***This is a worked example for the I-ASC project – this is how this document would appear for this specific project.***

**Terms of reference:**

Drafted: 30 01 20 16

Revised: 30 02 2017

Owner: Chief Investigator

**I-ASC Research Team**

1. **Purpose/role of the research team**

The research team is the group of individuals working on the project on a day to day basis.

The team was established on 4-1-16 and will work on the project until 31-12-18 or completion, whichever is the earlier date. This date was extended for some team members to include a contract variance (30-04-19).

There is one full time member of the team, all other people are part time.

The aim of the team is to deliver the I-ASC research project on time, against the agreed outcomes and measures, and within budget. The project protocol gives full details of the work packages, deadlines and lead for each element of work.

1. **Membership:**

The research team is made up of those people working on the project. The project has three collaborative partners (Manchester Metropolitan University, Leeds University and Barnsley Assistive Technology Service).

Individuals include academics and research staff employed by Manchester Metropolitan University and Leeds University and practitioners employed by Barnsley Assistive Technology Service.

The Chief Investigator facilitated the inclusion of Public Involvement co-researchers based at Manchester Metropolitan University, and negotiated the employment of a research assistant to facilitate the PI contribution where additional support was needed.

Membership started for some team members, including the PI co-researchers, during the development of the funding bid. Membership formally commenced on 04-01-16. Changes to staffing occurred across the life of the project.

1. **Accountability**

All members of the research team are ultimately responsible to the Chief Investigator, however, some team members have a line manager who provides day to day management and support.

The research team will report on their work to two different groups:

* The NIHR Advisory Board: once a year during the life of the project (3 times)
* The Critical Friends Group: every 6 months during the life of the project (6 times)

The Chief Investigator reports on the work to the Research Funding Agency

* NIHR 6 monthly reporting

1. **Working methods/ways of working:**

All individuals on the team will work independently, in small groups or as a wider team to deliver the project outputs on time.

The team can use the most effective methods of working suitable for each task they engage on, including but not limited to: face to face meetings, telephone, conference calls, conference videoing, emails.

Formal meetings will be held a minimum of quarterly, at Manchester Metropolitan University. These will be organised and chaired by the Chief Investigator, or designate. The agenda will be circulated prior to the meeting along with relevant papers for discussion. Visitors may be invited to attend. The Research Fellow will take responsibility for the minutes.

1. **Sharing of information and resources**

All team members will have access to the University / project shared drive where information and resources will be stored. Access to this will be provided to individuals.

Confidential material is subject to the procedures outlined in the approved ethics applications and will be adhered to at all times.

1. **Definition of terms**

Public Involvement representatives: patients, service users, survivors, carers and family members (National Standards for Public Involvement in Research, NIHR 2018. Available from: <https://sites.google.com/nihr.ac.uk/pi-standards/home>)

Co-researcher: A public involvement representative undertaking active research as part of a research team on an ongoing basis.

Research Advisor: A public involvement representative actively engaging with a research project on an adhoc basis (specific activities).

Critical Friends Group: An individual invited by the project team to act as a sounding board on activities and progress, providing feedback and support either as individuals or as a group. This may include research advisors, but has PI representation.

Advisory Board: A group of individuals approached and appointed by the Research Funding Agency. The will act as a sounding board on activities and progress. They will report to the Research Funding Agency.