Glasgow Caledonian University

Process for contacting staff or students to participate in research

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V1.1	Review	2022	Lynsey Green – Information Compliance Officer	Review

Process for contacting staff or students to participate in research

The University Research Ethics Committee agreed the following process at its meeting on the 18th April 2018.

This process should be followed to contact staff and students to participate in research.

1. **Student research**

   1.1 The Students' Association will include requests for research participants in regular communications which they send to students.

   1.2 This service will **only** be provided for **GCU students**.

2. **Staff research**

   2.1 The Communications Department will include requests for research participants in Caledonian Connected.

   2.2 Requests should be emailed to cal-connected@gcu.ac.uk and
      a. must include a maximum of 5 lines indicating what the research is about and type of respondent required (where applicable).
      b. the staff email contact details of the researcher.

   2.3 This service will **only** be provided for **GCU staff**.

3. **Specified student groups**

   3.1 This can be undertaken by the member of staff concerned through GCU Learn.