Guide to required supporting documents for ethical review

Preamble

TU Dublin's process for ethics review requires the provision of supplementary documents in support of submission. The following documents represent the minimal set of supporting documents required for submission of a researcher's application for ethics review for research that involves adult human participants. Some research designs (e.g. those involving children) may need additional documentation (e.g. a parental information sheet). Note that it is expected that attached documentation will be named according to RESOP-001. Submissions which include the necessary supporting documents that do not follow this standard approach will not be progressed for review which will impede the progress of the research.

Required content

Brief CV of the principal investigator

To demonstrate competence to carry out research in the area described in the proposal a brief CV of the PI, using the REC CV template, should be provided. Note that a comprehensive academic CV is not required.

Technical summary of research

A technical project summary of 4-6 pages. This should be written specifically for the ethics review and a should not be a copy and paste summary from a larger document such as a research grant submission. A schedule of the proposed research should be provided, which outlines when specific data-collection steps of the research are anticipated to take place.

Participant information sheet(s)

Participant information sheets are required for *all* individual research activities which involve human participants i.e. separate documents are expected for focus groups and interviews, or observation and sensor measurements. For online surveys, the landing/splash page should act as an information sheet and include sufficient information to facilitate the participants to provide consent. In research designs where the same participants are expected to be involved in multiple research activities, a single participant information sheet describing each of these activities may be sufficient.

Special considerations are required for research which involves children or participants with diminished capacity. Participant age and capacity appropriate information sheets for the research participants and parent/guardian or carer information sheets for the parent/guardian or carer are required. Note that while multiple variants of information sheets may be required (e.g. for different ages of children) the information presented should be fully consistent.

Participant consent and assent documentation

Specific participant consent and/or assent documentation is required for all categories of participant. For participants who are children and/or of diminished capacity, age and capacity appropriate assent documentation are required. Note that while multiple variants of consent/assent documents may be required (e.g. for different ages of children) the information presented should be fully consistent.

Data collection instruments

A copy of each data collection instrument to be used in the research should be provided, including questions, topics and/or themes as appropriate for interviews, focus groups and surveys.

Data management plan (DMP)

A completed DMP which outlines how the data will be managed during the research project and following its completion, and how the data will be aligned with the University's open data approach.

Data protection impact assessment (DPIA)

At a minimum a completed DPIA initial assessment, signed by the researcher and the DPO is required for all research involving human participants. For those projects where processing of personal data is 'likely to result in a high risk to the rights and freedoms' of data subjects a full DPIA will be required. See here for additional guidance and relevant templates.

Copies of all recruitment and/or advertisement material

All material to be used for the recruitment of participants (e.g. posters, invitational emails, letters, draft social media posts) should be provided. For video or audio advertisements, both scripts and link to the material are required.

Letters of support for collaborators and/or participant gatekeepers

A copy of all relevant letters of support and/or confirmation of access to restricted research participants (e.g. students of an education provider, staff of a commercial enterprise). Note that such letters of support should be from a person with the appropriate authority to grant such access and should be on headed paper.

Ethical approvals from research collaborators

A copy of all required ethical approval(s) from other research sites, national or international, should be provided. Where appropriate translations should be included with the original.