

**Application form for First Steps into Research Programme**

The First Steps into Research Programme is a great opportunity for someone to enhance skills, gain the motivation, and develop the knowledge needed to create a pathway to a career in health and social care research. The programme gives its participants an understanding of what research is, and how it can be applied, through attending a number of webinars, face to face sessions and support from a mentor. Participants will also develop an understanding of the National Institute for Health and Care Research and the role it plays in delivering research, as well as expanding their own development to put them in a great position to begin to establish a research-based career in the future.

We are running this programme for Local Authority, Voluntary, Charity and Social Enterprise Sector and Public Health and Social Care professionals for the first time in September 2023.The programme runs for 10 days across 5 months and applications are now open. Applications will close on the **7th July 2023**.

To apply, please complete the form below. Please note that this information will be seen by a group of key stakeholders who will make the decision about your application to this programme. Please make sure you have completed all sections of the form before you submit it. (*We are asking for your personal as well as professional information only so that we can ensure we can contact you if you change roles during the duration of the programme should you be successful. We are unable to accept either incomplete forms or able to follow up to find missing information*). **Please return your application to:** rduh.crn.swp@nhs.net

Please return the attached ***Equality and Diversity Monitoring Form*** to the same email address, separately.

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| --- | --- |
| **Name** |  |
| **Organisation (name and address):** |  |
| **Job Role/ Title**  |  |
| **Work address including postcode** |  |
| **Work email address** |  |
| **Personal email address** |  |
| **Work phone number** |  |
| **Optional: Personal phone number (in case of organisational or role change)** |  |
| **Please give a brief description of your job role.** **(Maximum 100 words):** |  |
| **Please describe any previous research experience you have.** ***(Don't worry if you don't have any involvement in research - this will not count against you, but please consider whether you have attended any training courses, conducted evaluations previously etc)*.** **(Maximum 200 words).** |  |
| **Please detail why you are applying for the First Steps into Research Programme and why you think you will benefit from the opportunity.** **(Maximum 200 words).** |  |
| **Please outline how you think your participation in the programme will contribute to increasing knowledge of research in your role or organisation.** **(Maximum 200 words).** |  |
| **Please describe if you have any specific research interest so that we can match you to a mentor.** **(*If you don’t know at this stage please just state that you are happy to be matched with any mentor*).** |  |
| **Do you need us to make certain changes (known as** [**reasonable adjustments**](https://www.acas.org.uk/reasonable-adjustments)**) to make sure you're not disadvantaged during the recruitment process?** **If yes, please contact us as soon as possible.****Email** **pauline.mcglone@nhs.net** |  |
| **Professional registration - please provide details of your professional registration including your registration number and date of registration renewal if applicable.** *(Please state ‘Not applicable’ if you do not hold professional registration).* |  |
| **Manager’s support:****I can confirm I have discussed my application with my employer and have their full support. My employer has agreed to (*please tick to confirm*):** | Honour the commitment to allow me protected time of ten days in total to undertake the programme. 𑂽Discuss with me the research needs of the area, department or organisation. 𑂽Keep the programme team informed of changes in circumstances that may impact on my progress. 𑂽 |
| **Date conversation with Manager occurred:** |  |
| **Manager Name** |  |
| **Manager Job role and professional title:** |  |
| **Manager email address:** |  |
| **Manager’s contact telephone number:** |  |
| **Manager signature****(Confirming that staff member can be released for the 10 days)**  |  |
| **Date**  |  |
| **Applicant declaration** **(*please tick to confirm*):** | I confirm that the information given on this form is true, complete and accurate and I have not withheld any information relevant to this application. I confirm that I am able to attend all dates listed in the programme outline document and I am aware that the programme requires 90% attendance minimum. 𑂽I confirm that my employer has given authorisation and permission to attend the First Steps into Research Programme and matched time to enable effective participation in the programme. 𑂽 |

**How we use and share your data.** We will use your personal data to allow us to communicate with you about this training programme, training and development and career opportunities if you have given your consent for us to do so. Please tick below:

𐀀 I consent to NIHR CRN SWP holding my personal information and contacting me for the purposes stated above.

Your data will not be shared with colleagues in other organisations who we are working with in the South West Peninsula unless you give us permission to do so, and we will contact you about this separately if this becomes necessary.If you have any queries or wish to opt out please contact rduh.crn.swp@nhs.net

Our full privacy notice can be found [on our website](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flocal.nihr.ac.uk%2Fdocuments%2Fcrn-swp-privacy-notice%2F29320&data=05%7C01%7Celly.french%40nhs.net%7Cce053c58895a456064fe08db5c76f9e0%7C37c354b285b047f5b22207b48d774ee3%7C0%7C0%7C638205438282221595%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=W75NeUGZBrqyMKEVu1bGq513jZdM40fHyTxWLrzu4EM%3D&reserved=0).