Involvement registration form - EXAMPLE TEMPLATE

**Background:** *Include brief introduction to the project or role.*

**Who are we looking for:** *Outline any relevant demographics or experience you are looking for.*

**What is involved:** *Briefly outline the task or role, including main activities.*

**When and what time:** *Outline any time commitments, whether the activity is remote/in-person and any relevant dates.*   
 **Payment:** *Outline reimbursement rate*  
  
**How to get involved:**   
Please express your interest in being involved using the following form by [INSERT DATE].

For any queries, or further information, please contact: *[Add contact details, email & phone if possible]*

Please provide the following information.

* First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Confirm email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Contact number (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start of Block: Experience

Please indicate your experience of xxxx:  (optional) ***[if appropriate]***

* I live with xxxx [ list relevant condition/disease/illness/symptom]
* I am a friend, family member or carer for someone with xxxx
* I am a member of the public interested in xxx
* Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please briefly share why you are interested in this opportunity **[if appropriate]**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start of Block: Demographics & Diversity

We collect the following equality and diversity information to ensure that we involve people from as many different backgrounds as possible in shaping and advising on our research  
   
 **[Please note that all demographic questions are optional]**

What is your age in years?

* Age in years \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Prefer not to say

What gender do you identify as:

* Man
* Woman
* Transwoman
* Transman
* Non-binary/Gender Variant
* Not listed - feel free to specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Prefer not to say

Which of the following best describes your ethnic group?

* English / Welsh / Scottish / Northern Irish / British
* > Irish
* > Gypsy or Irish Traveller
* > Any other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* > White and Black African
* > White and Black Caribbean
* > White and Asian
* > Any other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* > Indian
* Pakistani
* Bangladeshi
* Chinese
* Any other Asian background, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* > African
* Caribbean or Caribbean British
* Black or Black British
* Any other Black / African / Caribbean background, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Arab
* Other ethnic group - please specify below: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Prefer not to say

End of Block: Demographics & Diversity

Start of Block: Privacy and consent

**Privacy Notice**

Imperial College London is committed to protecting the privacy and security of your information. Our privacy notice describes how we collect and use personal information about you during and after your relationship with us, in accordance with the applicable data protection legislation and the College’s Data Protection Policy.  
   
 Please find the full Privacy Policy here.  
   
 By selecting 'Agree', you consent to us keeping your details securely on file so we can contact you about any current and/or future public involvement or engagement opportunities related to this **[project/activity/event or other as applicable]** 

* I agree (1)

End of Block: Privacy and consent

Start of Block: End of survey message

Thank you for registering your interest in this opportunity.

All applications will be reviewed by [DATE] and you will be contacted by [DATE] to be informed of the outcome of your expression of interest.

Please note, it may not be possible to involve everyone who registers; applications will be reviewed based on the relevance of experience as well as ensuring we are including diverse perspectives *[or other as applicable*].

In the meantime, if you have any questions, please get in touch via [contact details]  
  
Warm wishes from

[name/contact details]