good research proposal.

When developing a research proposal, it is worth considering and noting down anything that you will be asked to comment on when seeking governance approval. For example, be prepared to provide information on:

- The **relevance** of your research to a range of different stakeholders and its connections with other research already completed.
 - Your research proposal should also have a clear purpose and this should be stated up front.
- The **time** participants may need to spend participating in your research
 - For example, you will need to state if you want participants to be involved in an hour long interview or to complete a 30 minute questionnaire.
 - If you are asking an organisation or team to provide you with data or information you will need to estimate the time commitment involved. This may include asking for staff workforce profile or information on the number of service users attending a specific centre or group.
- Your **research** methods
 - For example, interviews, observations, a survey or collating data for secondary analysis.
 - Depending on who your research participants are, you may have a range of methods within one proposal.
- Your **research timetable** from start to finish
- This needs to include key milestones, such as project start up, fieldwork period, analysis timescale, reporting and publication timescales and dissemination plans.

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- Copies of **participant consent letters or information sheets**
 - It is good practice to provide all research participants with information sheets or letters about your research. This helps them to make an informed decision about whether to participate or not.
 - These need to be written in an accessible way that participants can fully understand, and will sometimes ask participants to give their written consent for engagement in the research.
 - Information sheets also need to cover ethics and data security, and must be collated and stored securely to ensure research participants are not identifiable at a later stage.
- It is important to state **who you plan to share your research findings with** and how you will do this
 - It is good practice to share the findings with your research participants and others who may benefit from it (for example, senior managers, heads of service and commissioners).
 - You may want to write a summary paper to help improve the accessibility and 'reach' of your research.
 - You may also want to write a short article within relevant trade press.
 - You will often be required to send a copy of your final research report to the governing body giving approval. They will not, however, peer review your research³.
- Information about **the research team**
 - This needs to include a summary of qualifications, skills and/or track record of research experience.
 - The purpose of providing this information is to show the credibility and competency of the team.
- **Costs** of the research
 - It is common practice to present the overall cost of the research in a proposal and show whether it is inclusive or exclusive of VAT.

Factor in the cost of the governance process

Fees tend to increase with the size and cost of the research project. For example, ADASS currently charge £100 for projects under £5,000 and £1,000 for projects over £500,000.

Build in time for governance application and approval

- Governance processes **typically take around four or five weeks**. Approval from IRAS can take **up to two months**.
- Protecting researcher/staff time for completing the required forms is often a good idea.
- Answering all of the questions can take some time and it is worth making sure this is done well. If you get it right first time, you won't be asked to re-submit.
- When planning your timescales, it is worth building in some contingency. You may get asked to re-submit your application or to provide further supporting information, which can delay approval.

Find out about the local and/or national governance processes

- This will help you to develop the right timescales and start dates, and might mean that you can apply for governance in the most effective order. For example, we recommend gaining ADASS or ADCS approval before seeking local level governance.
- It may be, however, that local approval is not required if it has already been granted at a national level. This prevents duplication of effort and/or can lead to a 'lighter touch' approval process from others.

³ A peer review is when a professional or a number of professionals (usually researchers or experts in the given field) critically evaluate and appraise someone's research report/paper. Journal articles, for example, are often peer reviewed before publication.



What should you include in research governance processes?

Organisations are regularly setting up or reviewing their research governance processes. It is essential that systems are proportionate and do not duplicate effort. Below outlines some of the key considerations for those setting up their own process.

What should governance provide?

Research governance should:

- be a simple process to assess the risks and ethics of research
- safeguard all participants involved in research
- support and encourage research (including its dissemination).

It should not:

- be cumbersome, time consuming or overly bureaucratic (and act as a barrier to doing research)
- duplicate other governance processes.

What should a governance process include?

A good research governance process should:

