**Endorsement Request Form**

**As detailed in the** [**CPOC Endorsement Policy**](https://cpoc.org.uk/sites/cpoc/files/documents/2020-10/CPOC%20Endorsement%20Policy.pdf)**;**

**Endorsement** is defined as formal badging with the CPOC logo or brand displayed on or in the final product and the provision of a CPOC statement confirming formal endorsement.

**Support** denotes the CPOC’s public support of the publication, but the inclusion of a CPOC logo or brand will not be allowed in or on the final product, and there can be no reference to CPOC’s support in or on the document. However, CPOC’s support can be noted in accompanying material or on websites, and CPOC will note its support for the document on its website.

**Please note:**

The CPOC requires four weeks to assess guidance and provide a response. We will therefore be unable to meet deadlines of less than four weeks from the time of request.

|  |  |
| --- | --- |
| **1. Details** | |
| Name |  |
| Organisation |  |
| Date of request |  |

|  |  |
| --- | --- |
| **2. Nature of request (please tick):** | |
| Endorsement |  |
| Co-authorship / partnership |  |
| Support |  |

|  |  |
| --- | --- |
| **3. Project Information** | |
| Name of project |  |
| Output e.g *Guidance, resource, app* |  |
| Background information on the project |  |
| How the project/guidance links to CPOC’s strategic priorities(see [CPOC Strategy 2020-2023](https://cpoc.org.uk/sites/cpoc/files/documents/2020-10/CPOC-Strategy2020.pdf)) |  |
| Link to current resources if applicable |  |
| Steering group meeting date |  |
| Projected length of project |  |
| If the work requires further commitment from CPOC other than a CPOC rep please state here e.g financial, administrational or other support |  |

|  |  |
| --- | --- |
| **4. Current status** | |
| Name of CPOC Representative (if applicable): |  |
| Has the CPOC previously submitted comments via the consultation process if this is an update/rewrite? | 1. YES 2. NO |
| If yes, please give date of response submitted |  |
| Have any changes been made to the guidance in response to consultation comments?  \*If yes, please ensure these are highlighted in the text.  \*If no, please state why below | 1. YES 2. NO |
| Please state the planned publication date |  |
| Please provide any details of communications activity |  |

Please email this form with any further supporting documents to[**cpoc@rcoa.ac.uk**](mailto:cpoc@rcoa.ac.uk)