

[Insert Research Title Here]

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| **Student/Researcher Details** |
| Name: |  |
| Contact Number: |  |
| Email: |  |

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| **Supervisor Details** |
| Name: |  |
| Contact Number: |  |
| Email: |  |

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| **Research Information** |
| *In this box, please provide up to 200 words explaining what you need from your participants.(Lay summary) Please state clearly* ***who*** *you want to reply (for example: People over 60 who have used 111 service in the last year)**(Include brief details of what the research entails: why, where, when how long how often)*  |

**Please enter contact details that you want included in the mailout**

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| Contact Number: | [student/researcher - insert the contact number here] |
| Email: | [student/researcher - insert your email address here] |

**It is important to be clear who should volunteer and what will be involved if they decide to take part. Please be clear ie for participant NOT just “older” but “people over 70” or “people aged 50-65”whatever your criteria are. Will they need to come to the campus? How long will the participation take?**

**If you are proposing to meet people off-campus, please include your risk assessment details of how you will ensure your safety as a lone worker.**

**The contact number provided for BORG members to express an interest in your research MUST be answered during normal office hours. If it is impossible to provide a monitored phone number the answerphone procedure must be clearly explained, including how soon messages will be dealt with.**

**Use clear, plain, grammatically correct English, avoid all jargon or technical language.**