# Community Participatory Action Research (CPAR): Training & Mentoring

## HEE SE, PHE SE

Application form

**Please read the accompanying guidance document before completing this form.**

**Please ensure all sections of the application form are completed below.**

Please send you applications to **joanne.mcewan@hee.nhs.uk** by **Tuesday 16th February 2021, 12 noon.** If you have questions or wish to discuss your application, please contact Joanne McEwan.

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| 1. **About your organisation *[max 50 words in each question]*** |
| 1. Name of organisation |
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| 1. Contact details: name of main contact |
|  |
| 1. Contact details: email and phone and website |
|  |
| 1. Tell us about your organisation or group? How is it organised, what is its mission? |
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| 1. How does this research and training opportunity fit into your organisation’s priorities? |
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| 1. Tell us about the population or community your organisation serves? (include location, issues) |
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| 1. **About this action research project *[max 100 words in each question and bullet points acceptable]*** |
| 1. How has COVID-19 affected your community? |
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| 1. What is the issue you wish to address? Is there something you need to research in the community before taking action, or an intervention that might benefit a research project as part of it? If so, tell us about it.   (see guidance 2b and appendix 2) |
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| 1. What added value will community researchers bring to this project and what will their role be? (*For example, your community researchers have lived experience, and already have trust and respect)* |
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| 1. What does your organisation have in place to implement any findings from your researchers? (e.g., resources/finance/engagement) |
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| 1. Briefly tell us your action plan to implement this community research project. (see guidance 2e) |
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| 1. **Knowledge and background around this work [*max 100 words in each question and bullet points acceptable]*** |
| 1. Has your organisation carried out research on this issue before? |
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| 1. Do you know of anyone else in your community who is researching or implementing actions on the same issue? If so, please give details. |
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| 1. What work have you done to date in taking action on this issue? |
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| 1. **Your people *[max 100 words in each question and bullet points acceptable]*** |
| 1. Please tell us about your researcher candidates – there should be at least three (see guidance 4a) |
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| 1. Do you have commitment from your researcher candidates that they will attend all the training sessions and deliver the actions? Give details please. |
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| 1. **Strategic and partnership working *[max 100 words in each question and bullet points acceptable]*** |
| 1. How does your organisation connect with your local authority, Strategic Transformational Partnerships (STPs) and Integrated Care Systems (ICS)? If it does not, HEE will be able to link you with a strategic organisation which will act as a sponsor. |
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| 1. **More about your organisation *[max 100 words in each question and bullet points acceptable]*** |
| 1. What practical measures will your organisation make available for this project? (e.g., Wi-Fi access/IT) (see guidance 6a) |
|  |
| 1. Does your organisation have the means to support the necessary costs required to fulfil this project? Please give details. (see guidance 6b) |
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| 1. Does your organisation have the policies necessary to support this type of research and work programme e.g., GDPR, safeguarding, COVID-19 safety, supervision/mentoring support for researchers etc? |
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**Application Guidance**

2 b). It is better to have a compact and well-defined project that is manageable. This is not an academic piece of work.

2 e). Please use this template

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| **Action Plan** | | | |
| Objective | Actions | By when | Possible issues |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

4 a). Your People

Researchers will be those who have links with the affected communities. They will ideally come from a black, Asian or a minority ethnic community, or have direct first-hand experience in the issues affecting BAME people.

Please tell us if there are learning or English language requirements so that the training and mentorship programme can accommodate. **Please ensure that this information is anonymised**.

It is important that the action-based research work is sustainable therefore we advise that there are around three researchers per organisation.

6 a). Due to COVID-19 infection control measures, it is expected that researchers will do the bulk of their work remotely. All training and mentorship will be online. During the research work in the community, obtaining consent, interviews or focus groups will also be online, until government guidelines change. In all cases researchers will require access to a laptop and Wi-Fi.

6 b). Other costs: This may include your admin costs, materials you may produce, or vouchers for those who participate in the research. This will include the paid time for your researchers if they are not volunteers. HEE has made available funding for 34 hours of this research work, and we expect that the project hours will be over this amount.