



HREC Exemption from Full Review

All research conducted in UCD is required to be either ethically reviewed or exempted from review, this includes all research involving human or animal subjects. Research that does not involve either humans or animals will not require a full ethical review but may require exemption from review. Before deciding whether you are exempt from review please read all the relevant documentation on www.ucd.ie/researchethics and consult with your Supervisor and/or Head of School.

A study is usually exempt from full ethical review if it involves the following:

- Standard educational practices
- Standard psychological tests
- Anonymous surveys and interviews
- Public observation
- Research involving persons elected to or candidates for public office
- Research which uses only existing data which is publicly available
- If the study has already been reviewed and approved by recognised REC (unless you are using participants from UCD – in this case you may need full ethical review)

In general, a study that involves vulnerable groups, sensitive topics, or would expose participants to risk or harm to a degree that is greater than they would normally be exposed to is not exempt. You will require a full review if your research involves any of the following:

- Any vulnerable groups e.g. children, incarcerated prisoners, patients, disabled people

- Sensitive topics that may make participants feel uncomfortable (I.e., sexual behaviour, illegal activities, racial bias etc.)
- Use of drugs
- Invasive procedures (e.g., blood sampling)
- Physical stress/distress, discomfort
- Psychological/mental stress/distress
- Deception of/or withholding information from subjects
- Access to data by individuals or organisations other than the investigators
- Conflict of interest issues
- Ethical dilemmas

Once you have established that your research is exempt from full review you should complete the Exemption from Full Ethical Review Form. When completing this, please ensure the following:

- Complete all relevant sections of form (typed text only)
- Place your responses within the boxes provided
- Do not use bold type for your responses
- Write "N/A" in the space provided where a section or question is not relevant to the proposed research
- Do not cross-reference answers (e.g., responses such as "see above")
- Avoid the use of jargon and unexplained abbreviations
- Explain technical terms

Once you have completed the form you should submit it to your Head of School or a designated member of staff for endorsement. A copy of your application should be emailed to the Office of Research Ethics research.ethics@ucd.ie . On receipt of the form and once exemption is confirmed you will be issued with a Research Ethics Exemption Reference Number (REERN). If you have received approval from the recognised REC please submit a copy of the approval letter. The signed copy of the Exemption from Full Review Form is retained by your School.

Please note that should the nature of your research change and thereby alter your exempt status you will need to submit an application for full review.