Royal College of Psychiatrists

21 Prescot Street, London, E1 8BB

**Email:** CAPSS@rcpsych.ac.uk

**Telephone:** 020 301 2695

**PHASE 1 APPLICATION FORM**

Please use the space provided to complete this form. Please read the questions carefully as failure to provide sufficient detail may lead to a delay in processing the application or its rejection. More detailed guidelines can be found in the CAPSS study application handbook (available on the [CAPSS website](https://www.rcpsych.ac.uk/improving-care/ccqi/research-and-evaluation/current-research/applying-to-use-CAPSS)).

There is no word count (apart from the abstract) but please try to complete the application succinctly.

## Title of the study

## Investigators

*Please list all investigators involved in the study, their job title, affiliation, and planned contribution to this study. Please also indicate clearly the principal contact for correspondence on this application, giving a full contact address, email address and telephone number. If there are more than four investigators insert more rows as needed.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Investigator | Job title and affiliation | Contribution to study |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

## Description of the study

*Please provide a brief description in lay terms under the following headings:*

1. Abstract/summary (300 words)
2. The condition – *please describe known epidemiology, clinical and public health importance.*
3. Why it’s important
4. Intend methodology
5. Benefits of the study

## Research questions and surveillance objectives

*Clearly state the specific research questions that will be addressed by this study. These questions must be answered through CAPSS methodology a) without any direct contact with patients, b) without seeking investigations that would not have normally be undertaken by the psychiatrists and c) without a comparison or control group. These could include but are not limited to: incidence/prevalence, clinical presentation, clinical management, outcome, other.*

## Case definition

*Please give careful thought to providing a precise and practical definition (based on symptoms/signs/investigations) that will be understood by general psychiatrists. Use an internationally accepted case definition if at all possible and reference previous studies if relevant.*

1. Surveillance case definition – *defines which cases should be reported by CAMHS consultants. The aim is to ensure that consultants report all relevant cases so this definition is often broad as over-reporting is preferable to under-reporting*
2. Analytic case definition – *a definition that responses to the questions in the baseline questionnaire confirm that the case is truly a case and may occasionally require reported results from a specific test to confirm. It can be the same as definition ‘a’ , but more usually this definition is narrower and more precise. This is the definition on which the expected numbers will be calculated.*
3. Age range for cases
4. Reporting instructions

## Expected numbers

*Please supply an estimate of the number of cases expected each year, i.e. the yearly incidence rate. Provide a reference for this estimate if possible. More than 300 cases a year would normally be considered too high for CAPSS. Please indicate the source of denominator for calculating incidence.*

1. Expected numbers per year
2. If a denominator to those numbers is required for your study objectives, please specify what the denominator is and how you will obtain this data
3. Your expected duration of surveillance

## Alternative sources of data

*Please list all additional sources of reporting that you propose to use (if any).*

## Proposed level and nature of public involvement

*Using the tick boxes, please indicate how you intend to involve patients, parents or the public in the following areas of your study.*

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Development for the grant application |[ ] [ ]
| Design and management of the research |[ ] [ ]
| Undertaking the research |[ ] [ ]
| Analysis  |[ ] [ ]
| Dissemination of research findings |[ ] [ ]

*Please list the organisations which you have involved or propose to involve, and why.*

*Describe your contact with these organisations to date.*

## Proposed territorial coverage

*All studies are expected to include England, Wales, Scotland, Northern Ireland and the Republic of Ireland. If you would like to exclude any of these countries from your study, please indicate which and give reasons below.*

##  Funding, personnel and resource arrangements

*Please tick the appropriate box in response to the following statement: “I confirm that adequate funding, personnel and resource managements are being organised to complete this study”.*

[ ]  Yes

[ ]  No

Please provide further details about what arrangements are being made:

Please provide the name of the funder:

##  References

*Please supply any relevant academic references in support of your application e.g. confirming expected incidence or your proposed case definition. A limited number of relevant references is preferable to many of marginal significance. Please attach copies of any papers that are not available online.*

Signed by:

Date: