Research Ethical Approval Form

Section A

Project Title:

Name of Lead Researcher (student and supervisor in case of project work):

Supervisory team:

Email

Estimated Start Date of Project | Estimated End Date of Project

Estimated Start Date of Fieldwork | Estimated End Date of Fieldwork

I confirm that I will (where relevant):

- Familiarize myself fully and consider the implications of the Data Protection Act and guidelines http://www.tcd.ie/info_compliance/dp/legislation.php;
- Tell participants that any recordings, e.g. audio/video/photographs, will not be identifiable unless prior written permission has been given. I will obtain permission for specific reuse (in papers, talks, etc.);
- Provide participants with an information sheet (or web-page for web-based studies) that describes the main procedures (a copy of the information sheet must be included with this application);
- Obtain informed consent for participation (a copy of the informed consent form must be included with this application);
- Should the research be observational and not in a public place, ask participants for their consent to be observed;
- Tell participants that their participation is voluntary;
- Tell participants that they may withdraw at any time and for any reason without penalty;
- Give participants the option of omitting questions they do not wish to answer if a questionnaire is used;
- Tell participants that their data will be treated with care to confidentiality, retained in an anonymised form and that, if published, it will not be identified as theirs;
- Inform participants of the relevant safe storage, retention and destruction policy of data to be followed;
- On request, debrief participants at the end of their participation (i.e. give them a brief explanation of the study);
- Verify that participants are 18 years or older and competent to supply consent or in the case of child/vulnerable group participant, obtain consent of both child and parent / guardian;
- Ensure that the duty of care towards vulnerable participants or when dealing with sensitive topics includes the provision of appropriate information and referral to aftercare supports;
- Declare any potential conflict of interest to participants.

Signed: _____ _____ _____

Lead Researcher | Supervisor | Date

Section B

Research Proposal Template	
Project Title	
List of any sources of funding or other research partners involved	
Is this proposal associated with another research study?	
Expected dates of commencement and completion (fieldwork)	
Abstract of the proposal	
Rationale and background of the proposed study	
Research question, aims and objectives	
Hypothesis	
Outline of the research design and analysis	
When research involves access to human participants outline fully where and how they will be recruited, inclusion and exclusion criteria and the exact role of any gate keepers involved	
Any additional information	

Section C

Please answer the following questions (Y/N)		**(Y/N)**
1. Will any non-anonymised and / or personalised data be generated and / or stored?		
2. Will your project involve any of the following?	Photographing Participants	
	Audio Recordings	
	Video Recordings	
3. Does this research pose any risk of physical danger to the researcher?		
4. Does this research pose any risk of mental harm to the researcher?		
5. Will you give the potential participants a reasonable period of time to consider participation?		
6. Does your study involve any of the following?	People who are, have been, or are likely to become your clients, students, or clients of the School	
	Patients	
	Children (under 18 years of age)	
	People with intellectual or communication difficulties	
	People in custody	
	People involved in illegal activities	
	People belonging to a vulnerable group, other than those listed above	
	People for whom English / Dutch is not their first language	
7. Is there any realistic risk of any participants experiencing a detriment to their interests as a result of participation?		
8. Will you have access to documents containing sensitive data about living individuals? If yes, will you gain the consent of the individuals concerned?		
9. Has this research application or any application of a similar nature connected to this research project been refused ethical approval by another review committee of the College or any external organisation?		

If you answered yes to any of the above questions please explain with reference to the number of each question, how the identified potential research ethics issue will be handled. If there are any other potential ethical issues that you think the Committee should consider please explain them here. *There is an obligation on the lead researcher / supervisor to consider here any issues with ethical implications not clearly covered above.*

Appendices

e.g. participant information sheet, consent form, interview questions, survey

-

Section D

I confirm that this application provides a complete and accurate account of the research I propose to conduct in this context, including my assessment of the ethical ramifications. I undertake to return for additional ethical approval should any design changes warrant it.

Signed: _____ Date: _____

Lead Researcher / Student

Supervisor's Declaration (where applicable)

As the supervisor for this project, I confirm that I believe that all research ethical issues have been dealt with in accordance with School policy and the research ethics guidelines of the relevant professional organisation. I undertake to continue to review this project and ensure that ethical principles are upheld at every stage.

Signed: _____ Date: _____

Supervisor

There is an obligation on the lead researcher / supervisor to bring to the attention of the REAC any issues with ethical implications not clearly covered above.