**NIHR ARC Oxford and Thames Valley Evaluation request form**

Thank you for contacting the NIHR ARC Oxford and Thames Valley (ARC OxTV) for support with your planned evaluation. To help us review your request, please complete the form below and email to arc\_oxtv@phc.ox.ac.uk We have a number of priorities within ARC OxTV and we are more likely to support requests which are aligned with these priorities and our research themes <https://www.arc-oxtv.nihr.ac.uk/our_work> If you have any questions please do contact us on arc\_oxtv@phc.ox.ac.uk We aim to acknowledge your request within 3 working days and provide a full response within 20 working days.

We have limited resource and capacity within ARC OxTV, so we will not be able to support all requests. In some instances, it may be more appropriate for us to signpost you to other organisations we work with. You will need to have identified funding for the evaluation or be in the process of obtaining this, for us to be able to consider your request.

We take the privacy and security of your information seriously, please [refer to this NOTICE](https://www.phc.ox.ac.uk/about/privacy-policy) which describes how we collect and use your personal data submitted to us online, by email or on paper, in accordance with the General Data Protection Regulation (GDPR) and associated data protection legislation. We will retain your information for only as long as is required.

**Contact details for evaluation lead**

**Proposal**

What do you want to evaluate?

Why is this an area of importance and what is the background?

What are the outcomes you hope to achieve?

How do you think we can help you with this evaluation?

**Funding**

Is there funding or any resources available to support the evaluation? (Please provide further information)

Have you approached any other teams for support with this evaluation? (It is helpful to know as there is potential for greater support, if we collaborate with others)

**For ARC OxTV use only (Stage one meeting with ARC Core team)**

Date request received and method

Date holding email sent to evaluation lead (target 3 working days from date of first contact)

Theme/s which request relates to. If none- provide rationale for considering request

**Meeting with evaluation lead**

Date meeting held with member/s of ARC Core team (if appropriate) (target 15 working days)

Date full response sent to evaluation lead (target 20 working days)

Key points from the meeting. To cover the following where possible:

* Overview of the planned evaluation
* Other stakeholders involved in the project
* Timelines for proposed evaluation
* Health or economic outcomes to be measured (e.g. GP visits, hospital admission, outpatient visit, associated costs, patient’s quality of life
* Explore potential data sources (local and/ or national). Availability, type (patient level or summary measures) and volume. Any constraints around data sharing/ access and availability.

**Outcome of review and stage one meeting with ARC Core team**:

* + Aligns well to ARC themes- share with theme lead/s and deputies for further consideration
	+ Some alignment to ARC themes- share with theme lead/s and deputies for further consideration
	+ Limited or no alignment to ARC themes and no rationale to consider further. Signpost to other organisations for support (such as other ARCs, AHSN, RDS etc). (Provide details of who signpost to)

Additional comments:

**Outcome of review by ARC theme/s (Stage 2)** (select all which apply):

* + Meeting to be held to understand evaluation in more detail
	+ Drop in clinic to be arranged to provide high-level evaluation support/ guidance
	+ Collaborative working to be explored to provide more in-depth support for the evaluation
	+ Request reviewed – unable to support. Please provide reason (e.g. lack of resources, insufficient alignment to ARC themes)

Additional comments: