

# Irish and Scots-Irish Research Consultancy

## Questionnaire for Seattle Seminar Participants

The following form is for use by participants in the Ulster Historical Foundation, North American Lecture Tour, March 2012. Assessments will be prepared by UHF's research team and posted in advance of our departure. Consultations will be given (if required) at the designated conference or lecture venue.

**Please see notes below on the PRELIMINARY RESEARCH ASSESSMENT**

**Return completed form with the US \$20 fee – see details below. You may also email your Questionnaire to [heather@uhf.org.uk](mailto:heather@uhf.org.uk) and mail your check, payable to IHC, to IRISH HERITAGE CLUB, P.O. BOX 75123, SEATTLE, WA 98175, and a collective payment will be made to the Foundation upon their arrival in Seattle.**

Name \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Surname of Irish Ancestor \_\_\_\_\_

First Names \_\_\_\_\_

Birth/Baptismal Date (approx.) \_\_\_\_\_

County \_\_\_\_\_

Townland/Parish \_\_\_\_\_

Religious denomination (eg Roman Catholic, Presbyterian, Church of Ireland/Episcopalian) \_\_\_\_\_

Occupation \_\_\_\_\_

Name of parents \_\_\_\_\_

Married at \_\_\_\_\_

Married to \_\_\_\_\_

Date of Departure from Ireland \_\_\_\_\_

Sources \_\_\_\_\_

\_\_\_\_\_

You can pay online at [https://www.ancestryireland.com/research.php?filename=research\\_form](https://www.ancestryireland.com/research.php?filename=research_form)

**Or alternatively complete the form below:**

Please find enclosed a cheque for US\$23 (\$20 plus \$3 for conversion and bank charge) made payable to 'Ulster Historical Foundation' or charge the amount of \$20 to my credit card.

Card type: \_\_\_\_\_ Card No: \_\_\_\_\_

Card Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to: Dr Brian Trainor, Ulster Historical Foundation, 49 Malone Road, Belfast, BT9 6RY

E-mail: [heather@uhf.org.uk](mailto:heather@uhf.org.uk) Website: [www.ancestryireland.com](http://www.ancestryireland.com)

Tel: ++44 28 9066 1988 Fax: ++44 28 9066 1977

## NOTES TO PRELIMINARY RESEARCH ASSESSMENT

Thank you for your signing up for a personal research consultation during the Foundation's forthcoming lecture tour in the USA.

A research consultation is an advisory service which Ulster Historical Foundation offers during our lecture tours. Staff give one-to-one advice on specific research queries or the research interests of the client. The consultation is not actual research, rather it is very specific advice on research possibilities but if we can check our databases for a record or need to follow up afterwards (for example because a particular guide to sources is not available at the venue) we may forward the client a short written note about the query following our return from USA.

Interested parties can avail of the preliminary research assessment service in 2 ways, either by signing up in advance of our arrival in the USA, or on a first come, first served basis at the venue, either on the day, or for example, where it is possible by prior arrangement before the programme, (or on rare occasions after the event).

### **Before arriving in the USA**

We encourage anyone interested in a preliminary research assessment to take advantage of the opportunity to have one completed before UHF staff arrive in the USA. The cost of this service is \$20 (the same as a private consultation given on the day of the event).

On receipt of a completed form, with the relevant payment, an assessment will be prepared for the client and emailed or posted to them, before we arrive in the USA for the lecture tour.

Generally then UHF staff do not need to speak to that person at the venue, as the information will have been provided before-hand. However on occasion there may be a need to clarify or explain something in the assessment, which was not clear to the client, and in those situations, a short portion of time can be allocated to them at the venue.

For March 2012, completed forms with payment should be received by **Friday 02 March** to ensure that all advance preliminary assessments can be dealt with in time.

### **Consultation service at the programme venue**

For those people who have not availed of the service already, on the day of the programme, UHF staff can make available a limited number of time slots for private consultations, allocated on a first come first served basis. The cost of a research consultation is \$20 and we usually allot 20 minutes per consultation.

If staff are pressed for time at the venue or there is great demand this may be reduced to 15 minutes. However if staff are not under time pressure they will try to ensure that the client maximises the benefit of the consultation.

The Foundation's staff try to use most of our time during the day of the seminar to speak to new clients, ie those who have not previously sent a completed research assessment form. Staff speak with the client about their research query and can follow it up with a short written note, if necessary, on our return to Belfast.

As time is limited at the venue we need to try to share the time fairly between new 'walk in' consultations on the day, and giving explanation if required to those who had previously paid for a research assessment. On the whole though the day of the event is best reserved for new consultations.

Therefore given the pressures on time, where possible clients should take advantage of the opportunity to have a research assessment prepared in advance by UHF staff.

NOTE: It should be stressed that the preliminary research assessment is not research in itself but an appraisal of the potential for research based on the information the client holds. This service can be particularly useful for researchers who are new to Irish and Scots-Irish research, as it can give useful pointers to get them started.