#



# Thesis

## **Contract & Action Plan**

This initial action plan and contract is to be completed at a meeting between the trainee, field supervisor(s) and research/course supervisor. This meeting should take place as near to the start of the project as possible and be submitted before the research supervisor reviews the ethics application. All parties are to retain a copy of this document. However, the contents can be re-negotiated at any point, with the agreement of all parties.

When the contract has been agreed the trainee should email a copy to the research coordinator, copying in all supervisors to indicate their agreement.

This document provides a clear action plan for all parties that covers the issues of roles and responsibilities, expectations concerning submission of the Thesis research for publication, and expectations concerning authorship.

|  |  |
| --- | --- |
| **Name** | **Contact Details** |
| Trainee name:Date: | Address: Clinical Psychology, Div. Of Health Research, Lancaster University, Lancaster, LA1 4YGPhone: 01524 592754Email: |
| Research/programme supervisor name:Date: | Address: Phone:Email: |
| Field supervisor name:Date: | Address:Phone:Email: |

**Roles, Responsibilities & Planned Activities**

Please write the roles and responsibilities of each party concerning each step of the research process, and include target dates/deadlines for planned activities where appropriate.

| **Research Step** | **Roles and Responsibilities** |
| --- | --- |
| Generating a research idea | Trainee:Research/course supervisor:Field supervisor: |
| Developing a research plan/design(inc. power analysis if appropriate) | Trainee:Research/course supervisor:Field supervisor: |
| Gaining ethics committee approval | Trainee:Research/course supervisor:Field supervisor: |

|  |  |
| --- | --- |
| Gaining access to participants | Trainee:Research/course supervisor:Field supervisor: |
| Collecting data | Trainee:Research/course supervisor:Field supervisor: |
| Analysing and interpreting data*N.B. Please consider for whom it is appropriate to have access to the raw data, up to the point of writing up the project. In most cases this will be trainee and DClinPsy programme supervisor, in others it may be an external/field supervisor.* | Trainee:Research/course supervisor:Field supervisor: |
| Writing the literature review (including giving feedback)*N.B. The trainee can expect a total of two draft reads across the supervisory team if they are submitted according to agreed deadlines* | Trainee:Research/course supervisor:Field supervisor:Draft deadlines: |
| Writing the research paper(including giving feedback)*N.B. The trainee can expect a total of two draft reads across the supervisory team if they are submitted according to agreed deadlines* | Trainee:Research/course supervisor:Field supervisor:Draft deadlines: |
| Writing the critical review, thesis abstract, appendices and other aspects of the thesis (including giving feedback)*N.B. The trainee can expect one draft read from a member of the supervisory team if it is submitted according to agreed deadlines* | Trainee:Research/course supervisor:Field supervisor:Draft deadlines: |

**Regularity of Supervisory Contact**

Please use this section to indicate the expected regularity of contact between supervisors and trainee – specify the anticipated expected frequency and type of contacts, and an estimate of the total number of face-to-face contacts anticipated.

Academic supervisor:

Field supervisor:

**Action Plan Summary**

|  |  |  |
| --- | --- | --- |
| **ACTIVITY** | **DATE** | **WHO** |
| Submit ethics proposal |  | Trainee |
| Data collection |  | Trainee |
| Data analysis |  | Trainee |
| Comment on first draft of literature review |  |  |
| Comment on second draft of literature review |  |  |
| Comment on first draft of research paper |  |  |
| Comment on second draft of research paper |  |  |
| Comment on first draft of critical review |  |  |
|  |  |  |
| Submit thesis |  | Trainee |
| Submit papers for publication |  | Research supervisor |
| If accepted, submit final accepted manuscript to research coordinator |  | Research supervisor/trainee |

**Submission for Publication and Authorship**

It is expected that, in most circumstances, the trainee will be the first author and will take a lead in ensuring that any publishable research is worked up into an appropriate form and submitted as agreed. The following points are intended to guide this process and outline exceptional circumstances:

* Material is not to be submitted for publication without all authors sighting the final manuscript and agreeing to its submission.
* The anonymised dataset is understood to belong to all authors and may be accessed by all authors for the purpose of contributing to publication.
* In the event that potentially publishable material is not worked up to a manuscript within 12 months of the Thesis submission date, supervisors may take a lead in developing the manuscript and submitting it. In this instance, the author order will be changed to reflect the leading role taken by the supervisor(s) in developing the publication. In practice, unless otherwise agreed, this will take the following form:
	1. Supervisor will work with supervisee to submit the thesis project/s for publication, with the supervisee as lead.
	2. If, within 6 months, the supervisee has not submitted the manuscript for publication, the supervisor may submit on behalf of the project team, with the supervisee remaining as first author.
	3. If any significant amendments have not been led and / or made by the supervisee after 6 months, the supervisor may continue with the process and act as lead author.

This part of the contract concerns the initial expectations of all parties regarding submission of aspects of the THESIS for publication, including contingencies if expectations laid down in this contract are not met. This part of the contract also concerns expectations regarding authorship. There are guidelines*[[1]](#footnote-1)* concerning the authorship of publications published in *The Psychologist.* Parties to the contract should agree expected authorship in consultation with these guidelines.

**In the event that publishable findings emerge from this study, the following expectations are shared by the named parties:**

**LITERATURE REVIEW:**

**Likely journal(s) for submission:**

**Authorship (including author order):**

**Author 1:**

**Author 2:**

**Author 3:**

**Any further authors:**

**Target date by which submission will occur:**

**RESEARCH PAPER:**

**Likely journal(s) for submission:**

**Authorship (including author order) for research paper:**

**Author 1:**

**Author 2:**

**Author 3:**

**Any further authors:**

**Target date by which submission will occur:**

**Responsibility for submission:**

1. Game, A.,& West, M. A. (2002). Principles of publishing. *The Psychologist,* *15*, 126-129. [↑](#footnote-ref-1)