**Taught Masters Research Ethics Committee – School of Education**

**TMREC-EDU**

**TMREC-EDU SUPPORTING DOCUMENT CHECKLIST & TEMPLATE**

**This checklist and template is intended to aid your submission to the TMREC-EDU for ethical review.**

Below is a checklist of the documents typically used in a research project. **NOT ALL WILL APPLY IN EVERY CASE**.

All supporting documents **that you propose to use** should be inserted into this document where indicated.

**Please note that a submission for FULL REVIEW will not be reviewed without the relevant Information Sheet(s) and Consent/Assent Form(s).**

**REMEMBER: Limit your supporting documents to a reasonable number & length; consult your Supervisor if in doubt on this.**

 ***Please tick only the documents you have provided for review***

|  |  |  |
| --- | --- | --- |
| 1 | Information Sheet for Participants other than Children | Yes [ ]  |
| 2 | Information Sheet for Parents/Guardians | Yes [ ]  |
| 3 | Information Sheet for Children | Yes [ ]  |
| 4 | Consent form for Participants | Yes [ ]  |
| 5 | Consent Form for Parents/Guardians | Yes [ ]  |
| 6 | Assent Form for Children | Yes [ ]  |
| 7 | Interview Schedule for Interviews/focus groups | Yes [ ]  |
| 8 | Questionnaires/Surveys | Yes [ ]  |
| 9 | Advertisement/Poster/flyers for recruitment of participants | Yes [ ]  |
| 10 | Letter(s) of permission from external organization(s) granting access to their business/school/charity/database etc., | Yes [ ]  |
| 11 | Any other relevant supporting documents specifically required for your study | Yes [ ]  |
| 12 | Cover Letter Responding to Decision Points from any previous application to TMREC-EDU *(not required for a new submission but will be required for your response to the committee after the review)* | Yes [ ]  |

***Insert copies of your Information Sheets here*** *and ensure that they follow the format as advised by your supervisor. Please confirm that you will print this documentation on* ***UCD School of Education*** *Headed Paper:*

***Insert your consent forms below*** *– the format can vary as researchers may want to itemize everything that they need a participant to consent to be involved in the current study and may anticipate further research such as future publications, archiving or re-using the de-identified data at a later stage. Please confirm that you will print this document on* ***School Headed Paper.***

*Insert* ***Children’s Assent Form****, if applicable, here:*

*Insert* ***Interview schedule****, if applicable, and any instructions for interviewing here:*

*Insert* ***Questionnaires/Surveys/scales****, if applicable, and relevant associated evaluation document here:*

*Insert* ***Recruitment Advertisement/Poster or flyers, if applicable, here –*** *if the document is not in Word format please insert the text only or use an image sized to fit this page:*

*Insert* ***External Letters of Permissions here*** *– such as letters from School Principals, Company CEOs, Charity Directors, Copyright permission for use of questionnaire if applicable:*

*Insert* ***Local Research Ethics Approval******Letters or Letters of Permissions to access databases, if applicable–*** *such as letters of Research Ethical Clearance from Hospitals, Nursing Homes, HSE Health Boards, Prisons, or any other body or organization that has a Research Ethics Committee:*

*Insert copies of any other supporting documentation that is not listed above here but which are relevant to your study: For Example: a listing of support groups, a training programme for researchers, a debriefing doc, or a selected protocol for dealing with stressed participants:*

**Cover Letter Responding to Decision Points flagged during any previous earlier application to TMREC-EDU** *(not required for a new submission; only required on requested resubmission):*