**Guidance for Completing the Research Participation Request Form**

Thank you for contacting us regarding your research. We are very supportive of research initiatives and recognise that research has an important role to play in developing understanding of stammering, how the outside world responds to stammering and the different forms of support available. We understand that you’re looking for people who stammer, or their friends, family and others, to take part in your research and that you would like to try to reach potential participants via [STAMMA’s website](https://stamma.org) and social media channels.

**Instructions**

In order for us to review your request, you need to:

1. Complete the Research Participation Request Form on page 2 below
2. Email it (with associated documentation) to hello@stamma.org

Your request will then be passed on to the STAMMA Research Committee for review.

We will use the information you submit to inform our decision-making, so please answer all questions on the form. In reviewing your submission, we will particularly focus on whether the proposed project:

* demonstrates non-maleficence
* is of an acceptable level of quality
* is of potential value to the stammering community.

We will inform you of our decision within two weeks; this may include recommendations for change or for further consideration. If the request is approved by the committee, we will include details of your research project on our website and on social media.

**Top Tips**

* Think carefully about the language that you are using when you are talking about stammering. Avoid language that suggests certain ways of talking are better or worse than others. You may find it helpful to review our [Editorial Guidelines](https://stamma.org/about-stammering/editorial-guidelines) when planning and sharing your research.
* We are keen to encourage projects that involve Patient and Public Involvement (PPI). PPI “entails research being carried out ‘with’ or ‘by’ members of the public, rather than ‘to’, ‘about’ or ‘for’ them” ([NIHR, 2023](https://www.spcr.nihr.ac.uk/PPI/what-is-patient-and-public-involvement-and-engagement)). You may be interested in sharing your work at one of STAMMA’s [Research Arena](https://stamma.org/about-stammering/stammering-research/research-arena) events. Further resources to support you in your use of PPI can be found in the [UK Standards for Public Involvement](https://sites.google.com/nihr.ac.uk/pi-standards/home), [NIHR resources to support Patient and Public Involvement](https://www.nihr.ac.uk/documents/ppi-patient-and-public-involvement-resources-for-applicants-to-nihr-research-programmes/23437) and the [NHS England co-production resource toolkit](https://www.england.nhs.uk/publication/co-production-resource-toolkit/).
* Consider how you will support participants before, during and after taking part in your study. Remember that talking about experiences of stammering, perceptions of self or responses from others may be challenging. We would recommend signposting all participants to potential sources of support.
* Build space into your project timeline for your research participation request form to be reviewed and for any suggestions to be reviewed and actioned as appropriate.
* Provide us with images and posters that we can share on our platforms, including social media.

**Research Participation Request Form**

1. Personal details:

|  |  |
| --- | --- |
| Your name: |  |
| E-mail address: |  |
| Telephone number: |  |
| University (if applicable): |  |
| Supervisor (if applicable): |  |
| Are you a member/supporter of STAMMA? |  |

1. Project title:
2. Date of ethical approval (please attach evidence):
3. Brief description of your research (100 words max):
4. What is the timescale?
5. What type of participants are you looking for and how many?
6. What is the start date and end date for involving participants in the research?
*This will help us know how long to keep your request on our website.*
7. Some specific questions about data collection:
	1. How many sessions will participants need to attend?
	2. How long is each session?
	3. Will a follow-up session be required?
	4. Will participants be paid? And if so how much?
	5. Does your study involve a survey/questions to the participants? (If ‘yes’, please attach the survey/questions.)
8. What difference will your research make to the lives of people who stammer?
9. How have you involved people who stammer (or their friends and family) in the design of the research?
10. How have you managed risks that might occur during the research process?
11. How do you plan on sharing your findings with:
	1. participants?
	2. people who stammer?
	3. speech & language therapists?
12. If recruitment for your project is approved by STAMMA’s Research Committee, we will promote your project on STAMMA’s website and social media channels. Please provide a brief description (max 200 words) of your project that we can use, written in straightforward, accessible language.

**Please send your completed form to** **hello@stamma.org**