# Application to the SETU Research Ethics Committee for Ethical Approval of a Research Project

Applicants are required to submit a completed application with any supporting documentation, included as appendices, as a single document. Supporting documentation may including material relevant to their research proposal *(e.g. sample interview schedules, consent forms, third party licenses or ethical approvals).*

**All sections must be completed** with the exception of the following, if your work involves human participants please complete Section D; alternatively, if your work involves animals please complete Section E.

Answers to questions should not exceed more than 200 words.

## Screening Section:

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| --- | --- | --- | --- |
| SQ1 | Research Project Title: | Click or tap here to enter text. | |
| SQ2 | Proposed Duration: | Click or tap here to enter text. | |
| SQ3 | Period of approval requested, if different from SQ2 above. | Click or tap here to enter text. | |
| SQ4 | Summary of research project  (200 words)  *Please include for example how you will carry out the research e.g doing a survey, questionnaire, taking blood samples, etc, full details can be completed in further sections of the application form* | Click or tap here to enter text. | |
| SQ5 | Location of Research  *Please provide details (inc. postcode) in right hand column* | Choose an item. | Click or tap here to enter text. |
| SQ6 | Have you read and consulted the SETU Ethics Policy, and other supporting guidance documents and information, during the completion of this application? | Choose an item. | |
| SQ7 | Is the research proposed below an element of, or related to, a larger programme of work? | Choose an item. | |
| SQ8 | If response to SQ7 above is yes, please provide details of any ethical approval granted. | Click or tap here to enter text. | |
| SQ9 | Has this research, or a variant of it, previously been submitted for REC approval? | Choose an item. | |
| SQ10 | If yes to SQ4 please provide an application reference and details of the previous outcome. | Click or tap here to enter text. | |
| SQ11 | Please identify in ranked order the three most appropriate knowledge domains related to your application. | Health/Health Care Choose an item.  ICT Choose an item.  Biotechnology Choose an item.  Engineering Choose an item.  Education/Social Studies Choose an item.  Business Choose an item.  Other Choose an item., please specify Click or tap here to enter text. | |

## Section A: Applicant Details

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| --- | --- | --- | --- |
| A1 | Primary Researcher Details. | Title Click or tap here to enter text.  Name Click or tap here to enter text.  Email Click or tap here to enter text.  Telephone Click or tap here to enter text.  School/Faculty Click or tap here to enter text. | |
| A2 | Principal Investigator/Researcher Supervisor. | Title Click or tap here to enter text.  Name Click or tap here to enter text.  Email Click or tap here to enter text.  Telephone Click or tap here to enter text.  School/Faculty Click or tap here to enter text. | |
| A3 | Additional Researchers. | Title Click or tap here to enter text.  Name Click or tap here to enter text.  Email Click or tap here to enter text.  Telephone Click or tap here to enter text.  School/Faculty Click or tap here to enter text. | |
| A4 | Does this research form part of a programme of study leading to an award?  *If yes complete A5* | Choose an item. | |
| A5 | Programme Details. | Choose an item. | Choose an item. |
| A6 | Details of relevant training completed of the primary researcher and principal investigator/researcher supervisor. | Click or tap here to enter text. | |

*Where a registered student is the primary researcher undertaking the work details of their registered programme must be provided.*

## Section B: External Approvals and Review

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| B1 | Has the proposed project subject been externally reviewed? | Choose an item. |
| B2 | If response in B1 is yes provide details.  *Include reviewing body, outcome, reference number, and attach written outcome.* | Click or tap here to enter text. |
| B3 | Has the proposed project, or part thereof, received external funding support? | Choose an item. |
| B4 | If response in B3 is yes provide details.  *Include name of funder, duration of funding, PI, and provide written confirmation.* | Click or tap here to enter text. |
| B5 | Does this proposed research require other licensing approval to be obtained?  *If so please provide details of licenses obtained.* | Click or tap here to enter text. |

*Where subject to external review please provide copies of the outcome of these reviews.*

*Those undertaking research as part of a collaboration with Teagasc are eligible to avail of an existing MOU whereby work reviewed by Teagasc REC is deemed acceptable to SETU REC.*

## Section C: Conflict of Interest

|  |  |  |
| --- | --- | --- |
| C1 | Do any of the researchers involved in the conduct of this research stand to gain a financial benefit from its completion? | Choose an item. |
| C2 | If response in C1 is yes provide details.  *Include nature of benefit, existing patents etc.* | Click or tap here to enter text. |
| C3 | Do any of the funders or other sponsors of this research stand to gain a financial benefit from its completion? | Choose an item. |
| C4 | If response in C3 is yes provide details.  *Include nature of benefit, existing patents etc.* | Click or tap here to enter text. |

*Applicants benefit from consulting the SETU policies on conflict of interest when completing this section.*

