

Writing about The Reader: Proposal form

Thank you for expressing an interest in writing about the work of The Reader.

We receive many requests and aren't always able to facilitate them all. We'll review the proposal you submit against our pre-agreed criteria for acceptance and let you know the outcome. We aim to make all decisions within six weeks of receiving a project proposal.

Please note that we are unable to fund travel costs and other out of pocket expenses for those wishing to visit our site to learn more about the work of The Reader. Depending on the scope of your project, we may request a reimbursement fee to cover the time required of our staff to support your work.

Please complete the following information and email your proposal to research@thereader.org.uk for review.

Today's date	
Project title	
Name / point of contact	
Role / degree level <i>(if student)</i>	
Organisation	
Contact email	
Contact telephone	

Research students only:

Research supervisor <i>(name, job title, institution)</i>	
Contact email	
Contact telephone	

Please notify your research supervisor prior to sharing their contact details with us.

What will be the final outcome of this piece of work? <i>(e.g. newspaper article, research paper, published book)</i>

Where will the work be published?

Predicted project duration	
Project start date	
Project end date	
Date by which you would require confirmation of whether The Reader can support this request	

Project description - What is the background context to this piece of work? - What topic(s) will your project cover? - What questions are you trying to answer?

Which of the following would you hope to do as part of this project? <i>(please tick any that apply)</i>	
<input type="checkbox"/>	Shared Reading group observations <i>(please specify preferred geographies/target beneficiary groups if applicable)</i>
<input type="checkbox"/>	Visiting The Reader at Calderstones
<input type="checkbox"/>	Talking to group members / volunteers
<input type="checkbox"/>	Talking to employees at The Reader <i>(please specify roles / names if known)</i>
<input type="checkbox"/>	Surveys/questionnaires
<input type="checkbox"/>	Other <i>(please specify.....)</i>
Please give more detail about your answers in the space provided	

How will you protect the identities of participants and ensure high ethical standards are followed?

What information will you provide to participants about the research / data gathering process? <i>(compulsory if i) quoting individuals, ii) using personal identifiers, iii) making any audio/visual recordings of participants, iv) gathering data for which consent needs to be given)</i>

What we do with this data

The Reader will use the data you provide to assess and contact you about the outcome of your proposal ('legitimate interests'). If your proposal is unsuccessful, we'll retain your details in our research@thereader.org.uk inbox for six months from the point of application. If your proposal is accepted, your contact details will be recorded on our internal contacts system and retained for two years following the end of your engagement with us. Where proposals include details of a research supervisor we will include them in any follow-up email correspondence and may phone them to discuss your project.
(LIA_191113)

If you have any queries please contact The Reader's Data Compliance Manager using the contact details at the bottom of this form.

You have the right to lodge a complaint with the Information Commissioner's Office if you are unhappy with our response.

All queries should be directed to: The Data Compliance Manager, The Reader, Mansion House, Calderstones Park, Liverpool, L18 3JB
Tel: 0151 729 2200 Email: data@thereader.org.uk