



**Application Form**  
**For the inclusion of an Associated Study in the**  
*Understanding Society survey*

Please complete the application form below (maximum 4 sides A4) and submit a signed copy to Dr Violetta Parutis at ISER, University of Essex, Wivenhoe Park, Colchester, Essex, CO4 3SQ, UK, or via the following email address: [ukhls-associatedstudies@isermail.essex.ac.uk](mailto:ukhls-associatedstudies@isermail.essex.ac.uk)

<b>Date of application</b>	
<b>Name of applicant(s)</b>	
<b>Institution/ Affiliation</b>	
<b>Address</b>	
<b>Email</b>	
<b>Telephone</b>	

*Details of the proposed associated study*

<b>Proposed title of study</b>

**Provide a brief summary of the proposed associated study and its purpose:**

*This summary will be edited to include on the Understanding Society website if the project is approved and funded.*

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**Describe the sample of interest, sample size and the basis on which they would be selected (i.e. using demographic or other characteristics available within the survey data). NB: If access to sample members from the main sample is being requested, rather than from the Innovation Panel sample, a clear justification for this request must be provided:**

*Please note that when selecting sample members, we will exclude respondents who have recently taken part in other Associated Studies.*

**Provide details of the data collection methodology:**

**Describe the likely burden on respondents (e.g. proposed number of contacts, length of time of interviews, and any other aspects that may be burdensome for respondents):**

**Provide details of any incentives that would be offered to respondents taking part in the study:**  
*Please note that cash incentives are not permitted.*

**Describe any ethical issues that should be considered:**

*Should your application be approved, you will be required to apply for ethical approval from your institution – the Understanding Society team will wish to review your ethical application before it is submitted, and will require a copy of the formal approval, before the Study can go ahead.*

**Provide details of who would be carrying out the proposed research, and when it is hoped that the research would take place:**

*Should your application be approved and funded, you will be required to submit a project plan to the Understanding Society team, giving details of the development and implementation of your Study, and plans for data deposit.*

**Provide details of the proposed funding source for the study:**

*This funding should include all aspects of the study, including incentives, printing and postage etc. Confirmation of final funding should be provided to the Understanding Society team once approved. You will be responsible for securing additional funding should the costs of the study increase (for example due to increased final sample sizes). Confirmation of funding should be provided to the Understanding Society team once it is approved.*

**It will be helpful for you to discuss your funding proposal with the Understanding Society team before you submit it, as they can advise on the expected costs for fieldwork and associated activities**

**Provide details of the proposed time-frame for depositing data with the Economic and Social Data Service (ESDS): (See above re: project plan)**

***Rationale for the inclusion of the study in the Understanding Society survey***

**All associated studies must be directly related to the *Understanding Society* survey and add value to the survey. Please state the scientific rationale for the study in relation to *Understanding Society* and the reasons why the *Understanding Society* survey must be used for this study:**

<b>Explain the reasons why the study could not be carried out using another sample:</b>
<b>Describe the value that this study will add to the <i>Understanding Society</i> survey, and the analytical advantages of having the resulting data available within <i>Understanding Society</i>:</b>
<b>Describe the longitudinal rationale for the proposed study:</b>
<b>Provide details of the <i>Understanding Society</i> data that have already been collected, which will be used in, or are relevant to, the conduct of the research:</b>
<b>Provide details of the research outputs that would result from the study, and their likely impact:</b>

## *Undertaking*

- ❖ I understand that the *Understanding Society* scientific leadership team and Scientific Advisory Committee will review this application and they may wish to suggest changes to the design or data collection procedures. Any proposals requiring access to more disclosive data available under **Special Licence** and via the **Secure Data Service** will also be referred to the *Understanding Society* Scientific Leadership Team for approval, and those requiring access to genetics data plus study data will be referred to the Study's METADAC. A response as to whether this application has been successful will be provided to the applicant within 1 month of the date on the application form.
- ❖ I understand that the successful applicant will be required to sign an "agreement of cooperation" with the *Understanding Society* team, which will set out the rights and obligations of both the applicants and the *Understanding Society* team throughout the duration of this Associated Study.
- ❖ I understand that the study must not harm or impose an unacceptable burden on survey respondents.
- ❖ I agree to deposit anonymised data with the UK Data Service (UKDS) within an agreed timeframe.
- ❖ I understand that once the proposal has been accepted, the applicant is responsible for raising the full costs of running the study. Funding sought will include incentives for respondents at a level agreed with the *Understanding Society* PI, plus the cost of other activities such as printing and postage. The applicant will also be responsible for securing additional funding should the costs of the study increase (for example due to increased final sample sizes).
- ❖ I understand that once funding has been awarded, the applicant should work with the *Understanding Society* team to develop protocols and fieldwork procedures for the study
- ❖ I understand that the applicant must apply for independent ethical approval to conduct this research from their host institution, and from an NHS Research Ethics Committee if necessary. The study cannot commence until ethical approval has been granted, and evidence of this approval must be provided to the *Understanding Society* PI.
- ❖ I understand that the applicant must conform to all data security and confidentiality procedures as deemed necessary by the *Understanding Society* PI and that the applicant will be required to sign a written undertaking to this effect. The applicant will be required to submit a Data Management Plan.
- ❖ The *Understanding Society* Scientific Leadership Team (or METADAC for combined genetics/study data) will be responsible for establishing access conditions for data which is considered disclosive or extremely sensitive e.g. photographs; qualitative data on small numbers of rare cases within the population.
- ❖ I understand that the applicant will be responsible for the production and provision of all field materials, questionnaires or other equipment needed for fieldwork. Questionnaires and other field documents will be supplied to the *Understanding Society* team for comment prior to the applicant making contact with respondents and will be subject to any changes deemed necessary.

The *Understanding Society* PI reserves the right to halt or withdraw support for the associated study if there is any evidence of misconduct or harm to respondents. Misconduct will include extending the research to be carried out without prior agreement or carrying out any form of contact or data collection not agreed within the protocol. In all cases, the final decisions on the suitability of an associated project within the context of *Understanding Society* rest with the PI.

**Signature of lead applicant:**

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**Print name:**

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**Date:**

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