[*Conflicts-of-Interest-Policy.pdf (setu.ie)*](https://www.setu.ie/Craft/assets/policies/Conflicts-of-Interest-Policy.pdf)

## Section D: Human Research

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| --- | --- | --- |
| D1 | Provide the aims and objectives of the research. | Click or tap here to enter text. |
| D2 | Describe, or identify, the novel aspects of your proposed work. | Click or tap here to enter text. |
| D3 | To what extent has this topic already been researched and written about? *(e.g.*  *is there a significant body of existing published work)?* | Click or tap here to enter text. |
| D4 | Design  *This section can include an overview of methodology research design proposals regarding for example, evaluation and data gathering. In describing the research design, applicants are required to explain the reasoning behind their choice of method.* | Click or tap here to enter text. |
| D5 | Have you obtained external statistical input for your design? | Choose an item. |
| D6 | If the response to D5 is yes please provide further details. | Click or tap here to enter text. |
| D7 | How will participants be selected, approached and recruited in conducting this proposed research?  *The process of participant selection is required to be outlined clearly. If for example, participants are being contacted through an organisation, e.g. Faculty/Campus, an initial step would be to seek permission from the organisation to approach the participants. Any inclusion or exclusion criteria must also be specified.* | Click or tap here to enter text. |
| D8 | Please describe if there are any cultural, social, gender-based characteristics or sexual orientation, practices or behaviour of the subject(s) which have affected the design of the project or which may affect its outcomes. | Click or tap here to enter text. |
| D9 | Describe the procedures that will be adopted to maintain the confidentiality of research subject(s). | Click or tap here to enter text. |
| D10 | Do the proposed research subjects include learners or others in a dependent relationship? | Choose an item. |
| D11 | If the response to D10 is yes please provide details of proposed mitigations to prevent harm. details. | Click or tap here to enter text. |
| D12 | Do the proposed research participants include primary respondents such as children, individuals with mental health issues, individuals deemed to be of diminished responsibility, individuals with a physical or intellectual disability? | Choose an item. |
| D13 | If the response to D12 is yes please provide details of proposed mitigations to prevent harm. | Click or tap here to enter text. |
| D14 | Will any member of the intended group of research subjects, to your knowledge, be involved in other research projects or activities? | Choose an item. |
| D15 | If the response to D14 is yes please provide further details. | Click or tap here to enter text. |
| D16 | Describe any risk, not yet identified above, any research procedures may pose to the research subject(s) and any other parties involved. | Click or tap here to enter text. |
| D17 | With reference to D16, please detail any mitigating measures to be put in place. | Click or tap here to enter text. |
| D18 | Describe the main ethical issues requiring consideration in relation to this research. | Click or tap here to enter text. |
| D19 | With reference to D18, please detail any mitigating measures that have been considered and will be put in place. | Click or tap here to enter text. |
| D20 | How, and in what form, will consent be obtained? | Click or tap here to enter text. |
| D21 | What arrangements, or protocols, are in place to facilitate a participant’s withdrawal of consent? | Click or tap here to enter text. |

## Section E: Animal Research

|  |  |  |
| --- | --- | --- |
| E1 | Provide the aims and objectives of the research. | Click or tap here to enter text. |
| E2 | Describe, or identify, the novel aspects of your proposed work. | Click or tap here to enter text. |
| E3 | To what extent has this topic already been researched and written about? *(e.g.*  *is there a significant body of existing published work)?* | Click or tap here to enter text. |
| E4 | Experimental Design  *This section can include an overview of methodology research design proposals regarding for example, evaluation and data gathering. In describing the research design, applicants are required to explain the reasoning behind their choice of method.* | Click or tap here to enter text. |
| E5 | Have you obtained external statistical input for your design? | Choose an item. |
| E6 | If the response to F5 is yes please provide further details. | Click or tap here to enter text. |
| E7 | How will research subjects be selected?  *Describe the type/breed and source of animals. Provide details on the sex/age of animals to be used.* | Click or tap here to enter text. |
| E8 | How will research subjects be housed?  *Include details of how the animal’s welfare needs will be met during the in-life phase and how waste disposal will happen throughout.* | Click or tap here to enter text. |
| E9 | Does the proposed research involve privately owned animals? | Choose an item. |
| E10 | If the response to E9 is yes please provide further details. *Describe the procedures that will be adopted to maintain the confidentiality of owners of research subject(s).* | Click or tap here to enter text. |
| E11 | Will any research subjects be involved in other research projects or activities? | Choose an item. |
| E12 | If the response to E11 is yes please provide further details. | Click or tap here to enter text. |
| E13 | Describe the risk any research procedures may pose to the research subject(s) and any other parties involved. | Click or tap here to enter text. |
| E14 | With reference to E13, please detail any mitigating measures to be put in place. | Click or tap here to enter text. |
| E15 | Describe the main ethical issues related to this research. | Click or tap here to enter text. |
| E16 | With reference to E15, please detail any mitigating measures that have been considered and will be put in place. | Click or tap here to enter text. |

