**PUBLIC**

**ALSPAC Participant Advisory Panel (APPAP) Referral Form v1.0 29/07/2024**

Please answer all the questions on this form using lay language. Please email this form along with any supporting documentation to ALSPAC-PPAP@bristol.ac.uk

|  |  |  |
| --- | --- | --- |
| **Section 1a: Applicant details \*\*\*for ALSPAC staff only\*\*\*** | | |
| 1. | **Name** |  |
| 2. | **Job title** |  |
| 4. | **Phone number** |  |
| 5. | **Email address** |  |

|  |  |  |
| --- | --- | --- |
| **Section 1b: Applicant details** | | |
| 6. | **Project title** |  |
| 7. | **Others involved** |  |
| 8. | **Start date and duration of project** |  |

|  |  |  |
| --- | --- | --- |
| **Section 2: Approvals process** | | |
| 1. | **Has this proposal been approved by the ALSPAC Executive?** | *Yes/No*  *Date*  *B number* |
| 2. | **Did the ALSPAC Executive have any comments on the impact on participants on the proposal and if so how did you address them?**  *Insert text here* | *Yes/No* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 3: Documents submitted**  Please include all documents for participants (e.g. consent forms, information sheets, invitation and reminder letters, questionnaires, interview topic guides). Please contact us for help with developing participant documents such as consent forms and participant information sheets. We have a ‘house-style’ that we encourage you to use. Please use the [Flesch Reading Ease and Flesch Kincaid Grade Level scores.](https://readable.com/readability/flesch-reading-ease-flesch-kincaid-grade-level/) | | | | |
|  | **Document name** | **Version no. and date** | **Flesch Reading Ease (>60)** | **Flesch Kincaid Grade Level (<8)** |
| 1. | *Insert text here* |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. | *Add rows as required* |  |  |  |

|  |  |
| --- | --- |
| **Section 4: Study details** | |
| 1. | **What are the aims of the study? Please summarise your design and methodology in lay terms (wordcount 200 words).**  *Insert next here* |

|  |  |
| --- | --- |
| **Section 5: Participant recruitment** | |
| 1. | **How will participants be invited to take part? (wordcount 200 words).**  *Insert next here* |
| 2. | **Will participants receive any payments, reimbursement of expenses or any other incentives for taking part in this research? (wordcount 200 words).**  *Insert next here* |

|  |  |
| --- | --- |
| **Section 6: Data collection** | |
| 1. | **What measures or activity will participants be required to complete? How long will these take? (wordcount 200 words).**  *Insert next here* |
| 3. | **Where will the study take place? Please note we have clinic space in the Learning & Research building in Southmead Hospital, or new data collection can take place at a suitable location elsewhere.**  *Insert next here* |
| 4. | **Will participants receive any feedback on the measures or data they have provided as part of the study? (wordcount 200 words).**  *Insert next here* |
| 5. | **Are there likely to be incidental findings arising from your study? How will you manage these? (wordcount 200 words).**  *Insert next here* |

|  |  |
| --- | --- |
| **Section 7: Any other information** | |
| 1. | **Do you have any specific questions that you would like APPAP to consider? (wordcount 200 words).**  *Insert next here* |