

This document outlines the process for individuals wishing to recruit therapists using survey or other research methods

- 1) Firstly, please contact the BAHT Clinical Evidence Committee (CEC) at baht.cec@gmail.com with an outline of your research project or survey. Note that there is a separate proforma for surveys and other research projects. Use the tick boxes in the proforma to guide what should be included in your outline document. Send the completed document (2 A4 pages maximum) and proforma to baht.cec@gmail.com. The CEC will only review applications that have fulfilled the above requirements.
- 2) The CEC will review your research (including any questionnaires) using a standardised assessment form. If this is a student project, the CEC may make recommendations for improvement to ensure relevance to the BAHT membership. It is therefore helpful if this process is carried out **BEFORE** the ethics application because subsequent changes in study design or content may require an application for ethics re-approval, which might delay the start of the project. At this point, the CEC can provide a letter of approval, providing the research is of an appropriate quality and any requested amendments have been made. Please be advised this process may take **3 to 4 weeks**, so please plan accordingly.
- 3) If appropriate, you will need to apply for approval from your local R&D department/university ethics committee and inform the CEC once this is received.
- 4) If your survey/ research project has already been approved and/or the survey is live online, send us a 50-100 word summary with ethics approval and contact details, and web link to the survey. The CEC will review and decide if the survey/research project is relevant for distribution. This process may take **1 to 2 weeks**.
- 5) The CEC will liaise with BAHT e-bulletin to advertise the research project or survey.
- 6) About advertising in the BAHT monthly e-bulletin:
 - a) The e-bulletin is published the first week, each month. To avoid delays, please email your summary by 10th of the previous month.
 - b) We will advertise your research/survey a maximum of three times, upon request.
- 7) For any queries, contact baht.cec@gmail.com.