

## **RESEARCH COMMISSIONING PROCESS**

### **Stage 1 - Research Proposal Application**

The applicant will put forward their research proposal via a Research Proposal Form. Separate forms have been created for applications from internal and external applicants (see appendices B and C).

Guidance notes (appendix D) are available to help applicants complete the forms and a Frequently Asked Questions facility is available to those considering applying (appendix E)

Research proposals will be accepted throughout the year and where possible will be considered at Steering Group meetings. Where this is not possible within the time constraints of the research, a proxy group consisting of the Head of Business Futures and Head of the department relevant to the research, will consider the proposal and report the decision to the next Steering Group meeting.

The force will encourage research on the agreed advertised topics. Research on other topics submitted from internal applicants will be considered providing the research can produce convincing evidence as to the suitability of the research to Derbyshire Police needs.

Primary (active data collection) and secondary (use of academic sources as evidence) research will be allowed.

Officers and staff who are already on an academic course (Undergraduate/Masters/PHD or similar) and planning to conduct internal research should still apply through this process. This will allow an audit of all ongoing research and ensure all learning opportunities are collated and discussed. Please see the communication plan.

### **Stage 2 – Screening**

The application will be received by the Business Futures Team, logged on a central registry and will be screened against the agreed research topics using the Research Selection Criteria form.

As well as consideration regarding relevance to force research topics the screening flowchart also allows for consideration of:

- other current research (nationally or locally)
- whether, in the screening officer's opinion, it would add value
- What type of research is required (using the EMPAC Impact Typology)
- capacity to work with the researcher on the research bearing in mind the stated timescales and methodology

The screening officer will use the Research Selection Criteria Form (see appendix H) to record their decision making.

### **Stage 3 – Consideration**

The Business Futures Team will present the results of stage 2 at the Steering Group and recommend either approval, rejection or further work required.

The Steering Group will consider the overall landscape of research in particular timings to ensure that the amount of intrusive research (such as surveys, observations and interviews) does not become too excessive or overly focused on one area of the force.

Internal research on any subject would not be discouraged but there will be guidelines for research topics for external applicants.

#### **Stage 4 – Approval**

Following approval by the Steering Group, the external researcher will be notified and provided with details of the department single point of contact (SPOC) who will help them develop their research.

The SPOC role is critical in the process and should adhere to the Terms of Reference and work with the research applicant to develop the proposal and minimise any issues if required.

Internal requests that are approved will be forwarded to the relevant academic establishments, either direct or via EMPAC to see if any students wish to undertake the research on our behalf.

#### **Stage 5 – Post-approval Updates**

It will be the responsibility of the SPOC and researcher to provide periodic updates to the Steering Group. This may be at certain 'milestone' points in the research but a general 'progress report' will be required at each quarterly steering group meeting. (see appendix ?)

