



# Research Single Point of Contact (SPOC)

## Terms of Reference

**Integrity**

**Respect**

**Performance**

**Responsibility**

**Innovation**

Once a research proposal has been approved, the Evidence Based Steering Group (EBSG) will instruct that a Single Point of Contact from within the relevant business area is identified to assist the research process.

The SPOC will provide the following assistance and support where necessary:

- 1) Make contact and meet with the researcher at the earliest opportunity (within 4 weeks of approval where possible)
- 2) Assist with managing methodology options and expectations. (Advise as to what is realistic and manageable?)
- 3) Assist in setting up access to relevant officers and information. (Provide the link between researcher and Data Protection team.)
- 4) Maintain regular contact and provide quarterly 'Progress Reports' to EBSG. (See Progress Report form on intranet)

Any issues or concerns are to be reported back to the EBSG via Business Futures.