# DClinPsy logo - transparent background sml

# All intakes

# Service-Related Project

## **Contract & Action Plan**

This initial action plan and contract is to be completed at a meeting between the trainee, field supervisor(s) and research/course supervisor. This meeting should take place as near to the start of the project as possible. All parties are to retain a copy of the finalised document. However, the contents can be re-negotiated at any point, with the agreement of all parties.

When the contract has been agreed the trainee should email a copy to the field supervisor for approval. Once the field supervisor has reviewed the content they should forward a copy on to the research supervisor. If the research supervisor is happy with the content they should send a copy to the research coordinator by email, copying in the trainee and field supervisor, stating that the attached contract has been agreed by all parties.

This document provides a clear action plan for all parties that covers the issues of roles and responsibilities, expectations concerning submission of the SRP research for publication, and expectations concerning authorship.

|  |  |
| --- | --- |
| **Name** | **Contact Details** |
| Trainee name:  Date: | Address: Clinical Psychology, Div. Of Health Research, Lancaster University, Lancaster, LA1 4YG  Phone: 01524 592754  Email: |
| Research/programme supervisor name:  Date: | Address:  Phone:  Email: |
| Field supervisor name:  Date: | Address:  Phone:  Email: |

**Roles, Responsibilities & Planned Activities**

Please write the roles and responsibilities of each party concerning each step of the research process, and include target dates/deadlines for planned activities where appropriate.

| **Research Step** | **Roles and Responsibilities** |
| --- | --- |
| Generating a research idea | Trainee:  Research/course supervisor:  Field supervisor: |
| Developing a research plan/design  (inc. power analysis if appropriate) | Trainee:  Research/course supervisor:  Field supervisor: |
| Gaining ethics committee approval | Trainee:  Research/course supervisor:  Field supervisor: |
| Gaining access to participants | Trainee:  Research/course supervisor:  Field supervisor: |
| Collecting data | Trainee:  Research/course supervisor:  Field supervisor: |
| Analysing and interpreting data | Trainee:  Research/course supervisor:  Field supervisor: |
| Writing the report  (including giving feedback)  *B Two drafts of this can be read by each of the supervisors, although one from each supervisor is normally sufficient* | Trainee:  Research/course supervisor:  Field supervisor:  Draft deadlines: |

**Regularity of Supervisory Contact**

Please use this section to indicate the expected regularity of contact between supervisors and trainee – specify the anticipated expected frequency and type of contacts, and an estimate of the total number of face-to-face contacts anticipated.

Academic supervisor:

Field supervisor:

**Action Plan Summary**

| **ACTIVITY** | **DATE** | **WHO** |
| --- | --- | --- |
| Submit ethics proposal |  | Trainee |
| Data collection |  | Trainee |
| Data analysis |  | Trainee |
| Comment on first draft of introduction & method |  |  |
| Comment on second draft of introduction & method |  |  |
| Comment on first draft of results & discussion |  |  |
| Comment on second draft of results & discussion |  |  |
| Submit SRP |  | Trainee |
| Submit paper for publication |  | Research supervisor |
| If accepted, submit final accepted manuscript to research coordinator |  | Research supervisor/trainee |

**Submission for Publication and Authorship**

This part of the contract concerns the initial expectations of all parties regarding submission of aspects of the SRP for publication, including contingencies if expectations laid down in this contract are not met. This part of the contract also concerns expectations regarding authorship. There are guidelines*[[1]](#footnote-1)* concerning the authorship of publications published in *The Psychologist.* Parties to the contract should agree expected authorship in consultation with these guidelines.

**In the event that publishable findings emerge from this study, the following expectations are shared by the named parties:**

**Likely journal(s) for submission:**

**Authorship (including author order):**

**Author 1:**

**Author 2:**

**Author 3:**

**Any further authors:**

**Target date by which submission will occur:**

**Responsibility for submission:**

It is expected that, in most circumstances, the trainee will be the first author and will take a lead in ensuring that any publishable research is worked up into an appropriate form and submitted as agreed. The following points are intended to guide this process and outline exceptional circumstances:

* Material is not to be submitted for publication without all authors sighting the final manuscript and agreeing to its submission.
* The anonymised dataset is understood to belong to all authors and may be accessed by all authors for the purpose of contributing to publication.
* In the event that potentially publishable material is not worked up to a manuscript within 6 months of the SRP submission date, supervisors may take a lead in developing the manuscript and submitting it. In this instance, the author order will be changed to reflect the leading role taken by the supervisor(s) in developing the publication.

1. Game, A.,& West, M. A. (2002). Principles of publishing. *The Psychologist,* *15*, 126-129. [↑](#footnote-ref-1)