## Section F: Intellectual Property

|  |  |  |
| --- | --- | --- |
| F1 | Is the proposed research likely to generate any intellectual property? | Choose an item. |
| F2 | If the response to F1 is yes please provide further details.  *Please describe any agreements you have made with colleagues or external partners and attach copies.* | Click or tap here to enter text. |

*Applicants are advised to consult SETU policies on Intellectual Property when completing Section F*

[*Intellectual-Property-Policy.pdf (setu.ie)*](https://www.setu.ie/Craft/assets/policies/Intellectual-Property-Policy.pdf)

## Section G: Publication and Dissemination

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| --- | --- | --- |
| G1 | Are there any agreements with external partners in place concerning the publication of any results of the proposed work? | Choose an item. |
| G2 | If the response to G1 is yes please provide further details.  *Include copies of any agreements, including details of agreements on authorship and how authorship is credited.* | Click or tap here to enter text. |

*Applicants are advised to consult SETU policies on Authorship if appropriate when completing Section G.*

[*SETU | Policies and Procedures*](https://www.setu.ie/research-innovation/researcher-support/researcher-compliance/policies-and-procedures)

## Section H: Other ethical issues

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| H1 | If there are ethical implications of your research which are not requested in this form, please provide details. | Click or tap here to enter text. |

## Section I: Data Checklist

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| --- | --- | --- |
| I1 | Describe the data types that will be gathered. | Click or tap here to enter text. |
| I2 | Describe details of how the data gathered will be anonymised. If data will not be anonymised please justify. | Click or tap here to enter text. |
| I3 | If your research makes use of data available within the public domain (e.g. re-use/secondary use) please describe the source of this data and the steps taken to ensure consent for use as per outlined in your research is in place | Click or tap here to enter text. |
| I4 | Provide details of how the data will be stored securely. | Click or tap here to enter text. |
| I5 | Provide details of any handling or data clean-up steps. | Click or tap here to enter text. |
| I6 | Provide the duration for which data will be stored. | Click or tap here to enter text. |
| I7 | Provide details of how the data and related materials will be destroyed after this period has ended. | Click or tap here to enter text. |
| I8 | Please state whether participants are to be given the opportunity to access the results of the research? | Choose an item. |
| I9 | If the response to I8 is yes please provide further details. | Click or tap here to enter text. |
| I10 | Confirm you have completed a Data Protection Impact Assessment. | Choose an item. |

*Applicants are advised to consult SETU policies on Data Protection and Data Retention Policy.*

[*Data-Protection-Policy.pdf (setu.ie)*](https://www.setu.ie/Craft/assets/general/Data-Protection-Policy.pdf)

[*Data-Retention-Policy.pdf (setu.ie)*](https://www.setu.ie/Craft/assets/general/Data-Retention-Policy.pdf)

## Section J: Submission Checklist

**Please provide, as appendices, any of the following items below. Indicate which have been attached and ensure each is labelled to aid its identification.**

Please include your DPIA, Epigeum Research Integrity Certificate & relevant records of training.

\*This may include sample contact letters/emails, risk assessments, confidentiality agreements, and information leaflets or the content of social media posts.

All documents must have clear contact information and identifiable **SETU logos**.

|  |  |  |
| --- | --- | --- |
| J1 | Example questionnaires. | Choose an item. |
| J2 | Example consent forms. | Choose an item. |
| J3 | Publication agreement. | Choose an item. |
| J4 | External Licencing or Approvals | Choose an item. |
| J5 | External Funding Confirmation. | Choose an item. |
| J6 | Completed Data Impact Assessment Template. | Choose an item. |
| J7 | Records of training. | Choose an item. |
| J8 | Details of training records. | Click or tap here to enter text. |
| J8 | Other relevant attachments\* | Choose an item. |
| J9 | If the response to J8 is yes please provide details. | Click or tap here to enter text. |
| J10 | Previous Ethical Approval | Choose an item. |
| J11 | If response to J10 is yes, please provide reference number and copy of letter of approval received. | Click or tap here to enter text. |

## Section K: Signatures

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| K1 | Primary Researcher | Date Click or tap here to enter text. | Signature |
| K2 | Principal Investigator/Supervisor | Date Click or tap here to enter text. | Signature |
| K3 | Additional Researcher(s) | Date Click or tap here to enter text. | Signature |

*Forms without a completed signature section or at least the primary researcher and principal investigator/supervisor will be returned to the applicant without REC consideration.*