

FAHSS Research Ethics Committee

Application form

Name of Lead Researcher: _____

2016-2017

FAHSS Research Ethics Committee Application Form

Part A

Please complete project details:

Project Title:	
Name of Lead Researcher (student in case of project work):	
Name of Supervisor:	
School/Research Institute:	
TCD E-mail:	
Contact Tel No.:	
Course Name and Code (if applicable):	
Estimated start date of survey/research:	

I confirm that I will (where relevant):

- Familiarize myself with the Data Protection Act and the College Good Research Practice guidelines http://www.tcd.ie/info_compliance/data-protection/legislation/
- 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 experiments) 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, 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 full confidentiality and that, if published, it will not be identified as theirs
- 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.
- If the study involves participants viewing video displays then I will verify that they understand that if they or anyone in their family has a history of epilepsy then the participant is proceeding at their own risk
- Declare any potential conflict of interest to participants.
- Inform participants that in the extremely unlikely event that illicit activity is reported to me during the study I will be obliged to report it to appropriate authorities.
- Act in accordance with the information provided (i.e. if I tell participants I will not do something, then I will not do it).

Signed:

(delete as appropriate) Lead Researcher/student in case of project work

Date:

Part B

Please answer the following questions.

		<i>Yes/No</i>
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 at the institutions of any collaborators)?		
Will your project involve photographing participants or electronic audio or video recordings?		
Will your project deliberately involve misleading participants in any way?		
Does this study contain commercially sensitive material?		
Is there a risk of participants experiencing either physical or psychological distress or discomfort? If yes, give details on a separate sheet and state what you will tell them to do if they should experience any such problems (e.g. who they can contact for help).		
Does your study involve any of the following?	Children (under 18 years of age)	
	People with intellectual or communication difficulties	
	Patients	

Part C

I confirm that the materials I have submitted provided a complete and accurate account of the research I propose to conduct in this context, including my assessment of the ethical ramifications.

Signed:
 (delete as appropriate) Lead Researcher/student in case of project work

Date:

There is an obligation on the lead researcher to bring to the attention of the FAHSS Research Ethics Committee any issues with ethical implications not clearly covered above.

Part D

If external or other TCD Ethics Committee approval has been received, please complete below.

<p>External/TCD ethical approval has been received and no further ethical approval is required from the FAHSS Research Ethics Committee. I have attached a copy of the external ethical approval.</p> <p>Signed: Date:</p> <p style="text-align: center;">Lead Researcher/student in case of project work</p>

Part E

If the research is proposed by an undergraduate or postgraduate student, please have the below section completed by the supervisor.

I confirm, as an academic supervisor of this proposed research that the documents at hand are complete (i.e. each item on the submission checklist is accounted for) and are in a form that is suitable for review by the FAHSS Research Ethics Committee

Signed: Date:
Supervisor

Part F

If the research includes jurisdictions other than the Republic of Ireland, please complete the section below

Specify the jurisdiction	
Specify the Ethical body giving consent	
Who will be conducting the research in the jurisdiction (name of partner body and lead researcher, if appropriate)	Partner:
	Lead researcher:
Confirm that a copy of the Ethical application and consent for this jurisdiction is attached	

Part G

Details of the Research Project Proposal must be submitted as a separate document to include the following information:

1. Title of project
2. Purpose of project including academic rationale
3. Brief description of methods and measurements to be used
4. Participants - recruitment methods, number, age, gender, exclusion/inclusion criteria, including statistical justification for numbers of participants
5. Debriefing arrangements
6. A clear concise statement of the ethical considerations raised by the project and how you intend to deal with them
7. Cite any relevant legislation relevant to the project with the method of compliance e.g. Data Protection Act etc.

If a questionnaire is being used, a copy of the questionnaire should be submitted.

Completed application forms together with supporting documentation should be submitted electronically to artshss@tcd.ie Please use TCD e-mail addresses only.