

Ethical Approval Application Form

1. ADMINISTRATION DETAILS

Researcher: _____

School/Research Centre/Programme (as applicable) _____

Title of Project: _____

Supervisor/Research Centre Director/Head of Department: _____

Date: _____

Type of research			
Undergraduate	Postgraduate	Staff member	External to DKIT

There is an obligation on the lead researcher to bring to the attention of the School Ethics Committee any issues with ethical implications not clearly covered by this application form.

2. APPLICATION FORM CHECKLIST

Please complete the ethics application form below and provide additional information as attachments.

My application includes the following documentation:	INCLUDED (mark as YES)	NOT APPLICABLE (mark as N/A)
Recruitment advertisement		
Participant Information Leaflet		
Participant Informed Consent form		
Questionnaire/Survey		
Interview/Focus Group Questions		
Debriefing material		
Evidence of approval to gain access to off-site location		
Ethical Approval from external organisations. If ethical approval from external organisations is pending give details below		
Details		

3. PROJECT DETAILS

a) Lay description (Maximum 200 words)

Please outline, in terms that any non-expert would understand, what your research project is about, including what participants will be required to do. Please explain any technical terms or discipline-specific phrases.



b) Research objectives (Maximum 150 words)

Please summarise briefly the objectives of the research,

c) Research location and duration

Location(s)/Population*	
Research start date	
Research end date	
Approximate duration	

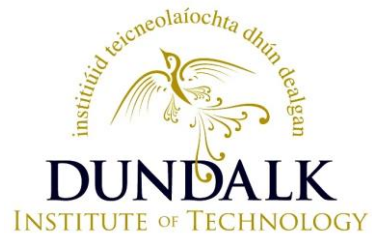
* If location/Population other than DKIT campus/population, provide details of the approval to gain access to that location/population as an appendix.

4. PARTICIPANTS

		YES	NO	N/A
Do participants fall into any of the following special groups?	Minors (under 18 years of age)			
	People with learning or communication difficulties			
	Patients			
	People in custody			
	People engaged in illegal activities (e.g. drug-taking)			
Have you given due consideration to the need for satisfactory Garda clearance?				

5. SAMPLE DETAILS

Approximate number	
Where will participants be recruited from?	
Inclusion Criteria	
Exclusion Criteria	
Will participants be remunerated, and if so in what form?	



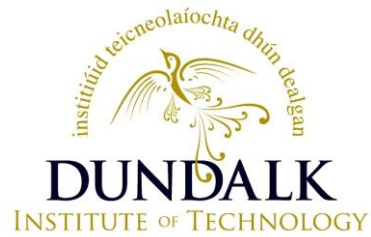
Justification for proposed sample size and for selecting a specific gender, age, or any other group if this is done in your research.

6. RISKS TO PARTICIPANTS

- a) Please describe any risks to participants that may arise due to the research. Such risks could include physical stress, emotional distress, perceived coercion e.g. lecturer interviewing own students. Detail the measures and considerations you have put in place to minimize these risks
- b) What will you communicate to participants about any identified risks? Will any information be withheld from them about the research purpose or procedure? If so, please justify this decision.

7. INFORMED CONSENT

	YES	NO	N/A
Will you obtain active consent for participation?			
Will you describe the main experimental procedures to participants in advance?			
Will you inform the participants that their participation is voluntary and may be withdrawn at any point?			
If the research is observational, will you ask for their consent to being observed?			
With questionnaires, will you give participants the option of omitting questions they do not want to answer?			
Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs?			
Will the data be anonymous?			
Will you debrief participants at the end of their participation?			
Will your project involve deliberately misleading participants in any way or will information be withheld?			
If you answer yes, give details and justification for doing this below.			



a) Please outline your approach to ensuring the confidentiality of data (that is, that the data will only be accessible to agreed upon parties and the safeguarding mechanisms you will put in place to achieve this.) You should include details on how and where the data will be stored, and who will have access to it.

b) Please outline how long the data will be retained for, if it will be destroyed and how it will be destroyed.



8. DECLARATION

I have read and understand the DkIT guidelines for ethical practices in research and have read and understand the data protection guidelines.

Signed: _____

Name: _____

Date: _____

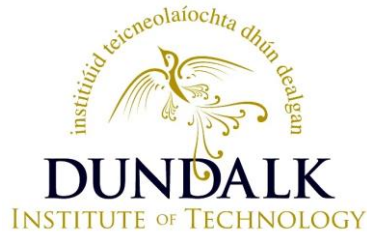
(Researcher)

Signed: _____

Name: _____

Date: _____

(Supervisor/Research Centre Director/Head of Department)



9. STATEMENT OF ETHICAL APPROVAL

Supervisor/Research Centre Director/Head of Department

This project has been considered using agreed procedures and is now approved/ referred to the Ethics Committee

Signed: _____

Name: _____

Date: _____

Chair of Ethics Committee

This project has been considered by the Ethics Committee and ethical approval is granted.

Signed: _____

Name: _____

Date: _____