

**LYIT Application Form for Ethical Approval**

**INSTRUCTIONS**

1. Approval will not be granted if recruitment and/or data collection has already begun- there are no retrospective approvals.
2. Copies of proposed questionnaires or a list of questions to be included in any questionnaire should accompany this application form.
3. All fields should be completed. Where Not Applicable applies, please enter N/A.
4. All researchers must complete Section A and, where applicable, Section B and Section C.
5. Section D will be completed by the Schools Research Ethics Committee (SREC) or Institute Research Ethics Committee (IREC).
6. Appeals of the decision of the SREC, IREC should be completed in Section E
7. Please email completed form to [researchoffice@lyit.ie](mailto:researchoffice@lyit.ie)
8. **When submitting your form please ensure the Subject Line of your email contains the words “Ethics Application”, followed by your name.**

**Section A**

|  |  |  |
| --- | --- | --- |
| **Project Title** |  | |
|  |  | |
| **Date of Submission** |  | |
|  |  | |
| **Name of all person(s) submitting research proposal** | | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
| **Type of Research**  **Position** | Phd  MSc by Research  External Research Funding  Student  Staff | |
|  | *If student,**Student No.* |  |
|  |  |  |
|  |  |  |
| **Department/Centre** |  | |
|  |  | |
| **Email Address** |  | |
|  |  | |
| **Name of Principal Researcher (if different from above e.g., Student’s Supervisor)** | | |
|  |  | |
|  |  | |
|  |  | |
| **Position Held** |  | |

**Pre-existing approval and Multi-agency research**

1. If your research has pre-existing ethics approval please attach the approval and submit directly to the Research Office ([researchoffice@lyit.ie](mailto:researchoffice@lyit.ie))
2. If your research is to be carried out across two or more research centres and ethics approval has already been granted by another agency/institution then please attach the approval and submit to the Research Office ([researchoffice@lyit.ie](mailto:researchoffice@lyit.ie)).

**In both instances there is no requirement to complete the remainder of the application form.**

**SECTION B**

1. Background to and main purpose and aim(s) of the project.

2. Please complete the research ethics checklist below:

**YES NO**

1. Does the research involve human or animal participants?
2. Does the research involve data of a personal or confidential nature?
3. Does the study involve participants who are particularly vulnerable or unable to give informed consent:
   1. Children under 18 years of age
   2. Students
   3. People who have language difficulties
   4. People who have a recognised or diagnose intellectual or mental impairment
   5. Older people
   6. People confirmed to institutions *(prisoners, residents in nursing facilities)*
   7. Persons in unequal relationships with the *researcher (teacher/student, therapist/client, employer/employee)*
   8. Others *(please specify)*
4. Will the study require the co-operation of a gatekeeper for access to participants? (e.g. teacher, local council)
5. Will it be necessary for participants to take part in the study without their knowledge and consent at the time? (e.g. covert observation of people in non-public places)
6. Will the study involve discussion of sensitive topics (e.g. sexual activity, drug use)?
7. Are there issues of safety for the researchers or subjects, aside from those documented in Institute or Departmental Health and Safety procedures?
8. Could the study induce psychological stress or anxiety or cause harm or negative consequences beyond the risks encountered in normal life?
9. Will financial inducements (other than reasonable expenses and compensation for time) be offered to participants?
10. Does the research involve a conflict of interests?

**If you have answered ‘NO’ to all the questions above, there is no requirement to complete the remainder of the form. Please submit to the SREC or IREC**

**If you have answered ‘yes’ to any of the questions, please continue and complete the remainder of the application form and submit to (**[**researchoffice@lyit.ie**](mailto:researchoffice@lyit.ie)**)**

**SECTION C**

3. Please give a summary of the **design and methodology** of the project (suggested headings are provided but additional information should be provided as required). **Please note** that copies of proposed questionnaires or a list of questions that will be included in any questionnaire should accompany this application form (Compulsory not optional). The personal data collected in the questionnaire must be kept to a minimum in line with GDPR Regulations.

**Research Methods** ( *e.g. surveys, questionaires, interviews, focus groups, observation*)

**Sampling** (*include details of the participants, proposed sample size, giving indications of the calculations used to determine the required sample size, including any assumptions you may have made, statistical tools used AND How will the research participants be approached and recruited? State clearly who will approach potential participants)*

**Recording Devices** *(e.g. audio, video)*

**Data Analysis** *(e.g. descriptive and inferential statistics, thematic analysis)*

Circa 600

4. Describe the research procedures as they affect the research subject and any other parties involved.

5. What in your opinion are the ethical considerations involved in this proposal? (You may wish for example to comment on issues to do with consent, confidentiality, risk to subjects, etc.)