- Consider the scope of its **remit**
 - For example, does it cover internal and external research? Will it be implemented across just one area or service, or in collaboration with others? Will it cover research involving health, social care and adults' and children's services?
 - Is further approval needed if another body has already granted approval? If it is required, can a lighter touch approval process be introduced in these circumstances? This can help reduce duplication of effort.
 - Where possible, you may want to link up and develop a common framework with similar organisations in your geographical area or area of work. Many local authorities are signed up to a regional research governance process.
- Have an **identified lead**
 - Each governance committee should have a lead reviewer (and deputy) who has the skills, experience, time and resources to dedicate to research governance.
 - It may be worth considering having administration support to ensure the lead role is manageable. They can help set up meetings or, for virtual groups, ensure that papers are circulated.
- Have a **(virtual) reviewing board or panel**
 - This should include a range of people with relevant practice and/or research expertise. Panels may comprise senior managers, multi-agency officers, commissioners, service providers, researchers and possibly service users.
 - These boards or panels can meet face to face or work virtually. Setting up a virtual group can help promote responsiveness and ensure that membership is not overly time consuming.
- Have the **support of senior management** who will champion research governance as a matter of best practice
- Be promoted and **raise awareness** of research governance
 - It is essential that everyone working within an organisation and who may want to carry out research is aware of research governance processes.
 - Too often, commissioners and practitioner-researchers are not aware of research governance processes until they are trying to arrange their fieldwork and are asked whether or not their research has the necessary approvals. NHS staff, for example, will often not consent to being involved in research if it does not have IRAS approval.

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- Have straightforward **supporting documentation**
 - This may include standard letters, information leaflets and application forms which those seeking approval can easily download, complete and submit.
 - It is good practice to have these available as both PDFs and in Microsoft Office Word.
- Have **clear processes** for application, review, monitoring and feedback
 - It is essential that your processes are thought through, are clear and stated in an accessible way.
 - Some boards have a process map supported by a guidance document to demonstrate the approval process.
- Be clear on **what constitutes research**
 - Different research governance processes and committees can define 'research' in a slightly different way. Some will include, for example, a service review or consultation exercise; whereas others may not include these activities.
 - It is essential that a research governance process makes clear and states up front what types of research activity does and does not need to be put through the process.
- Consider the **appropriateness of proposals** to local needs and circumstances
 - Committees, panels or boards must consider whether research proposals are relevant, focussed and appropriate.
 - Having clear terms of reference can support this activity.
- Have plans for **checking documents**
 - This may include research plans, information sheets and research instruments.
 - Requesting this information means that the committee, panel or board has evidence of what information will be given to participants and how data will be collected.
 - Reviewing all of these materials for all research projects however, can increase the commitment committee members need to give.
- Ensure that **ethical and legal principles** are considered and upheld in all research approvals
 - Research governance committees, panels or boards must abide by an ethical code of conduct.
 - Terms of reference can help clarify any ethical arrangements.
 - All research must comply with legal principles, including the Data Protection Act 1998.
- **Review** the proposed methods for suitability and ethical compliance
 - Research governance committees, panels or boards must request and review the proposed research methods for suitability for the intended research participants. Experienced researchers may be best placed to help assess the appropriateness and ethics of using methods with certain groups of participants.
 - They must also request and review the ethical principles underpinning the research to ensure it is compliant with the committee, panel or board's processes.



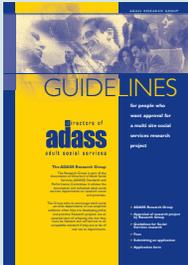
Adults' services and research governance

As noted above, research within adults' social services has a different and stricter set of principles for research governance and ethical approval. Generally, research within adult social care relates to the responsibilities of the Secretary of State for Health, therefore all research that falls within these responsibilities must adhere to the DoH's Research Governance Framework for Health and Social Care, as well as other legal frameworks (see Figure 3). Some of the key differences between adults' and children's services research are:

- definitions and coverage of research
- national and local research governance processes
- legal principles.

Some of the key research and governance processes and guidelines are outlined, in brief, in Figure 4 below.

Figure 4: Research governance in adults' social care

Organisation	What are the key points I need to be aware of?	Charges	Time	Where can I find out more?
Association of Directors of Adult Social Services (ADASS)	<ul style="list-style-type: none"> • ADASS's Research Group ensures that projects carried out in adult's social service departments are worthwhile and that the topics best reflect the main concerns of departments. • The process asks for information on the time involved for social services staff, the relevance of the research, plans for publication and dissemination, ethical issues and your ability to carry out the work. • The ADASS Research Group comprises Directors of Adult Services as well as research experts and organisations. • If you want to involve four or more English adult social services departments in research, you need to submit your proposal to the group for approval. • ADASS will sometimes ask for IRAS or university ethics approval. • There is a two-page form to complete and submit via post, fax or email. 	£27 to £1,175 (+ VAT) depending on your overall research budget.	Up to four weeks, if all information is supplied.	<p>The ADASS research governance pages can be accessed here: www.adass.org.uk/index.php?option=com_content&view=article&id=375&Itemid=473</p> <p>The guide and form is available here: www.adass.org.uk/images/stories/Guidelines%20for%20applicants%2011.1.10.pdf</p> 

