

## FAHSS Research Ethics Committee Checklist

**The following documents are required with each application (please tick when attached):**

<b>1.</b>	Completed <b>Application Form</b>	
<b>2.</b>	Copy of <b>Participant's Information Sheet</b> must include the following: <ul style="list-style-type: none"> <li>a) Declarations from Part A of the application form;</li> <li>b) Details provided to participants about how they were selected to participate;</li> <li>c) Declaration of all conflicts of interest.</li> </ul>	
<b>3.</b>	Copy of <b>Participant's Consent Form</b> must include the following: <ul style="list-style-type: none"> <li>a) Declarations from Part A of the application form;</li> <li>b) Researchers contact details provided for counter-signature (your participant will keep one copy of the signed consent form and return a copy to you).</li> </ul>	
<b>4.</b>	<b>Research Project Proposal</b> must include the following: <ul style="list-style-type: none"> <li>a) You must inform the Ethics Committee <b>who</b> your intended participants are i.e. are they your work colleagues, class mates etc.</li> <li>b) How will you recruit the participants i.e. <b>how</b> do you intend asking people to take part in your research? For example, will you stand on Pearse Street asking passers-by?</li> <li>c) If your participants are under the age of 18, you must seek both parental/guardian AND child consent.</li> </ul>	
<b>5.</b>	Copies of all questionnaire /survey /interview protocol/ screenshots /representative materials (as appropriate)	
<b>6.</b>	<b>URL</b> to intended on-line survey (as appropriate)	
<b>7.</b>	Copies of applications and consents from <b>other</b> Ethical Committees	

Completed checklist and application forms together with supporting documentation should be submitted electronically to [artshss@tcd.ie](mailto:artshss@tcd.ie)

### **Notes on Conflict of Interest**

1. If your intended participants are work colleagues, you must declare a potential conflict of interest: you are taking advantage of your existing relationships in order to make progress in your research. It is best to acknowledge this in your invitation to participants.
2. If your research is also intended to direct commercial or other exploitation, this must be declared. For example, *"Please be advised that this research is being conducted by an employee of the company that supplies the product or service which form an object of study within the research."*

### Notes for questionnaires and interviews

1. If your questionnaire is **paper based**, you must have the following **opt-out** clause on the top of each page of the questionnaire: *“Each question is optional. Feel free to omit a response to any question; however the researcher would be grateful if all questions are responded to.”*
2. If your questionnaire is **on-line**, the first page of your questionnaire must repeat the content of the information sheet. This must be followed by the consent form. If the participant does not agree to the consent, they must automatically be exited from the questionnaire.
3. Each question must be **optional**.
4. The participant must have the option to **‘not submit, exit without submitting’** at the final submission point on your questionnaire.
5. If you have open-ended questions on your questionnaire you must warn the participant against naming **third parties**: *“Please do not name third parties in any open text field of the questionnaire. Any such replies will be anonymised.”*
6. You must inform your participants regarding **illicit activity**: *“In the extremely unlikely event that illicit activity is reported I will be obliged to report it to appropriate authorities.”*