**Form 1**

 **PEER REVIEW REPORT FORM**

**Project Title:**

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**Chief Investigator:**

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On the basis of the assessment below, this application:

|  |  |
| --- | --- |
| * should proceed to the appropriate School Research Ethics Committee
 |  |
| * should be amended by the applicant as indicated in the comments and then proceed to the appropriate School Research Ethics Committee for further consideration
 |  |
| * requires substantial changes and should be revised and returned for further review
 |  |
| * is not viable in its current form and should be withdrawn by the applicant
 |  |

**Reasons for Decision:**

|  |
| --- |
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|  |  |  |
| --- | --- | --- |
| Peer Review conducted by (please print) | Signature | Date |
|  |  |  |
| 1.
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**Form 2**

**SREC REPORT FORM**

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SREC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where substantial changes are required the Committee should return an application to the Chief Investigator for clarification/amendment; the Committee can reject an application if it is thought to be unethical, inappropriate, incomplete or not valid/viable.

**Only when satisfied that its requirements have been met in full and any amendments are complete, the Committee should make one of the following recommendations:**

The research proposal is complete, of an appropriate standard and is in:

* Level 1 (Low Risk) and the study may proceed
* Level 2 (High Risk) and the study must be submitted to the Institute Research Ethics Committee \*\*

Please indicate briefly the reason(s) for this categorisation:

|  |
| --- |
|  |

Signed: Date

*Chairperson of the SREC*

\*\* **The application form and this assessment should now be returned to the Chief Investigator so that he/she can submit the application to the IREC. The Committee should retain a copy of the complete set of forms for their own records.**

**Form 3**

**Information leaflet Checklist**

The following is a checklist for issues/questions that should be addressed in your information leaflet for particiipants:

 **Tick**

|  |  |
| --- | --- |
| Why is the research being undertaken |  |
| Who is conducting the research: Name of Student/Supervisor/Researcher |  |
| Why has the participant been invited to take part |  |
| How will the research data be used |  |
| How will the research be conducted |  |
| How will the participant’s privacy be protected |  |
| What are the benefits of taking part in this research study |  |
| What are the risks of taking part in this research study? |  |
| Can the participant change their mind at any stage and withdraw from the study |  |
| Will the results of the study be made available to the participants  |  |

**Form 4**

***SAMPLE: Information Leaflet for Interview/Focus Group Participant***

***Title of Study\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

You are being invited to participate in a research study. Please read this information leaflet.

**RESEARCH TEAM:**

This research project is being led by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our contact details are included at the end of this document.

**WHAT ARE THE OBJECTIVES OF THIS STUDY?** The purpose of the study is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix 1 sets out some of the questions that will be used in the focus group/interview.

**WHY HAVE I BEEN INVITED TO TAKE PART?** You have been approached to participate in this research because: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WHAT WILL HAPPEN IF I VOLUNTEER?** Your participation is entirely voluntary. If you agree to participate, you will be invited to take part in an interview/focus group with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

regarding your experience of the research topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This interview/focus group will be *audio-recorded/video-recorded* to facilitate analysis. You will not be asked about specific individuals and we would ask that in the course of your participation you do not name any individual or provide any details on third parties that may be identifiable.

**CONFIDENTIALITY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be responsible for overseeing the transcription and the anonymity of the interview/focus. He/she will also oversee the transcription and the anonymity of the focus group discussion. All information collected as part of the study will be stored securely on password protected computers.

**WHAT ARE THE BENEFITS OR RISKS ASSOCIATED WITH THE STUDY?** While there will be no direct benefit to you from the study, the findings have the potential to make a contribution to our understanding of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As such, the findings from this study will be presented at higher education level and at national and international conferences. The findings will also be submitted for publication in peer-reviewed journals. However no individual participant will be identified in any publication or presentation and only anonymised quotes will be used in these reports and publications. There are no known risks associated with participation, other than some possibly inconvenience in conducting the interview/focus group.

**RIGHT TO WITHDRAW:** You can decide to withdraw from the study at any point prior to the transcripts being anonymised without any consequence. You can contact the researchers to request this.

**HOW WILL MY INFORMATION BE USED?** Your views will be combined those of others and used to develop an understanding of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In addition to informing this study we plan to maximise the learning from your involvement by archiving an anonymised version of the data for future research on this topic. Once the data have been anonymised it will not be possible to withdraw from the study.

**NEXT STEPS:** If you are willing to take part in the study we would ask you to please return the attached consent form to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (a scanned copy can be sent to the email address below)

**FURTHER INFORMATION & CONTACT DETAILS:** If you have any further questions about the research or would like information on the findings, you can contact:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Form 5**

**SAMPLE: Research Participant Consent Form**

**Title of Project:**

**Name of Principal Investigator:**

**By signing and returning this consent form, you are indicating your agreement with the following statements:**

* I confirm that I have read and understood the information sheet for the above study and have asked and received answers to any questions raised.
* I understand that participation involves… *(outline briefly what participation involves e.g. taking part in focus group, interview, questionnaires etc. and how data will be recorded) e.g.* participating in a 1 hour focus group which will be audio recorded.
* I understand that my participation is voluntary and that I am free to withdraw at any time (up to when data is anonymised), without giving a reason and without any consequences or my rights being affected in any way.
* I understand that the researchers will hold all information and data collected securely and in confidence and that all efforts will be made to ensure that I cannot be identified as a participant in the study (except as might be required by law) and I give permission for the researchers to hold relevant personal data on me.
* I am aware that should I at any time feel uncomfortable with being recorded, I can request that the recording equipment be turned off.
* I am aware that I am permitted to view all research and transcripts that have taken place concerning my involvement. I can request a copy of the report from the researcher.
* I understand that ID codes will be used to protect my anonymity and confidentiality and names of people and places will be changed.
* I understand anonymised data will be archived for future research.
* I agree that quotations may be used for the research.

I agree to take part in the above study and consent to my data being used for the purpose of this research study as outlined in the information sheet.

**Signature of Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_**

**Participant’s Name in Print\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Researcher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_**

**Form 6**

**Focus Group/ Interview Topic Guide**

**The following are the main areas/questions that will be asked in the focus group/interview:**

You will not be asked about individuals and we would ask that in the course of your participation you do not name any individual or provide any details on third parties that may be identifiable.

1.