

External Request for Access Form

St Mungo's receives a large number of requests for research access. In order for us to assess whether we can grant access for your research, please complete this form and return it to research@mungos.org If you are a student, this form should be submitted by your academic supervisor.

We will notify you as soon as possible whether your *Request for Access* will be granted.

What this form is for

- Requesting access to data, staff members, volunteers or clients for the purposes of research or evaluation which is not funded or commissioned by St Mungo's.

What this form is not for

- Access to data or information about yourself or an individual.

Your name	Your contact details (email, phone, address)
Your employer	Your job title

Students only	
Your academic institution	
Your course of study	
Your supervisor's name and contact details (email, phone, address)	
Please ask your academic supervisor to submit this form on your behalf.	

Other members of your research team, if applicable	
Name and role	
Name and role	
Name and role	

About your research project	
Project title	
Project aims	
Project methodology	
What benefits will your research bring to St Mungo's and our clients?	
How does your research align with St Mungo's Strategic Plan? (Click Here)	
How will you share your findings with St Mungo's and our clients?	
Do you intend to publish your research? If so, St Mungo's will need 1 month for internal sign-off	

About your Request for Access	
What involvement are you requesting from St Mungo's?	

Intended fieldwork dates and deadlines	
Is there a St Mungo's staff member who has already agreed to be your point of contact?	

Research ethics	
How will you maintain data security?	
How will you ensure confidentiality for participants?	
Has a risk assessment been conducted to identify potential hazards to participant or researcher safety?	
How will participants' consent be obtained?	

How will you deal with disclosure by participants relating to serious harm, abuse and/or child protection concerns?	
What is your experience of working with people in need of support?	
Do you have ethical approval granted?	
If you do not yet have ethical approval, when do you expect to achieve this by?	
Name of institution granting ethical approval	

I confirm that the information provided is true, complete and accurate. I will inform St Mungo's if any of the above information changes.

Signature of applicant:

Name of applicant:

Signature of academic supervisor:

Name of academic supervisor:

Date:

Please now submit this *Request for Access* by email to research@mungos.org (If you are a student applying for access as part of a course of study, please ask your academic supervisor to submit the form on your behalf).

Your application will be reviewed by a panel of St Mungo's staff, and we will notify you of the decision as soon as possible. We judge applications according to a number of criteria, including benefit to the organisation and our clients, ethical arrangements, and the amount of time the request would take to fulfil.

We aim to respond to *Requests for Access* within 28 days, though we normally get back within 14 days.