

**Shaping Research Request Form**

At Crohn’s & Colitis UK we support patient and public involvement at all stages of the research process. If you would like people affected by Crohn’s Disease and Ulcerative Colitis (such as patients, relatives and carers) to help shape your research, please complete the form below.

We assess each application to ensure it meets our required standards. Ultimately it will be at the discretion of the research team whether your opportunity is eligible for support and how this is provided. Please ensure that you have considered the latest [NIHR Good Practice Guidelines](https://www.nihr.ac.uk/documents/good-practice-guidelines-on-the-recruitment-and-involvement-of-public-members-on-trial-steering-committees-tscs-study-steering-committees-sscs/27348?utm_source=newsletter-fs&utm_medium=email&utm_campaign=fs-2021-07) on the recruitment and involvement of public members on Trial Steering Committees and Study Steering Committees.

By advertising and helping to find participants for your study, Crohn’s & Colitis UK does not take any responsibility for the research project and is therefore not liable for any claims concerning negligence or harm that might arise from the study in question.

**Please return your completed form to** **researchinvolvement@crohnsandcolitis.org.uk** **along with:**

1. A participant information sheet, describing what will be involved in the opportunity.
2. Your institution/facility logo for the website page

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| **Details of person leading the project** |
| Name |  |
| Job Title |  |
| Research Institution |  | Department |  |
| Telephone |  | Email |  |
| Signature of Principal Investigator |  |

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| **Details of Primary Contact who made the request (if different to lead)** |
| Name |  |
| Job Title |  |
| Telephone |  | Email |  |

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| **Type of involvement requested (please tick relevant boxes)**  |
| Comment on recruitment materials Help with highlighting practical issues with a particular research studyParticipation in a focus groupParticipation in a steering group Respond to survey/questionnaire Share experiencesPrioritising research Patient and Public Involvement dayOther  |
| If other, please briefly explain below: |
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| **Start date of opportunity** |  |
| **End date of opportunity** |  |
| **Recruitment target**  |  |

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| **Feedback and acknowledgement**  |
| How will you feedback the outcomes of the PPI activity to Crohn’s & Colitis UK?  |
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| How will you feedback the outcomes of the PPI activity to the participants involved and the impact they have had?  |
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| **Reward & Recognition** |
| Will out of pocket expenses be paid? |  Yes | No |
| Will a fee be paid to participants for their time? |  Yes | No |

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| **Could participating in the opportunity stimulate painful memories or raise distressing issues for people affected by Crohn’s and Colitis? If so, could you please expand upon the challenges that could arise from participation and what emotional support will be made available?** |
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| **Have you ever had any training in PPI? We are interested in understanding whether there is any further training or support we could provide around PPI, so please briefly describe your experiences and any gaps or suggestions you might have.** |
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| **Declaration** |
| We understand that Crohn's & Colitis UK cannot take responsibility for any health or wellbeing outcomes arising from participants’ involvement in our patient & public involvement opportunity and is, therefore, not liable for any claims concerning negligence, harm or oversight that might arise during the course of the opportunity. |  Yes | No |
| We agree to provide Crohn’s & Colitis UK with a short summary report of the findings/feedback of the opportunity. |  Yes | No |

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| **Communications** |
| We are always interested in communicating research news to our members and supporters. If you would like to share updates on your patient involvement opportunity or ongoing research, please contact our Comms team on media@crohnsandcolitis.org.uk and share the details of your press team below. |
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| **Twitter** |
| What is your organisation’s Twitter handle?  |  |
| If you provide us with this, we will use it to mention you when sharing this opportunity from our Crohn’s & Colitis UK Research account (@CrohnsColitisR) |

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| **Website page**  |
| Project Title (100 character limit): |  |
| Please complete the information in brackets below:  |
| Researchers at [insert research institute/facility] are looking for [describe participants sought] to participate in [insert information of the PPI opportunity]. This research involvement opportunity will help [insert study aim/purpose]. If you are interested and would like more information about this opportunity, please contact [insert link and/or contact details].By entering your details, you are not committing to take part, but you will be [redirected automatically to the survey webpage and/or your contact details will be forwarded to the researcher who will get in touch with you directly with more information] (please delete as appropriate). You will have the opportunity to change your mind at any time.**This research involvement opportunity is NOT organised by Crohn's & Colitis UK and, therefore, we cannot take responsibility for your involvement.**  |
| To help us capture the number of people that we help to recruit to your opportunity, we will insert a form onto the website page. Patients will be required to enter their name and email address into the form. Where patients need to visit a survey link or webpage, they will be redirected to this link after completing the form. If you require email contact with patients to arrange participation or provide information, the form will securely email you with the interested patients name and email address, for you to contact them. Please complete fill in one of the boxes below, dependent on which is relevant to your opportunity: |
| What is the webpage or link you wish to direct patients to? |  |
| What email address should we send contact details to? |  |

At Crohn’s & Colitis UK, we take your privacy seriously. Any documents you provide us as part of your application will be stored securely and will not be shared with anyone outside the research team at Crohn’s & Colitis UK. The participant information sheet and the information template you have completed above will be the only information about your study that will be made available to the public.