

SUBMITTING YOUR ETHICS APPLICATION TO THE HREC FOR FULL REVIEW - CHECKLIST

<p>All submissions for a HREC ethics review <u>must</u> include a completed application form and support document template.</p> <p>The template provides space for you to include copies of the documents you will be giving to participants therefore you should include, at the very least, an information sheet(s) and consent form(s).</p>	
<p>Does your study include any of the following?</p> <ul style="list-style-type: none"> • Survey/questionnaire • Interviews/focus groups • letters of permission you have received • advertisement/poster for recruitment • Garda Vetting <p>If yes, please ensure that you have included the relevant documents in your supporting documents template.</p>	
<p>Do you need to provide further support documents that are not included in the support document template?</p> <p>If yes, please ensure that all further documents are contained in one pdf doc only – do not submit multiple word files or pdf docs.</p>	
<p>Have you prepared your Information Sheet according to the headings provided in Question 11 in the current version of HREC Application Form?</p>	
<p>Does your project intend to recruit children as participants?</p> <p>If yes, please ensure you have obtained a Garda Vetting Certificate from UCD Registry</p>	
<p>Does your project intend to recruit UCD students as participants for survey purposes?</p> <p>If yes, please ensure you have permission from the head of school</p> <p>See also UCD Guideline on Recruiting Participants.</p>	
<p>Does your study involve accessing participants or participant data from other organisations?</p> <p>If yes, do you have all the permissions to access that data in place?</p>	
<p>Please note that the Office of Research Ethics does not provide guidance on issues relating to these areas:</p>	<ul style="list-style-type: none"> • Campus-Wide Surveys with Students contact the University Student Survey Board ussb@ucd.ie after you have received ethics approval • Insurance: UCD SIRC Office • Data Protection or GDPR: UCD Data Protection/GDPR Office • Data Management: UCD Library Guides • UCD Device Security or Cloud Storage: UCD IT Security • Garda Vetting: UCD Registry • Data Sharing Agreements: UCD Legal

Please ensure that you **keep your own records** of all your Submissions and Committee correspondence. You may require future amendments.