General Guidelines on How to Apply for AREC Ethical Review

Where can I find AREC forms and information?

- Application forms as well as specific policy documents are available from UCD InfoHub (Research tab) and the AREC Intranet. Please note that, for security reasons, access to intranet is currently restricted to UCD staff.
- If you do not have access to intranet, you can request forms directly from the Office of Research Ethics by emailing submissions.arec@ucd.ie. All requests must come from valid UCD or other third level institution email accounts. Requests from general accounts such as Yahoo or Gmail will not be considered.
- Applications forms are full of guiding notes and instructions (to be deleted in your final submission) which will help you with your application.

What is the procedure for submitting applications?

- Applications for ethical review are considered by the AREC on a monthly basis and deadline dates are available on UCD Research Ethics website: http://www.ucd.ie/researchethics/apply/review_dates/
- All protocols for review must be submitted on an up-to-date form via InfoHub / sisweb only. Email submissions will not be considered.
- All applications must be submitted within the deadline by the Principal Investigator. Please note that late applications will not be considered until the following month.
- Applications must be submitted on Word format documents. PDFs and scanned documents (images) will not be accepted.

What happens after the application has been submitted?

- You will receive a reference number from the Office of Research Ethic and confirmation of the review date;
- Following the review you will receive a Decision Letter requesting clarifications, if applicable;
- The Committee may also grant approval at the meeting - the applicant will receive an Approval Letter by email and by post;
- When you receive a Decision Letter you should submit your response by email NO LATER than 3 months from the date on the letter;
- Responses should include a revised protocol and a response letter addressed to the Chairman- all revisions should be made in red ink;
• Your response will be reviewed by the Chairs and if no further clarifications are required he/she will recommend approval;
• In order to receive an Approval Letter you, your supervisor (if applicable) and your head of school/unit must acknowledge the declaration via InfoHub as instructed.