**Guidance for submitting an AskFuse enquiry**

The questions below are intended to help you think through the support you are looking for from Fuse and will help us to develop a clear brief for Fuse researchers. They can serve as a starting point for the initial conversation with the AskFuse Research Manager and he would be very happy to discuss these questions with you, email: ask@fuse.ac.uk

**Exploring the research questions**

1. What is the problem/issue?
2. Why are you looking for research evidence? (aims and objectives)
3. How would you like to apply this evidence? How does this relate to the strategic priorities of the organisation?
4. What kind of research evidence are you looking for? (multiple answer possible)

|  |  |
| --- | --- |
| * Research digests
* Scoping exercises
* Rapid evaluations
* Reviews of your documents
* Analysis of your routine data
* Other: ………………………………..
 | * Develop joint research agendas to meet practice needs
* Look across your programmes for wider learning
* Undertake economic evaluations of costs and benefits and return on investment
* Undertake full evaluations of effectiveness
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1. What are the key questions that you want answers to?

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**Available sources of evidence**

1. What information sources have you already accessed or are available to you?

(E.g. policy and practice guidelines, research digests/ articles, grey literature, own research and evaluation, reports, minutes, events info, tacit knowledge of professionals and policy makers, organisational knowledge)

1. Have you worked with public health researchers before? (When, where, who, what, relevance to topic)

**In case of an evaluation of an intervention**

1. Can you give us some background information about the intervention?

(When did it start, by whom, why, target audiences, how did it develop, what did it do/achieve and for who?)

1. Who is/was involved in the delivery? Who are important stakeholders? (to perhaps include in the research)
2. Would you like to include participants and stakeholders in the research? If yes, how? (E.g. as participants in the research, in a steering group, in a dissemination event)
3. How can we get access to suggested people? (E.g. through gate keepers, contact lists of relevant organisations, events and meetings they attend)

**Costings**

1. What funding is available? And from what sources (any requirements attached to them)?

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1. Is there a spending deadline? …………………………………………………………………………………………….
2. Would you like support in sourcing (additional) funding for the project? If yes, what kind?

**Dissemination of evidence**

1. How would you like the evidence to be presented to you? (multiple answers possible)

|  |  |
| --- | --- |
| * Written report/ paper
* Oral presentation
* Workshop/ seminar
* Website/ blog
* Social media format
 | * Policy briefing
* Practice guideline
* Training proposal
* Other:

………………………………………………………………………………..  |

1. Who do you like to involve in the dissemination? (if applicable)
2. Do you have any funding available for dissemination? If so, how much? ……………………………….
3. Deadline for dissemination product/ activity: …………………………………………………………………………
4. Would you like to receive an interim report? If so, when? ……………………………………………………..
5. Would you like us to support you in disseminating and implementing the AskFuse evidence collected for you?
6. Any other questions or comments?