**Request for engagement with the Irish Dementia Working Group (IDWG)**

Thank you for your interest in collaborating with the Irish Dementia Working Group and for taking the time to complete this form. This information will support our members to make a decision on their capacity to participate and ensure your project achieves the best outcomes.

**Section 1 - Contact Details**

|  |  |
| --- | --- |
| Name of organisation |  |
| Name and contact details of lead person for this request |  |
| Title of the work/project (if any) |  |
| Name any other collaborators on the work/project (if any) |  |

**Section 2 – Type of request for the work/project being undertaken**

Speaking engagement □

Research participant □

Focus group □

Ongoing participation in a piece of work/project □

Public awareness campaign □

Media work □

*If your request is regarding research advice or PPI please contact the Dementia Research Advisory team supported by Laura O’Philbin PHD at laura.ophilbin@alzheimer.ie*

**Section 3 - Description of the work/project being undertaken**

1. Please provide a *short, plain language* *lay summary* of the work. This will be provided to members of the IDWG and will enable them to make an informed decision about their participation.
2. Outline the specific involvement/request of the IDWG.
3. How will the consent of the members of the IDWG involved be sought and agreed?
4. Are there any identified or potential disadvantages and/or risks to the IDWG participating in this work? If yes, state what these are.

Yes □ No □

**Section 4 - Support involved**

1. How will members of the IDWG be supported to participate in this work? *(e.g. contact person assigned, support for travel if required, assistance in advance of work for instance in preparing a presentation, a plain language briefing document on the work being undertaken, clear brief for a speaking engagement including speaking time which cannot change last minute*)
2. Will the ASI be required to provide any support?

Yes □ No □

If, so please outline what type (e.g. liaison with IDWG, facilitation of input, preparation of member to participate, follow up)

1. Does the lead person have experience of working with people with dementia?

Yes □ No □

1. Do you have a Safeguarding policy in place

Yes □ No □

**Section 5 - Time involved**

1. Outline the timeframe for the work, please state when will it commence (or when it commenced and what point it is at) and expected finish date.
2. What is the anticipated time involvement of the IDWG?

**Section 6 - Budget**

1. Will expenses be paid to the members of the IDWG involved? (e.g. food, travel and hotel expenses if overnight travel is necessary) or other payments e.g. honorarium.

Yes □ No □

1. Is there a budget to cover the support costs provided by the ASI? (e.g. liaison with IDWG, administration, staff time to cover facilitation, travel costs)

Yes □ No □

1. If there are costs associated with delivering this work will these be covered? (e.g. meeting room hire and refreshments, eg tea, coffee, lunch, facilitators)

Yes □ No □

**Section 6 - Acknowledgement and feedback**

1. The IDWG requests that any input or involvement they make will be appropriately acknowledged in the final work/project output. Please outline how this acknowledgement will be achieved.
2. If relevant, how will the information provided by the IDWG be used?
3. The IDWG requests that (where appropriate) they receive feedback on the work they have contributed to. Please outline how this feedback will be facilitated.
4. Can confidentiality/anonymity be assured if requested by a member of IDWG?

Yes □ No □

**Thank you for recognising the value of input from people living with dementia. Your hard work is contributing to improving the experience of dementia for people living with condition and their families.**