**Participant recruitment request form**

We can support good quality research which has the potential to deliver benefits for people affected by Parkinson’s. We assess each request to ensure it meets our required standards. We need to fully understand the purpose of the research and how the information gathered will be used.

Ultimately, it will be at the discretion of the Parkinson’s UK research team whether the research is eligible for support and how this is provided.

For more information, please refer to our [**Policy for supporting your research (PDF, 1.72MB)**.](https://www.parkinsons.org.uk/sites/default/files/2023-06/Supporting%20research%20through%20involvement%20and%20participation.pdf)

**By helping to find participants for your study, Parkinson’s UK is not taking any responsibility 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.**

**Please return your completed form to** [**participation@parkinsons.org.uk**](mailto:participation@parkinsons.org.uk) **along with:**

1. A copy of the ethical and/or regulatory approval (in PDF format).
2. A participant information sheet and consent form (in PDF format).
3. If you are doing an online survey or questionnaire, it's electronic link.

Please complete all sections of the form so we can move swiftly forward with supporting your research.

| **Main contact details (for administration purposes)** | | | |
| --- | --- | --- | --- |
| Name |  | | |
| Job Title |  | | |
| Research Institution |  | Department |  |
| Telephone |  | Email |  |

| **Address and contact details of the recruiting site (for multiple centres, please create multiple boxes)**  We will publish these details for participants. Please provide a telephone number if possible. **Please continue to update us with details of additional sites and changes in contact details.** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Institution Address |  | | | | |
|  |  | | | Postcode |  |
| Contact Name |  | | | | |
| Telephone |  | Email |  | | |