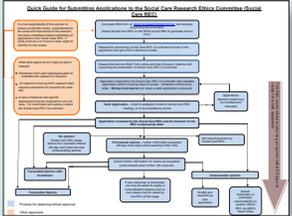
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Organisation	What are the key points I need to be aware of?	Charges	Time	Where can I find out more?
<p>Research Governance Framework for Health and Social Care (RGF)</p>	<ul style="list-style-type: none"> • The framework provides guidance on good practice between researchers and commissioners within health and social care. It seeks to encourage a culture of research excellence. • It recognises the differences between health and social care research. • It is underpinned by five core principles: ethics; science; information; health and safety and finance. (See the Framework (pages 6 to 14) for detailed descriptions of each). • It sets out that any research involving patients, service users, care professionals/ volunteers must be reviewed independently and will be covered by the RGF. 	<p>N/A</p>	<p>N/A</p>	<p>The Framework can be accessed here: www.gov.uk/government/uploads/system/uploads/attachment_data/file/139565/dh_4122427.pdf</p> 
<p>Governance arrangements for research ethics committees (GafREC)</p>	<ul style="list-style-type: none"> • The Governance arrangements for research ethics committees (GafREC) is a policy document that sets out the principles, requirements and standards for research ethics committees (RECs). It covers their remit, composition, functions, management and accountability. • The policy states research that involves NHS and adult social care staff 'who are recruited by virtue of their professional role, does not therefore require REC review except where it would otherwise require REC review' (page 13). • Other exceptions are listed on pages 12 and 13 of the policy. 	<p>N/A</p>	<p>N/A</p>	<p>The document can be accessed here: www.gov.uk/government/uploads/system/uploads/attachment_data/file/213753/dh_133993.pdf</p> 

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Organisation	What are the key points I need to be aware of?	Charges	Time	Where can I find out more?
<p>Social Care Research Ethics Committee (SCREC)</p>	<ul style="list-style-type: none"> • SCREC largely reviews proposals for research in adult social care; intergenerational studies involving adults and children or families; the use of social care databases and proposals from social science studies situated in the NHS. • Applications should be prepared using IRAS. • Committee members include researchers, ethicists, providers and users of social care. They are recruited via open advertisements and include experts and perspectives that reflect the social care context. • The committee is hosted by the Social Care Institute for Excellence (SCIE). • SCREC do not need to review all social care research if, for example, it has been approved by another body that follows ESRC's Framework for Research Ethics¹; it does not include NHS patients or service users unless its other requirements are not followed (see URL and look for 'sections 1 to 9'). • It is good practice to alert the committee that you will be submitting an application <i>before</i> the submission deadline. <p>¹ESRC's Framework for Research Ethics can be found here: http://www.esrc.ac.uk/about-esrc/information/research-ethics.aspx</p>	<p>£0</p>	<p>Up to 60 days.</p> <p>SCREC meets once a month to review proposals (see the application process' link for dates).</p> <p>Researchers may be invited to attend meetings in order to respond to queries.</p> <p>Decisions are made within 10 working days of the meeting.</p>	<p>The website can be accessed here: www.screc.org.uk</p> <p>Details of the application process can be found here: www.screc.org.uk/apply.asp</p> <p>The process map can be found here: www.screc.org.uk/files/QuickGuide2012.pdf</p> 

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Sources for further information

- Association of Directors of Adult Social Services (ADASS) research governance information: www.adass.org.uk/index.php?option=com_content&view=article&id=375&Itemid=473 (accessed 5th August 2013)
- Association of Directors of Children's Services (ADCS) research governance processes: www.adcs.org.uk/research/index.html (accessed 5th August 2013)
- Department for Health Research Governance Framework (RGF) for Social Care. www.researchregister.org.uk/files/RGFGuidancepack2010.pdf (accessed 5th August 2013)
- Governance arrangements for research ethics committee: www.gov.uk/government/uploads/system/uploads/attachment_data/file/213753/dh_133993.pdf (accessed 5th August 2013)
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If you would like information about how **reason** could help you to develop your own research governance processes through our bespoke evaluation support, please contact us.

At the time of printing, the information contained in this document is accurate.



Other associated *Guides* from **reason**:

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Published in September 2013

by **reason** – the research, evaluation and analysis support network

A joint initiative from the National Foundation for Educational Research,
Research in Practice and Research in Practice for Adults

 www.reason-network.org.uk

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How to cite this publication:

Easton C and Lamont E (2013) *An Introduction to Research Governance: a Guide from reason*
(Doing – Research and Evaluation: Planning). Dartington: reason