**UTMREC-SM SUPPORTING DOCUMENT CHECKLIST & TEMPLATE**

**for submission via medicinerec@ucd.ie**

This template is a checklist and intended to aid your submission to the UTMREC-SM for a full ethical review by providing you with a reminder of all the documents you *might* submit in one file. All supporting documents, applicable to your study, should be inserted into this document where indicated. **Please note that your submission cannot be reviewed without the relevant Information Sheet(s) and Consent/Assent Form(s). Section 8 is for responses to decision points after the review – not for new submissions.**

 ***Please indicate the documents you have provided for review only***

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| **SUPPORT DOCUMENTS** |
| 1. **Information Sheets**
 |
| a) | Information Sheet for Participants | Yes [ ]  |
| b) | Information Sheet for Parents/Guardians/Other | Yes [ ]  |
| c) | Information Sheet for Children *(age appropriate text)* | Yes [ ]  |
| 1. **Consent & Assent Forms**
 |
| a) | Consent Form for Participants | Yes [ ]  |
| b) | Consent Form for Parents/Guardians/Other | Yes [ ]  |
| c) | Assent Form for Children *(under 18)* | Yes [ ]  |
| 1. **Interviews, Questionnaires, Surveys & Recruitment**
 |
| a) | Interview Schedule for Interviews/Focus Groups | Yes [ ]  |
| b) | Questionnaires/Surveys | Yes [ ]  |
| c) | Advertisement/Poster/flyers for recruitment of participants | Yes [ ]  |
| 1. **Permissions & Endorsements**
 |
| a) | Letter of endorsement from your supervisor *(if applicable)* this should be a pdf which can either be included in this document or sent separately by email | Yes [ ]  |
| b) | Copy of Garda Vetting Certificate *(if applicable)* this should be a pdf which can either be included in this document or sent by email. | Yes [ ]  |
| c) | Letter(s) of permission from external organization(s) granting access to their business/school/charity/database etc., | Yes [ ]  |
| 1. **Additional Relevant Supporting Documents** *(see page 12 for examples)*
 | Yes [ ]  |
| 1. **Human Research Risk Assessment** *for all face to face data collection you will be required to complete a self-assessment and this* ***may*** *be requested as part of your review. For further details please see* [*https://www.ucd.ie/sirc/coronavirus/returntocampusworking/*](https://www.ucd.ie/sirc/coronavirus/returntocampusworking/)
 | *Not to be included in this template* |
| 1. **Insurance for Human Research** applicants should use the mandatory self-assessment checklist <https://www.ucd.ie/sirc/insurance/humanresearchinsurance/> Every applicant must ensure that the appropriate insurance cover is in place for their research. The HREC is not responsible for overseeing insurance requirements.
 | ***Not to be included in this template*** |
| 1. **Post Review only – not required for new submissions** *(see page 13 for clarification)*
 | Yes [ ]  |

***Insert all Information Sheets here*** *(participants, parents/guardians/ teachers/other) and ensure that they follow the correct format – see Question 11 in the UTMREC-SM Application Form (HR1) – please confirm that you will print this document on your School Headed Paper*

***Insert all consent forms here*** *(participants, parents/guardians/ teachers/other) – the format can vary as researchers may want to itemize everything that they need a participant to consent to that is involved in the current study, and may anticipate further research such as future publications, archiving or re-using the de-identified data at a later stage. Please also confirm here that you will print this document on your School’s Headed Paper.*

*Insert* ***Children’s Assent Form****, if applicable, here and ensure that it is written in age appropriate language*

*Insert* ***Recruitment Advertisement/Poster or flyers here*** *– if the document is not in Word please insert the text only*

*Insert* ***Interview schedule*** *and any instructions for interviewing here*

*Insert* ***Questionnaires/Surveys/scales*** *and any associated evaluation document here and confirm that you have permission to use copyrighted questionnaires (see page 8 below).*

*Insert* ***External Letters of Permissions here*** *– such as letters from School Principals, Company CEOs, Charity Directors, Data Controllers for access to datasets/archives, Copyright permission for use of questionnaire if applicable*

*Insert* ***Local Research Ethics Approval******Letters or Letters of Permissions to access databases****– such as letters from Hospitals, Nursing Homes, HSE Health Boards, Prisons, or any other body or organization that has a Research Ethics Committee)*

*Insert* ***Letter of endorsement from your supervisor*** *(if applicable) this should be a PDF which can either be included in this document or sent separately by email*

*Insert a copy of* ***Garda Vetting Certificate*** *(if applicable) this should be a PDF which can either be included in this document or sent by email.*

*Insert any* ***other supporting documentation*** *that is not listed above here but is relevant to your study: For Example: a listing of support groups, a training programme for researchers, a debriefing doc, or a protocol for dealing with stressed participants or any data sharing/management agreements with other researchers (internal or external).*

**Cover Letter Responding to Decision Points** *(not required for a new submission – only use this section for your response to the committee review) When required, all responses should be emailed to* *medicinerec@ucd.ie* *and must include the revised application form and the revised supporting documents above with revisions noted in red.*