



UCD

Research Ethics Committee

Guidelines for Researchers

Appealing a Research Ethics Decision

Approved by the UCD Research Ethics Committee on June 26th 2008

UCD Researchers of Human or Animal studies are entitled to appeal the Decision made by the relevant HREC or AREC that reviewed their protocol.

How to submit an appeal

- Please contact the Research Ethics Office either by email: research.ethics@ucd.ie or by phone: 01 716 2387 to enquire about the date of the next Research Ethics Committee meeting and to ensure that you submit your appeal on time (30 days in advance of the meeting date).
- Please provide a Letter of Appeal to the Chair of the Research Ethics Committee (REC) which includes the following:
 - 1) the Research Ethics Reference Number (RERN) that was assigned to your original submission for review;
 - 2) your request to the REC to appeal the Decision made by the relevant sub-Committee;
 - 3) details of the Decision you received from the reviewing sub-Committee and how you addressed the points raised;
 - 4) justification for requesting the appeal;
 - 5) signed paper copy of your Application Form including any amendments/revisions already made;
 - 6) a Letter of Endorsement from Supervisor/Head of School supporting your appeal.
- Please submit the Letter of Appeal to the Research Ethics Administrator by email. Please note that a full set of the appeal documents will then be sent to each member of the REC by email and the paper copies will be available for the members to consult on the day of the appeal.

Notification of the Decision of the REC

- A letter from the Chair of the REC will be sent to the appellant notifying them as to whether the Decision of the original reviewing sub-Committee has been upheld or not;
- The REC Decision is final.