# Guidance for submitting A Research Proposal

इस गाइड को किसी अन्य भाषा में पढ़ने के लिए, कृपया हमसे संपर्क करें

لقراءة هذا الدليل بلغة أخرى، يرجى الاتصال بنا

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## About

The Award for Research Proposals aims to encourage new research into the effectiveness of therapeutic communities and relational practice, including through historical research. The Award is open to anyone including clinicians, people with lived experience*, students and those from international communities.

The closing date for Research Proposals is **midnight on Sunday, 2 May 2027**. Winners will be notified by email by the end of July and will be formally announced in early August 2027. The proposal winner will be invited to present their work at the prestigious annual TCTC conference, either in person or by video. This is anticipated to take place in **September 2027**.

* We use the term 'lived experience' in this guidance to refer to individual experiences of therapeutic communities. However, we acknowledge that 'lived experience' can have different meanings, depending on variations in language, expression and culture. We encourage anyone with lived experience - however they may define it - to consider making a submission to the Award.

## Prizes

The winner of the Research Proposal Award will receive a cash prize of £5,000, will have their proposal published and shared through the Elly Jansen Award networks, and will be invited to present their initial findings at the TCTC conference.

With the agreement of the judges, and the permission of their author(s), all submitted proposals will be eligible to be shared with our international audiences through the Elly Jansen Award website and our newsletter.

## Accessibility

The Elly Jansen Award celebrates diversity and the value of lived experience, and we are keen to encourage voices from around the world to apply. We are committed to ensuring accessibility and to offering support to people who may experience challenges meeting the entry criteria. For example, we can provide entry requirement information in alternative formats or provide support or guidance around the translation of proposals. To discuss your needs, please contact the Committee at ejaward@cht.org.uk

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# How to write your proposal

**Definition:** A research proposal explains how you plan to do a research project. Research is about finding the answer to a question, often about how something affects a particular situation.

**Topic:** Your research proposal must focus on the theory or practice of Therapeutic Communities (TCs), Psychologically Informed (Planned) Environments (PIEs, PIPEs) or Enabling Environments (EE).

**Format:** It should be written in a clear font, e.g. Arial, 11-point. It should include:

**Purpose**: What the research aims to explore and why this would be useful/what it aims to demonstrate

**Design and methodology**: How the research will be done, with whom, the proposed timeline, and what methods will be used. With reference to GDPR UK, include details about how data will be stored, used, destroyed (if appropriate), and the identities and interests of data subjects protected; and other details such as who the researchers and data subjects will be, over what timeline, the methodologies to be employed, etc.

**Budget:** How much money is needed, what it will be used for, and when in the timeline it will be needed.

**Timeline:** Key activities and deadlines, with an expected date for completion.

**Limitations:** any challenges or limits to the research.

**Originality:** Your proposal must be your own work and must not have been published previously or presented for potential funding elsewhere.

**Word count:** Research proposals should be no longer than 5,000 words (excluding the contact page, diagrams and references).

It should be accompanied by a short (500-word) abstract or summary, giving an overview of the content. If you would like guidance or support on how to write an abstract, please get in touch with the Committee at ejaward@cht.org.uk

**Referencing:** Please fully reference it in the Harvard referencing style. If you are unsure about how to reference, please contact the Committee at ejaward@cht.org.uk

**Language:** Submissions should be in English. If English is not your first language, or if you would like help or guidance with translations, please get in touch with the Committee at ejaward@cht.org.uk

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## Use of AI

Proposal entries must be your own work. This means that content generated primarily by AI tools or language models is not allowed.

**Permitted Uses of AI Tools**

You can use AI tools to improve grammar, revise sentences, and check for spelling errors, as long as the final work is still your own. Using AI in this way does not need to be disclosed. However, if you use AI for tasks like writing, creating tables or figures, shortening text, or analysing data, you must acknowledge this at the end of your article.

**Disclosure requirements**

If any part of your work was developed, translated or generated using an AI tool, you must mention it at the end of your proposal in a 'Methods and Acknowledgements' section, describing what content was created or modified by the AI and include the name and version of the tool used.

Basic tools for spelling and grammar checks don't fall under these rules and don't need to be declared.

If, in the judgment of the Committee, AI has been used inappropriately in the writing and preparation of the proposal, it will be disqualified

# Awarding the Award

The Award Committee will choose the winners based on several factors, including:

- How original the work is
- The potential impact it may have
- The quality of research or ideas
- The method used (for research proposals)
- Diversity and relevance
- How useful it is
- How easy it is to read and understand

The Award Committee has 10 members from different countries (Italy, India, Japan, USA & UK). They are experienced in therapeutic communities and include people with lived experience, therapists, academics, and social workers. The current Chair of the Committee is Dr. Peter Cockersell (CEO at CHT).

The Award Committee's decision will be final. The Award Committee reserves the right to give awards to submissions that don't exactly meet the criteria, if they have other good qualities. They may also decide not to give any awards, or to give fewer awards than advertised, at their discretion. The Award Committee can make commendations as necessary, but these do not come with a monetary prize.

# How to submit your proposal

Go to www.ellyjansenaward.org/entries and complete the online form.

**You will be required to submit:**

1. **A declaration of originality**, stating that it is the author(s) own work, and that it or versions of it have not been published previously or presented for potential funding elsewhere.
2. **A 500-word abstract**, which must be in English, giving an overview of the contents.
3. **A separate author and title page**. Please give the name of the lead researcher(s) and their contact details, including email address. For those working in the prison system, please provide an alternative email address, as we have experienced delays before with 'justice.gov' addresses.
4. **Your proposal.** Your 5,000-word proposal as a separate attachment.

Alternatively, you can email the above directly to the committee at ejaward@cht.org.uk.