#### **Stage 6 – Completion**

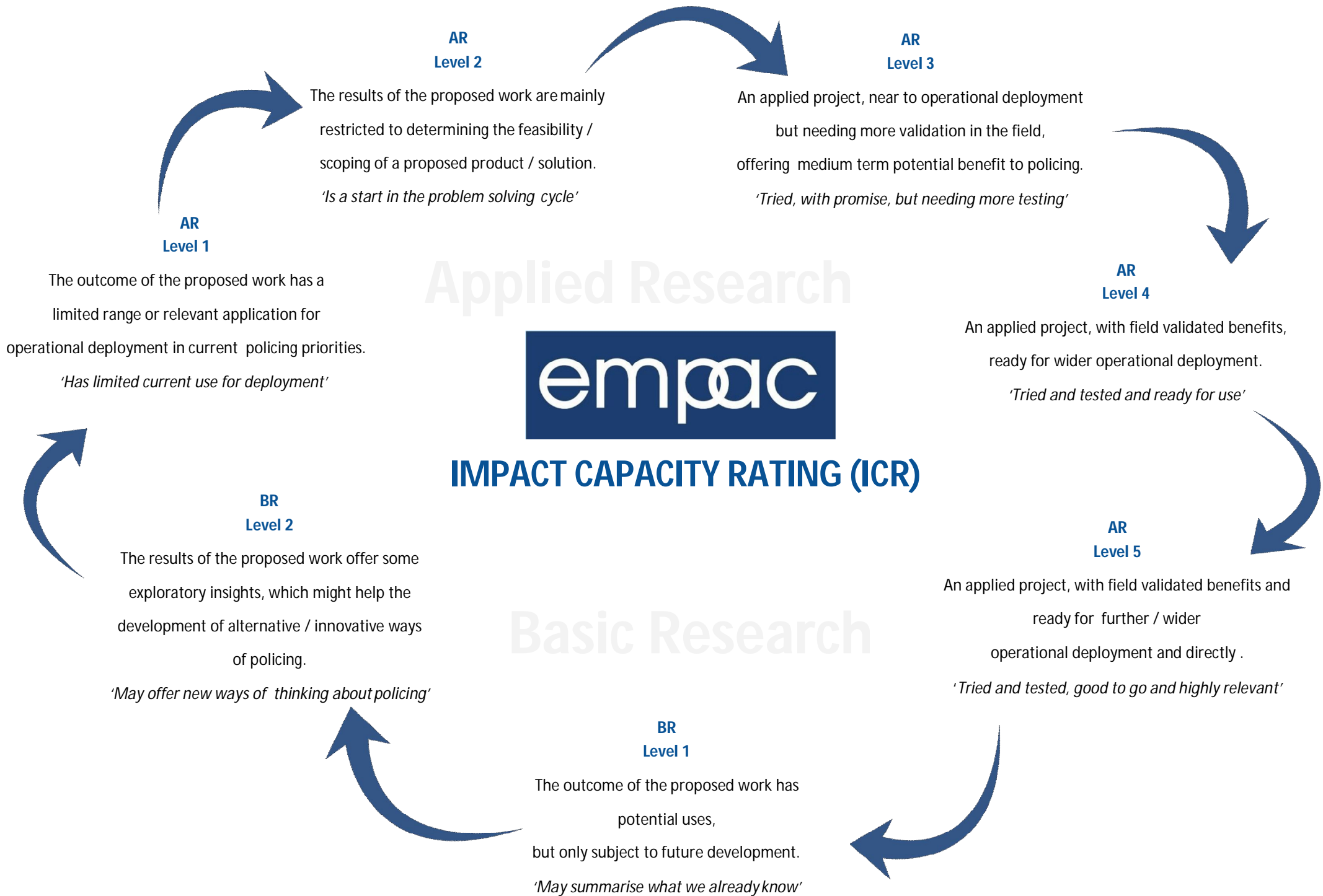
At the point of completion the researcher will present their findings to the Steering Group, focusing on how the findings can be applied.

If the researcher is external they will be paired with a police practitioner who will help to present the findings to the Steering Group.

The research product presented can be in many different types of formats however the desired outcome and product of the research should be made clear from the start in the application document.

#### **Stage 7 – Implementation**

Following presentation of the findings the Steering Group will consider appropriate actions to implement the findings or commission further work if required. The Steering Group will consider each research product through the EMPAC Impact Typology below:



**AR  
Level 2**

The results of the proposed work are mainly restricted to determining the feasibility / scoping of a proposed product / solution.  
*'Is a start in the problem solving cycle'*

**AR  
Level 3**

An applied project, near to operational deployment but needing more validation in the field, offering medium term potential benefit to policing.  
*'Tried, with promise, but needing more testing'*

**AR  
Level 1**

The outcome of the proposed work has a limited range or relevant application for operational deployment in current policing priorities.  
*'Has limited current use for deployment'*

**AR  
Level 4**

An applied project, with field validated benefits, ready for wider operational deployment.  
*'Tried and tested and ready for use'*

Applied Research



**IMPACT CAPACITY RATING (ICR)**

**BR  
Level 2**

The results of the proposed work offer some exploratory insights, which might help the development of alternative / innovative ways of policing.

**AR  
Level 5**

An applied project, with field validated benefits and ready for further / wider operational deployment and directly .  
*'Tried and tested, good to go and highly relevant'*

Basic Research

**BR  
Level 1**

The outcome of the proposed work has potential uses, but only subject to future development.  
*'May summarise what we already know'*

*'May offer new ways of thinking about policing'*