## Guidelines for researchers wishing to recruit research participants through Communication Matters

Communication Matters is the UK charity for people of all ages and abilities who need to use Augmentative & Alternative Communication (AAC). Communication Matters aims to encourage research into AAC and to make information about research into AAC accessible to a wide audience. We are keen to promote the involvement of people who use AAC and their families and carers, in all stages of research so that they are involved in designing research, advising on and carrying out research, rather than only as subjects of research.

**How we can help you**

Communication Matters welcomes applications from UK researchers wishing to recruit participants to UK-based research projects. Communication Matters has set up the Research Involvement Network to help researchers find the participants they need. The Network is made up of people who use AAC, their families and carers; and professionals who work with people who use AAC. All of them have registered their interest in taking part in research into AAC.

Once a project is accepted we will send details of the research to people on the Research Involvement Network who match the criteria for involvement. This may include professionals who can help to find participants. We will list the project on the research page on our website and may promote your call for participants via our e-news or other means. We will not pass the details of individuals to you; it will be up to them to contact you directly if they are interested in participating.

Please note that undergraduate research proposals will not be accepted.

**Our research priorities**

1. Research that will underpin a statutory right for an individual to assessment of need and, where appropriate, the provision of AAC and ongoing support services to support their communication needs.
2. Research that aims to influence local and national policy and practice and leads to better services and interventions for people who use AAC.
3. Research that promotes community learning and creates opportunities for people who use AAC and their families.

**How decisions are made**

Please complete the attached application form as fully as possible. If you have any questions or comments about the form please contact the Research Manager.

Your application will be reviewed by the Communication Matters Independent Research Panel, a group of people with a range of perspectives on AAC. After this review the Research Manager will make a recommendation to the Communication Matters trustees.

The Research Manager will acknowledge receipt of your application. Once the Research Manager has accepted your project, a decision about whether to help with your request will usually be made within 6 weeks. You will also receive feedback about your application.

**What we ask of you**

All researchers who receive support from Communication Matters are asked to:

* Acknowledge Communication Matters in any publications or reports on the research
* Provide updates on the progress of the research to Communication Matters when asked
* Provide feedback to all participants about the overall findings of the research
* Provide a lay-friendly summary of the research to Communication Matters for publication
* Provide Communication Matters with a copy of the final research report

# Application form for recruitment of research participants through Communication Matters

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| --- |
| 1. **Title of Research Project:**
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| 1. **Short Plain English Summary of the Project (maximum 100 words):**
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|  |
| 1. **Web link**:
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|  |
| **Type of Involvement Required:** *please select as many as relevant*Advice or consultation [ ]  Research subject [ ] Steering group member [ ]  Co-researcher  [ ] Other (please specify):       |
|  |
| 1. **Contact Details of Researcher:**
 |
| Name:       | Job title:       |
| Institution:       |
| Address:       |
| Tel:       | Mobile:       |
| Email:       |
|  |
| 1. **Research Funder(s):**
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| 1. **Reviews & Approvals:**
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| Has this project been peer-reviewed? *Yes* *[ ]  No* *[ ]*  |
| If yes, please provide further details:      |
| Has this project received ethical approval? Yes – I have attached a copy of the approval letter [ ] No – I have not yet received ethical approval [ ] No – ethical approval is not required *[ ]* Any other explanatory comments:       |
| If yes, please enclose the participant information sheet and the ethics approval letter with this application. If ethical approval is not required please explain why. |
|  |
| 1. **Plain English Summary for Reviewers**
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| Please write a lay summary of your project to answer the following questions: *you may enter text below or create a separate Word document***Aims and purpose of the research**1. What is the research about?
2. How will it benefit people who use AAC, their families and carers?
3. How does it reflect Communication Matters’ research priorities? *(see page 1)*
4. How does it build on research that has already been done?

*Please write here***Public involvement**1. Have people who use AAC, their families and carers been involved in planning the research?
2. How will people who use AAC, their families and carers be involved as the project continues?

*Please write here***Practical issues for research participants** 1. What will taking part in the research involve for participants?
2. How will you obtain consent from participants?
3. What support will be offered to participants during the project?
4. Will participants be required to travel?
5. Which expenses will you reimburse (to make sure no one is out of pocket by participating in your research)?
6. How will you keep the information you collect about people confidential?

*Please write here* |
| 1. **Research Participants**
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| Who do you want to participate in this research (*please select as many as relevant*):People who use AAC [ ]  Family members/carers [ ]  Professionals [ ]  |
| What are the eligibility criteria for participating in this research project?       |
| Which geographical area do you want to recruit people from?       |
| How many people do you wish to recruit in total?       |
| What is the closing date for recruitment?       |

*I undertake to provide a lay summary of the results of this research to the research participants and to Communication Matters for dissemination.*

*I will provide a copy of the final report to Communication Matters.*

*I will acknowledge Communication Matters in any publications or reports from this project.*

*I understand that by helping to recruit people to this project Communication Matters is not taking any responsibilities for the research and is therefore not liable for any claims concerning negligence, harm or oversight that might arise during the course of the research.*

*Compliance with the General Data Protection Regulation 2018
In accordance with the GDPR, the personal data provided on this form will be processed by Communication Matters, and may be held electronically and/or in manual files. Communication Matters will use this information to contact me about the research project and the Research Involvement Network. Communication Matters may contact me from time to time with information about other aspects of its work. You can access the full Privacy Policy here:* [*https://www.communicationmatters.org.uk/privacy-policy*](https://www.communicationmatters.org.uk/privacy-policy)

|  |  |
| --- | --- |
| Applicant signature: | Date: |

Please return the form to:

Research Involvement Network

Communication Matters

Third Floor, University House

University of Leeds

Leeds

LS2 9JT

Or by email to: admin@communicationmatters.org.uk