

***TEMPLATE FOR RESEARCHERS***

***- To be used in generating structured information about the research project to be sent to the User Group***

**Purpose**

• Ensure user involvement in the early stage of the research process[[1]](#endnote-2)

• Simplify user involvement by giving researchers access to experienced users

• Increase relevance of research from "start to finish"

**Process**

1. The researcher sends information (see template below) to the Norwegian Cancer Society: [Forskningsadministrasjon@kreftforeningen.no](mailto:Forskningsadministrasjon@kreftforeningen.no) which will forward the information to the User Group (latest one month before application submission deadline).
2. The User Group will internally prepare for an online meeting with the researchers
3. The User Group invites the researchers for discussion and gives input regarding user involvement in the project plan

For more information and help in planning for user involvement, please see the Norwegian Cancer Society’s [user involvement resource page](https://kreftforeningen.no/forskning/brukermedvirkning/)

**TEMPLATE**

**Research information to the User Group**

*As the User Group will not read the entire application, please send the following information (maximum 2 pages):*

1. **Preliminary project title and popular project summary**

*- Include state of the art, knowledge needs, choice of topic, project objectives/research questions, hypothesis, study design, method, measuring tools and sample.*

**Keep in mind that this text must be written in layman’s terms and difficult research terms must be explained**

1. **Preliminary ideas for user involvement in the project**

*- What type of users (cancer patients, next of kin or other relevant users, such as public or health care professionals) do you think could be useful in your research project?*

*- Are users included in relevant research phases and how will they contribute?*

*- Who will be the most important end users in the short or long term*

1. **Other information that can be useful to discuss with the User Group?**
2. **Requirements for user involvement in the call text**

*- Include link to the call text*

1. The User Group shall not be users in the project itself but provide input in the application stage [↑](#endnote-ref-2)