



Acceptable Support Documentation

for a submission to the Human Research Ethics Committees

What is an Acceptable Supporting Document?

Submissions are reviewed on the basis of a full and complete application that provides all information pertaining to the proposed study. This includes a complete HREC Application Form and a set of support documents. The support documents are usually made up of any or all of the following:

- Information Sheet provided on UCD headed paper and formatted according to the headings provided in Question 20 in the HREC Application Form;
- Consent Form provided on UCD headed paper and separate from the Information Sheet;
- Assent Form (for children), if applicable, provided on UCD headed paper and separate from the Information Sheet;
- Letter of Endorsement from your supervisor or/head of school - this can be provided by your supervisor as an email if preferred;
- Insurance Indemnity from the UCD Safety Officer which can be done after you have received your research ethics reference number. Email safety@ucd.ie with your reference number and a copy of your completed application form - this applies to both applications for full ethical review and exemptions from full ethical review;
- Questionnaires and proof from the copyright holder that you have permission to use and/or adapt, and/or are trained in their use if necessary;
- Interview Schedules and/or protocols for focus groups - the committee need to see the topics and if possible the questions to be asked;

- Any other document that the participant might be given;
- Any specific information that supports the study (see paragraph below);
- Advertising Posters or texts that will be used to advertise your study in any publication and/or broadcast.

Specific Information that supports the study, if applicable:

In some situations researchers may encounter participants who may feel or become stressed or distressed during their interview/questionnaire/focus group. You, the researcher, have a duty of care to put in place a mechanism that will deal with this type of situation. In some cases providing a listing of specific external support groups is sufficient. In others, arranging to have qualified personnel available to deal with the stressed or distressed participants will be necessary. There are many support organisations and charities available and you should be aware of those relevant to your research, and make them known to the participants.

A useful listing of support groups can be seen on [Student Advisers](#) website.

Applicants should note the following:

- The HREC Committees (LS & HS) do not accept research proposals;
- The information contained in the supporting documentation must be reflected in the application form, the form must independently represent your research. Failure to do so may result in a delay in your review and/or decision as you may be requested to complete the application form again;
- All submissions for ethical review are made by email in the first instance – you must receive a Research Ethics Reference Number (RERN) before your submission will be reviewed;
- Please contact the Office of Research Ethics if you require any advice or assistance with any of the above.