| **Background to your research** | |
| --- | --- |
| **Plain English title**  (short, to the point and describes the purpose of the study without jargon) |  |
| **A plain English description of the research** ([**Find guidance on the NIHR website**](https://www.nihr.ac.uk/plain-english-summaries)) | |
|  | |
| **Summarise the research aims** (i.e. projected study length and any suitable links to online information) | |
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| We’ve heard from people affected by Parkinson’s that quotes about research opportunities encourage them to participate. **In your own words, in 2 or 3 sentences, how would you describe the impact your research will have on the Parkinson’s community?**   Please let us know if you also have a quote from a previous or current participant about their experience of taking part. We will follow up with you to gain consent. | |
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| **Who is funding the research?** | |
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| **How have you considered Patient and Public Involvement (PPI) in your research design?**   * Through what method have people been involved in shaping your research? (i.e focus group, email feedback, advisory group, etc) * How has patient and public input shaped your research?   [**Read more about how we can support PPI in your research.**](http://www.parkinsons.org.uk/research/patient-and-public-involvement-research) | |
|  | |
| **To be eligible for our participation, support research must consider equality, diversity and inclusion. Tell us how you have tailored your research design, recruitment and retention methods to engage underrepresented groups.** For example:   * Identifying barriers that could prevent people from underrepresented backgrounds from taking part, and working to reduce these barriers * Going beyond translating clinical tests and resources by also making sure they are culturally appropriate * Completing cultural competency training * Developing relationships with underrepresented community groups over the long term   Responses to Parkinson’s treatment can be different depending on a range of factors.  We believe Parkinson’s research should involve, include and represent all members of the  community. By having a diverse network of people involved with research, we’re more likely to make breakthroughs that change the lives of all people with Parkinson’s.  [**Discover resources to help improve inclusion of underrepresented groups in your research.**](http://www.parkinsons.org.uk/research/race-equality-research) | |
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| **The participants** | |
| --- | --- |
| **What key criteria should participants meet?** | |
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| **Are you looking for people who live in a specific location?** (e.g. city/region, country or UK-wide) | **How many people are you looking for?** (If you are recruiting for an international study, please let us know the global recruitment target and UK recruitment target) |
|  |  |
| **What will taking part involve for the participants?** (schedule of activity i.e. if home visits possible, length of visits, medication changes)  **For research that involves an online survey or the use of video-conferencing software (i.e. Zoom): Can participants take part by post or telephone? If not, would it be possible to amend your ethics to allow this?** This will help to avoid digital exclusion for people with Parkinson’s. We estimate over one-third of people with Parkinson’s are not internet users.  **Do you have information about your research, and what is involved in taking part, available in an easy-read, infographic, video or audio format?** Providing this will help to make recruitment to your research more accessible. | |
|  | |
| **Are you looking for a control group? If so, what are the criteria?** | |
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| **What are the opening and closing dates for recruitment?** (DD/MM/YYYY).  Please update us if your recruitment deadline is extended or if you complete recruitment earlier than expected. | **Will participant expenses be reimbursed?**  To be eligible for our participation support, studies must pay any out-of-pocket expenses incurred by participants. |
| Open: DD/MM/YY  Close: DD/MM/YY |  |
| **Please let us know how many days you expect it will take to respond to an expression of interest and any factors that might influence delays (e.g. you are working in a clinic).**  This helps us manage the expectations of interested participants and improve their experience of taking part. | |
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| **Feedback and acknowledgement**  To be eligible for our support, studies must commit to: | |
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| Promptly respond to all people who express interest in taking part in your research, both before and after you have completed recruitment. | **Please sign your agreement here:** |
| Communicate with participants at regular intervals and share a plain English summary of findings and outcomes with them at the end of the study. | **Please sign your agreement here:** |
| Provide feedback on the support received and the impact on your recruitment (by completing a short online form that will be sent to you via email after your recruitment deadline). | **Please sign your agreement here:** |
| Acknowledge Parkinson’s UK support in any relevant research publications. | **Please sign your agreement here:** |
| Provide Parkinson’s UK with a summary of your research outcomes and a copy of any relevant research publications (by completing a form that will be sent by email 6 months after your recruitment deadline). We also request advance notice of any related media releases. | **Please sign your agreement here:** |
| **How do you plan to update the participants during the study?**  Don’t have a plan to communicate with your participants throughout your study? We encourage you to use our Staying Connected Toolkit - a clear and simple communication framework to help researchers share updates with participants. Find out more here: www.parkinsons.org.uk/research/staying-connected-your-participants | |
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| **How will you inform participants of the research outcomes once complete?** | |
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| **How will you feedback the research outcomes to Parkinson’s UK?** | |
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| **Please let us know of any social media accounts or websites associated with your research.** | |
|  | |
| **Advertising the opportunity** | |
| **We offer different ways of highlighting your research to people affected by Parkinson’s. Which of the following do you think would be the most appropriate methods?**  Please note: We use these selections as a guide and may not be able to fulfil selections beyond the Research Support Network and Take Part Hub. **Researchers seeking participants are not permitted to approach local groups or post on the discussion forum without prior approval from the Parkinson's UK research team.** | |
| [Research Support Network](http://www.parkinsons.org.uk/content/research-support-network)  Parkinson’s UK [Take Part Hub](https://www.parkinsons.org.uk/research/take-part-research)  Social media, including [Facebook](http://../AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/QQEYPZEJ/facebook.com/parkinsonsuk) and [Twitter](http://../AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/QQEYPZEJ/twitter.com/parkinsonsuk)  Approaching [local groups](http://www.parkinsons.org.uk/content/local-groups) or our [Research Interest Groups](https://www.parkinsons.org.uk/research/local-parkinsons-research-groups)  Local press/media | |

| **Get connected via Synapse**  Synapse is our monthly e-newsletter for Parkinson's researchers. Sign up to be the first to find out about funding opportunities, research events and other news and opportunities from Parkinson’s UK. | | | |
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| Enter your email to sign up: |  | | |

By signing up you agree to receiving the latest Parkinson's UK Synapse updates. We will not sell your details to third parties. At Parkinson’s UK we want to be very clear about how we use, store and protect your personal data, which you can read about at www.parkinsons.org.uk/privacy. If you would like to change your subscription please let us know by emailing [researchapplications@parkinsons.org.uk](mailto:researchapplications@parkinsons.org.uk).