6. Outline the reasons which lead you to be satisfied that the possible benefits to be gained from the project justify any risks or discomforts involved.

7. Who are the investigators (including assistants) who will conduct the research and explain how the qualifications and experiences of the researchers on this project qualifies them to deal with the ethical issues. What is your relationship with the participants? (If you are in a position of authority, for example, indicate how you will deal with the potential influences of such a relationship.)

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8. Are arrangements for the provision of clinical facilities to handle emergencies necessary? If so, briefly describe the arrangements made.

1. In cases where subjects will be identified from information held by another party (for example, a doctor or hospital) describe the arrangements you intend to make to gain access to this information including, where appropriate, which Multi-Centre Research Ethics Committee or Local Research Ethics Committee will be applied to. The data controller should be identified including, if relevant, any joint controllers.
2. Specify whether subjects will include students or others in a dependent relationship and justify their inclusion.
3. Specify whether the research will include participants from vulnerable groups or unable to give informed consent e.g. children, older people, people with a mental illness or people with a disability, people confirmed to institutions and persons in unequal relationships with the researcher. If so, please explain the justification of involving these individuals as research subjects. If ‘Yes’, has appropriate Garda clearance (or equivalent) been obtained (include details)?
4. Will payment or any other incentive, such as a gift or free services, be made to any research subject? If so, please specify and state the level of payment to be made and/or the source of the funds/gift/free service to be used. Please explain the justification for offering payment or other incentive.
5. Please give details of how consent is to be obtained. A copy of the proposed consent form (see supplementary form 5 for sample), along with a separate information sheet (see supplementary form 3 for check list), written in simple, non-technical language **MUST** accompany this form.
6. Comment on any cultural, social or gender-based characteristics of the subject which have affected the design of the project or which may affect its conduct.
7. Please state who will have access to the data and what measures will be adopted to maintain the confidentiality of the research subject and to comply with data protection requirements e.g. will the data be anonymised? If personal data is being processed a privacy statement should be prepared in line with the research to ensure the data subject is informed about their data.
8. Please specify who will have control of the data generated by the research and how any data obtained during the course of the research will be stored and how long the data will be retained for? Data should be retained for a maximum of 5 years in line with the LYIT’s Retention Policy.
9. Date on which the project will begin and end and the start and end date for data collection
10. Please state location(s) where the project will be carried out.
11. Please state briefly any precautions being taken to protect the health and safety of researchers and others associated with the project (as distinct from the research subjects) e.g. where blood samples are being taken
12. Will the intended group of research subjects, to your knowledge, be involved in other research? If so, please justify.

21. Has permission been granted to use all copyright materials including questionnaires and similar instruments? If not please provide the reason

**Please ensure to sign the declaration on the next page.**

**Declaration**

The checklist below is intended to aid your submission to LYIT for a full ethical review, by providing you with a reminder of all the documents you *might* submit in one file. All supporting documents should be inserted into this document where indicated. **Please note that your submission cannot be reviewed without the relevant Information Sheet(s) and Consent/Assent Form(s).**

**Please tick**

|  |  |  |
| --- | --- | --- |
| 1 | Information sheet for participants |  |
| 2 | Information sheet for parents/guardians |  |
| 3 | Information sheet for children |  |
| 4 | Consent form for participants |  |
| 5 | Consent form for parents/guardians |  |
| 6 | Assent form for children |  |
| 7 | Interview schedule for interviews/focus groups |  |
| 8 | Questionnaire/Surveys |  |
| 9 | Advertisement/Poster/Flyers for recruitment of participants |  |
| 10 | Letter(s) of permission from external organisation(s) granting access to their business, school, charity, databases etc |  |
| 11 | Any other relevant supporting documents specifically required for your study |  |

I confirm that:

* This from gives an accurate account of the proposed research;
* This project is viable and is of research or educational merit;
* All risks and ethical and procedural implications have been considered;
* The project will be conducted at all times in compliance with the research description in this ethical approval application form/protocol and in accordance with the Institute’s requirements on recording and reporting;
* This application has not been submitted to and rejected by another committee; and
* Permission has been granted to use all copyright materials including questionnaires and similar instruments

**Signature Researcher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_**

**Signature Research Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_**

**SECTION D**

*For office use only*

**Institute Research Ethics Committee**

**Date:**

**Decision**

1. Approved without amendment
2. Approved subject to minor modifications

*(No resubmission required, supervisor responsible for ensuring that modifications are implemented*)

3. Modifications required. Complete modifications below and resubmit.

4. Additional information required.

5. Approval withheld. All conditions set by Institute Research Ethics Committee must be met.

6. Reject.

**Reasons for Decision**

**SECTION E**

**Appeal**

Please outline in detail the reasons why you are appealing the decision of the Institute Research Ethics Committee.