



Protocol for researchers engaging with MS Ireland for support with projects

All requests for assistance with research projects go through a central point nominated by the Senior Management Team; currently this is:

Alison Cotter - Advocacy and Research Officer

Email: alisonc@ms-society.ie

Tel: 086 4134265

Researchers will be required to provide the following:

- a) A letter from the Principal Investigator/Researcher' supervisor on headed paper regarding the project.
- b) An outline of how public patient involvement principles have been utilised in the development of the project and its materials.
- c) Evidence that ethics approval has been obtained from the relevant body/bodies. If ethical approval has not been obtained the cover letter should outline why this is the case.
- d) A copy of the final questionnaire/study materials for review prior to putting it up on the website.
- e) An information sheet for the potential participant/respondent which explains the project in more depth and makes observations, as necessary.
- f) A 200-word (approx.) summary in lay language to describe the project that will be used to introduce the project on the website.
- g) Contact details so potential participants can contact the researcher directly. MS Ireland cannot assist with managing the recruitment process.

Following receipt of the above we will:

- h) Agree a time frame and reminder alerts.
- i) Put all of this on MS Ireland's website, on this page: <http://www.ms-society.ie/pages/research/get-involved-in-research>. We would then include on email and social media etc.
- j) Ask for feedback when the results are published, these will be archived on the research section of the website <http://www.ms-society.ie/research/blogs/1380>.
- k) Ask the student/researcher to participate in the MS Ireland Blogs and write articles with updates on the research for MS Research, MS Ireland's bi-annual research eZine.