# **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](mailto: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.

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

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

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| **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?**  **([mungos.org/](https://www.mungos.org/strategic-plan-2021-2026/)**  **[strategic-plan-2021-2026/](https://www.mungos.org/strategic-plan-2021-2026/))** |  |
| **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 |  |

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| **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?** |  |

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| **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 vulnerable**  **people?** |  |
| **Do you have ethical**  **approval granted?** |  |
| **If you do not yet have**  **ethical approval, when do**  **you expect to apply/**  **receive approval?** |  |
| **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](mailto: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 clients, 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.