

THE UNIVERSITY OF LIVERPOOL

Research Agreement

The following is the outcome of a meeting on (date) between (academic supervisor's name, address, telephone and e-mail) and (student, university department) and (organisation contact with name and title in the organisation, address, telephone and e-mail.)

All parties may comment of the agreement and if any section needs to be altered a fresh agreement will be issued. Please contact the academic supervisor (name), with comments at the above address.

1. **Project Agreement:** between (parties as above)
2. **Duration of the Project:** the project will run from (start date to completion): fieldwork will be completed by (month).
3. **About the organisation:** (short description of the organisation, with information on the aspect of service to be evaluated. Use organisation's own materials to source this section and reference accordingly e. g. Annual Report)
4. **Issues identified:** (short succinct statement).
5. **Proposed project.** (student) will conduct research with/ evaluate the services provided by (organisation), focusing particularly on (specific aspects of service). He/ she will (list methods to be used, sample[s] to be interviewed or surveyed or observed, and the stages involved).(State the access arrangements and how consent will be assured and whether data is to be recorded anonymously).
6. **Project outcome:** (student) will produce a written report which will be available in draft form by (month) and in its final form by (month) to (organisation). He/she will also provide feedback to (organisation) during the course of the project, as appropriate.
7. **Permission to reproduce the report:** (student) and (academic supervisor) will have the right to use the report for academic publication, provided (organisation) is first consulted and has no objections.
8. **Attendance:** (student) will commit the equivalent of one day a week in the first semester for field work and a similar amount of time in the second semester for analysis and for writing reports.

9. **Expenses:** the payment of travel expenses will be paid by the (organisation). (Student) will be responsible for providing a typed copy of his/her report to (University title) as part submission for his/her degree.
10. **Policy issues:** (Student) will abide by and be covered by the health and safety, equal opportunities and confidentiality procedures of (organisation). Both he/she and (organisation) will complete a risk assessment form as required by (University title).
11. **Supervision:** (academic supervisor) will be available for regular supervision throughout the study.
12. **Confidentiality.** (student) will work to the British Sociological Association guidelines on ethics and will respect the confidentiality of the information given. Due attention will be given to anonymity, and the research will be conducted in a sensitive manner.
13. **Assessment:** (student) will submit the client report and a separate reflective report to the (University / Department) and these together will comprise his/her dissertation.
14. **Acknowledgements:** At any time when the report or any part of it is used, proper acknowledgement should be made to (student), to the (department), (University title) and to (the academic supervisor).

Signed:

Dated: