

Participant Recruitment Request Form

This form collects personal data. The purpose of this form is to collect information about you and your research project. We will use this information for the following purposes:

- To support your request for assistance to recruit participants for your research project.
- To contact you as part of our ongoing evaluation of our processes to support researchers to recruit participants.

We will take great care to hold your personal information securely and never sell it to third parties. For more details on how we use and look after your personal information, read our privacy policy at stroke.org.uk/privacy. If you change your mind at any time, please email research@stroke.org.uk.

Eligibility check

Please answer the following questions before completing this form:

- Are you based at a **recognised research institution** (i.e. University or NHS Trust)?
- Do you have, or do you expect to receive, **ethical approval** for this research study?
- If your request is related to a study you're completing as part of a qualification, are you **studying at Masters level or above**?
- Is the **recruitment deadline** four or more weeks away?

If you answered **no** to any of these questions we will be unable to support your request.

If you answered yes to all of these questions, please complete this form and return it by email to research@stroke.org.uk along with:

- **Proof of ethical approval.**
- **A copy of the participant information sheet(s).**
- Any additional recruitment materials you would like us to share (i.e. poster or advert)

Promotion of Materials

Once we have received your request we aim to respond within 10 working days to confirm receipt and approvals.

Once we have all approvals and are happy with the advert text we will promote the study on the following channels:

- A post on the Stroke Research thread of [My Stroke Guide](#).
- An item linked to from our [Take part in Clinical Trials](#) webpage.
- Inclusion in our monthly internal newsletter to local service teams across the UK. Your request will stay on this until the recruitment deadline.

We will only share information with our networks - we will not actively recruit participants for your research.

We will only share information about your study once; when we've done this it will be up to individuals whether they get in contact with you.

We will not share personal or contact details of any of our supporters, volunteers or beneficiaries.

Disclaimer

The Stroke Association does not make any representations about the suitability of its networks of individuals affected by stroke for any given project and cannot guarantee that its assistance will lead to the successful recruitment of research participants.

The study sponsor must take responsibility for all participants. The Stroke Association accepts no responsibility for participation in any research and therefore will not be liable in the event of any claims for negligence, harm or oversight that may arise during the course of the research.

The researchers and host institution will be responsible for ensuring the relevant research governance requirements are adhered to.

If you have any questions while completing this form please contact a member of the research team via research@stroke.org.uk.

Request Form

Contact Information

Name	
Job title	
Role in the study	
Research Institution	
Email address	

Research Summary

Plain English research summary (max. 300 words)

Please explain the research and background, what you hope to achieve from the trial and how this may benefit people affected by stroke now or in the future.

You might want to refer to the [Stroke Priority Setting Partnership results](#).

How will you feed back the outcomes of the research to participants?

Who is funding this research?				
Who has granted/will grant ethical approval for this research?				
When did you receive/do you anticipate receiving ethical approval?				
Recruitment dates	Start		End	

Participant Information

Number of participants to be recruited	
Please explain where participation will take place and whether there will be any excluding criteria for participation <i>e.g. geographical location, details of stroke, demographic information, characteristics</i>	
Will participant expenses be reimbursed? <i>We strongly advise that you cover reasonable out of pocket expenses that participants may incur. If this is not possible please explain why.</i>	

Please describe any steps you have taken to reduce barriers to participation and address potential health inequalities in recruitment and trial design

We strongly advise trials do not include language requirements as eligibility criteria and recommend budgeting for interpretation and translation costs.

How will you keep personal information about participants safe (i.e. in line with the General Data Protection Regulations 2018) and what will happen to this data once the study has finished?

Please include information about where data will be stored (e.g. a locked filing cabinet at location xxx, in a password protected folder in a secure system etc.), how long data will be stored following completion of the study, and when it will be destroyed

Plain English Promotion Materials

We will directly use the text provided below to promote your study to people affected by stroke. We ask for this so we can provide clear and accurate information about your request with people affected by stroke and Stroke Association staff.

To achieve the best results please give your answers in **clear and plain English**. Consider the information that people will find important in deciding whether to take part and levels of scientific understanding.

The Stroke Association receive a high quantity of participation requests, so **a failure to provide clear and understandable information may result in the request form being returned and a delay to your study information being shared.**

For advice and examples regarding plain English participation requests please **see [examples of the requests posted online](#)**.

*[Plain English Campaign](#) provide a series of free guides for writing in plain English, including *How to write medical information in plain English*.*

Plain English Title
Keywords
<i>Please select 3 – 6 words that describe your request e.g. insomnia, questionnaires, aphasia</i>
Participation Request Summary (max 150 words)
<i>Please provide a summary of your request, describing: the research, what participation will involve and eligibility criteria.</i>
<i>This will be used to promote fuller details online and in internal communications – it can repeat information given later.</i>
What is the study about and how will it benefit people affected by Stroke?
<i>Please explain why the study is taking place, what you hope to achieve from the trial and how this may benefit people affected by stroke now or in the future.</i>
Who is eligible to take part in this research?
<i>Please list any inclusion or exclusion criteria, including relating to condition, demographics, geographical location or other.</i>

What will taking part involve for participants?

Please provide information about what participants will be asked to do, including types of task(s) to be completed, time commitment, how many visits will be required etc.

What will participants get back from taking part in the study?

This might be financial or non-financial, such as payment, expenses, improved understanding and/or resources, knowledge of contributing to future research and/or outcomes, information about the study results

What to do/ who to contact if people are interested in taking part?

How do people get in touch with their questions and interest e.g. email or web link? Are there any details that people need to provide?

Please provide a name and contact details for people to contact with questions.

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