

## What you can expect from the Project Fund

### What you can expect from Healthwatch Oxfordshire

- **Information:** support on how to conduct a study, from sample sizes to methodology, and project design. We will also review any materials you create for the project such as questionnaires or interview guides, and ensure that the research undertaken is the right one for the question you want to ask.
- **Report writing and editing:** Healthwatch Oxfordshire will use the data you have collected to write your report. You will be involved throughout in editing and in production of the final report.
- **Promotion:** Healthwatch Oxfordshire will promote your report with commissioners, providers, other organisations and the media.
- **Funding:** Healthwatch Oxfordshire offer 80% of the funding to get you started and will pay the remaining 20% on publication of the final report.

### What Healthwatch Oxfordshire expects from Project Fund recipients:

- **Engage:** to engage with your identified population in a way that is respectful and that reflects a full range of experiences.
- **Timelines:** working to a firm, realistic agreed timeline for your study.
- **Project management:** a named as a point of contact and who will carry out project planning and implementation.
- **Presentation:** of data to Healthwatch Oxfordshire and format to be agreed at start of project
- **Editing:** to engage in an editing process for Healthwatch Oxfordshire to be able to complete the final report using the data you have provided.
- **Media:** a willingness to engage with the media after publication.

## What happens next?

- Once the draft report is agreed it will need to be approved by the Project Fund Group of the Healthwatch Oxfordshire Board and you may be invited to come and talk about your findings.
- The report will also be sent under embargo to any commissioners or providers who are named or have an interest in the subject matter of the report. They will have 28 days in which to respond to Healthwatch Oxfordshire with comments or inaccuracies after which you may wish to make additional amendments.
- We will also agree a publication date and public relations strategy together.
- The final report will have Healthwatch Oxfordshire logo and the logo of your organisation and will be for use by both organisations once published and launched.
- It is very helpful if you can think about who will be prepared to talk about the report to the media if there is any interest. Staff at Healthwatch Oxfordshire will work with you on this. We will draft a press release for you to review and add a quote to. It is helpful if you have any case studies or can identify a service user who is willing to tell their story. We may also ask you to supply a photo or have your photo taken by the media - we will not use any photos without consent.
- You may circulate the report internally prior to the agreed publication date but you must make it clear that there is an embargo and it cannot be cited or used publicly until after the agreed date.
- Healthwatch Oxfordshire will make every effort to ensure that both parties are happy with the final report. However, in the unlikely event that we cannot agree on the final version of the report, you can make a representation to the Chair of Healthwatch Oxfordshire Project Panel, whose decision will be final.