

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 Ethics 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.