

Research Ready Communities

Community delivery organisation agreement form

About this agreement form

The Research Ready Communities programme is overseen and delivered by the National Institute for Health and Care Research (NIHR) Research Delivery Network (RDN) in partnership with Local Research Delivery Networks (RRDNs).

The purpose of this document is to agree roles and responsibilities between partners during the programme. It is also designed to support the safe and effective involvement of delivery organisations and their members in the programme, and to ensure that the National Standards for Public Involvement in health research are met by all the organisations involved.

This agreement is between the Partner <NAME> and <YOUR ORGANISATION'S NAME>.

We ask Partners to confirm their agreement with the information in this document and to contact <PROGRAMME LEAD NAME> <PROGRAMME LEAD EMAIL> if they have any questions about this agreement, or the Research Ready Communities programme overall.

Please return the completed form via email to <PROGRAMME LEAD NAME> <PROGRAMME LEAD EMAIL>. A copy signed by <YOUR ORGANISATION'S NAME> will be shared with your organisation.

Your details

Please provide details of the individual within your organisation who has lead responsibility for supporting the Research Ready Communities programme. This person will be the point of contact for <YOUR ORGANISATION'S NAME> about the Research Ready Communities programme.

Full name:

Job role:

Email:

Phone:

Your role as a community delivery organisation

To support the effective involvement of your organisation and its members in the programme, we ask that you:

- Help us to involve one or more members of your group or network in this programme as Community Champions.
- Work with us to hear from members of your community about their views and perceptions of health and social care research. This could be, for example, hosting a group workshop at your organisation, or providing space and contacts for Community Champions to speak to people one-to-one.
- Co-design some activities with us and Community Champions that will help make research more inclusive for people in the community. For example, awareness raising events or coffee mornings about research.
- Work with us and Community Champions to run these activities in the local community, in a way that fits your organisation's time, skills and resources.

Support from <YOUR ORGANISATION'S NAME>

<YOUR ORGANISATION'S NAME> will provide the following support to you as a community delivery organisation on the Research Ready Communities programme:

- [Organisation to add details of recognition payment or funding available/being provided to cover agreed costs related to partner's involvement in the programme].
- Support throughout the programme from <PROGRAMME LEAD NAME>, the Research Ready Communities Lead for <YOUR ORGANISATION'S NAME>.
- Free training and toolkits for your Community Champions, supporting them to develop new transferable skills and knowledge.

Supporting Community Champions

- Your organisation will remain the primary support for any of your members who become Community Champions. **[IMPORTANT - you must add in agreed details of**

safeguarding and data privacy procedures that will be followed during the programme here].

- If <YOUR ORGANISATION'S NAME> staff become aware of any concerns about a Community Champion's wellbeing or safety, we will share these with your organisation's lead contact for the Research Ready Communities programme. If there is any risk of further harm to the Community Champion by sharing information with your organisation, we will escalate the concern within <YOUR ORGANISATION'S NAME> in line with organisational protocols.
- [Add in details of any recognition payments or contributions that Community Champions will receive, including the amount and how many days of the Community Champion's time this will cover. Share any details that this will require e.g collecting contact information, National Insurance number, bank account details].

By signing and returning this form, I confirm that on behalf of the named organisation I have read, understood and accepted the information laid out in this document.

Name:

Date:

By signing this form, I <PROGRAMME LEAD NAME> <PROGRAMME LEAD EMAIL> on behalf of <YOUR ORGANISATION'S NAME>, confirm that <YOUR ORGANISATION'S NAME> will uphold the support and commitments of this agreement.

Name:

Date: