

DATE:

Dear _____,

Title of project (if known)

Thank you for applying for DECIPHer Adoption/Affiliation. Please find enclosed the form which will need to be completed and returned to the DECIPHer Research Coordinator at (DECIPHerAdoption@cf.ac.uk). A DECIPHer lead will work with you to complete the form.

Once submitted, your application will be considered by the DECIPHer Strategic Partnership Board. If your study is either adopted or affiliated you will be given a reference number and a lead academic contact, who will discuss how we can support the study, the resources needed and the expectations for an adopted or affiliated study. We will also advise you about applying for HCRW Portfolio Adoption if the study is eligible.

1. Completing the Form

The form asks you for information to help us to make a decision about whether we can provide you with the right type of support and whether the study fits with DECIPHer's programmes of research in order to be an adopted study.

It may be that it doesn't directly link to our programmes of work or covers the development of partnership infrastructure or centre, in which case it can be classed as an affiliated study. For affiliated studies, we would discuss the level of support we could provide in the light of adopted study commitments and there are different expectations in terms of reporting and acknowledgements compared to adopted studies.

When completing this form, we will also ask you for some information required by our funders that will not be used for the adoption/affiliation decision. This includes funding details, type of study and the extent we are supporting first time principal investigators and co-investigators. We also ask you to declare any potential conflicts of interest associated with the study, such as funding or links to tobacco or gambling industries.

2. Reasons to have your study adopted by DECIPHer.

If your study is adopted it can benefit from:

Academic Support

- An academic lead to support the development and conduct of the study
- Opportunities to draw on DECIPHer's substantive and methodological expertise
- Support of policy and practice involvement
- Opportunities to collaborate and share knowledge with DECIPHer's network of academics policy makers and practitioners involved in high- quality research in similar fields
- Advice and support for dissemination and knowledge translation activities
- Advice on addressing equality and diversity in research:
<https://www.nihr.ac.uk/documents/improving-inclusion-of-under-served-groups-in-clinical-research-guidance-from-include-project/25435>

DECIPHER Adoption & Portfolio Information Sheet V4.2 (22/03/21)

- Advice on applying for HCRW portfolio adoption
- Priority access to short courses/training/placements

Public Involvement Support

- Access to support from our Public Involvement Officer on meeting the national standards for public involvement in research. <https://www.invo.org.uk/posttypepublication/national-standards-for-public-involvement/>
- Access to DECIPHER's advisory group of young people, ALPHA. Working with ALPHA can be of great benefit to your research. ALPHA members represent a broad range of young people, who are skilled at advising on public health research. ALPHA members' unique expertise helps to ensure research is relevant, acceptable and of the highest quality. The group is particularly experienced at advising on bid development, and funders value the involvement of young people
- If your project is at bid development stage, then we can offer one free ALPHA session to help refine your application and identify what levels of public involvement support you will need throughout the research lifecycle. Applicants for adoption are expected to include public involvement costs in their proposal wherever a significant time commitment from ALPHA is anticipated
- For DECIPHER-adopted projects that do not involve young people, a meeting will be offered with the Public Involvement Officer to discuss public involvement. This may include working with researchers to decide who the appropriate public are, the purpose of public involvement, at which stages public involvement should be conducted during the project, and what associated costs should be included in a research bid.
- To read more about specific projects please follow the link: <https://decipher.uk.net/public-health-improvement-research-networks-phirns/public-involvement-alpha/>
- For more information, please contact Peter Gee (GeeP@cardiff.ac.uk).

School Health Research Network Support

The School Health Research Network (SHRN) brings together secondary schools and academic researchers, policy-makers and practitioners from health, education and social care to improve young people's health and wellbeing in the school setting. It is a partnership between Welsh Government, Public Health Wales (PHW), Cancer Research UK and the Wales Institute of Social and Economic Research, Data and Methods. It is led by the Centre for the Development and Evaluation of Complex Interventions for Public Health Improvement (DECIPHER) at Cardiff University.

For more information, please see the link: <https://www.shrn.org.uk/about/>

Researchers can apply for specific support as a SHRN adopted study and benefit from:

- Advice on school and participant recruitment (materials and protocol) and incentives for schools
- Advice on intervention design and delivery, either from the SHRN team directly or via facilitated access to schools
- Advice on data collection materials and timing
- Provision of data for sampling. SHRN carries out two biennial surveys, of student health and wellbeing and of schools' health-related policies and practices (a school environment questionnaire). Data from these can be used for stratified or purposive sampling of schools.
- Support for school recruitment. This typically involves the SHRN manager contacting schools on a research team's behalf to make an initial introduction
- Advice and/or support for school retention once studies are underway
- Support for dissemination via SHRN's established knowledge exchange channels, e.g. webinars and newsletters.

- Applicants for adoption are expected to include SHRN team costs in their proposal wherever a significant time commitment from the SHRN team is anticipated.

3. Expectations for Adopted/Affiliated Studies (all updates to DECIPHERadoption@cf.ac.uk)

For adopted and affiliated studies: We would require:

- To be updated about the project status (application submitted/funded/ rejected/in progress/completed). We will report and publicise them as DECIPHER/SHRN supported studies

For adopted studies: We would also require:

- To be updated on outputs (e.g. publications), follow on projects and any other news- worthy items to DECIPHERadoption@cf.ac.uk
- To have DECIPHER and its funders acknowledged in any outputs, using the DECIPHER logo, poster/presentation template, and required acknowledgement text: *“This work was supported by The Centre for Development, Evaluation, Complexity and Implementation in Public Health Improvement (DECIPHER) funded by Welsh Government through Health and Care Research Wales”*

For SHRN adopted studies: SHRN’s ability to support adopted studies rests on its strong relationship with its member schools. This has been built up over several years by an extensive programme of engagement with schools, including feeding back findings from SHRN-adopted research. One aim of this is to increase schools’ research literacy and capacity for evidence-informed practice. Research teams of SHRN-adopted studies are expected to contribute to this by ensuring that schools that are recruited to their study and the wider SHRN membership are informed of their study’s progress and findings. This could include:

- Writing articles for the [SHRN newsletter](#)
- Writing a [blog](#) for the SHRN or DECIPHER websites
- Presenting a [webinar](#)
- Presenting to school health and wellbeing groups
- Involving SHRN in study dissemination events
- Collaborating with the SHRN team to produce a [research brief](#), based on any peer-reviewed journal articles that are published from the study

4. Health and Care Research Wales (HCRW) Portfolio

As well as adoption by DECIPHER, your project may also be eligible for the Health and Care Research Wales (HCRW) Portfolio. The HCRW Portfolio is a register of high quality health and social care research studies active in Wales that meets specific eligibility criteria and commercial research. Registering on the portfolio gives you access to NHS support for study delivery. For further details and information on the portfolio and how to apply, please follow the link: <https://www.healthandcareresearch.gov.wales/research-route-map/what-is-the-research-directory-or-portfolio/what-is-the-health-and-social-care-portfolio/>

Any further questions on these forms, or any output updates please contact:
the DECIPHER Research Co-ordinator, Lindsey Allan on **029 2087 5378** or DECIPHERadoptions@cardiff.ac.uk
or
the School Health Research Network (SHRN) team on **029 2087 4433** or SHRN@cardiff.ac.uk

Many thanks and best wishes,

The DECIPHER Executive Team