School of Education, Trinity College Dublin

Application for Ethical Approval of Research Proposals

Title of Research

Researcher Name(s)

Trinity Email Address

Supervisor Name (if applicable)

Supervisor Email (if applicable)

Category of Proposer (please tick)
- Student
- Principal Investigator (Staff)

Course of Study (please tick)
- BMusEd
- PME
- MEd
- DEd/PhD
- ASIAP
- CertC21T&L

Please indicate the level of approval required (see appendix)

- Level 0
- Level 1
- Level 2

Has your proposal been submitted to any other Research Ethics Committee?

Yes
No

If yes, please provide details:
Declaration by All Applicants:
I have read and understood the School of Education’s policy on ethics in educational research: http://www.tcd.ie/Education/research/ethics/ and Trinity College Dublin’s Policy on Good Research Practice: https://www.tcd.ie/research/dean/assets/pdf/TCD%20Good%20Research%20Practice%20Policies%20copy.pdf

I declare that the details provided reflect accurately my research proposal and I undertake to seek updated approval if substantive changes are proposed after this submission. I have consulted an authoritative set of educational research guidelines.

Applicant’s Signature:

Signed: ___________________ Date ___________________

Declaration by Supervisor (if applicable)
I have read this application. I am satisfied that it is in line with the criteria set out by the School of Education Research Ethics Committee in their published Code of Practice and application form templates.

Supervisor’s Signature:

Signed: ___________________ Date ___________________

In instances where supervisors feel that their specialised expertise may be important, information for the REC to take into account (e.g. in relation to researching highly sensitive areas such as trauma/abuse), please submit an additional page with any relevant information.

Final Approval Signed-Off by a member of the Research Ethics Committee

Signed: ___________________ Date ___________________
Details of the Proposed Project

1. Please give a structured abstract of the proposed research, including the methods you intend to use (approx. 300 words).

<table>
<thead>
<tr>
<th>2. Please answer the following questions in relation to your proposed research. Questions (b), (c) or (d) will require detailed explanations if answered ‘yes’ and will be referred for additional scrutiny by the REC or Trinity REPC. Answering ‘Yes’ to (e) will require a separate application to the relevant HSE REC.</th>
<th>Please tick</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Please tick</strong></td>
<td>Yes</td>
</tr>
<tr>
<td>a. Does the research involve work with children (under-18) or vulnerable adults? If ‘Yes’, has appropriate Garda clearance (or equivalent) been obtained (include details)?</td>
<td></td>
</tr>
<tr>
<td>Please provide the date of issue on the Certificate.</td>
<td></td>
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<tr>
<td>b. Could any aspect of the research give rise to any form of harm to participants, including the researcher(s)?</td>
<td></td>
</tr>
<tr>
<td>c. Could any aspect of the research produce information that could lead to criminal prosecution of the participants or others?</td>
<td></td>
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<tr>
<td>d. Is deception of the participants planned in any aspect of the research? If yes, provide details.</td>
<td></td>
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<tr>
<td>e. Does any aspect of the research involve patients (or their relatives or carers) or other users of health and social care services, the premises or facilities of such services, access to personal records or the participation of health or social care staff?</td>
<td></td>
</tr>
</tbody>
</table>
For Level 1 and Level 2 applications ONLY

3. (a) Who are the proposed participants, e.g. teachers; students? Please indicate approximate numbers

3. (b) What is your relationship with them? (If you are in a position of authority, for example, indicate how you will deal with the potential influences of such a relationship.)

4. (a) How will you recruit the proposed participants?

4. (b) Please indicate how informed consent of all participants will be gained. (Draft consent forms MUST be attached for all participant groups – see question 7 for guidance.)

4. (c) Please detail any ethical aspects that must be considered, including the proposed use of any incentives.

5. (a) What is the location(s) at which the data collection will be undertaken?

5. (b) Describe any circumstances that might give rise to security concerns for participants or researchers?

5. (c) Describe any conflicts of interest where data might be critical of working practices, people etc. or disclosure of illegal activities?
6. (a) Please indicate how the participants’ rights to privacy (including confidentiality
and anonymity) and the privacy of their data will be protected. Highlight potential
limitations of confidentiality in the ethics form and, for participants, in the information
sheets (e.g. for small samples or insider research and how this will be addressed).

6. (b) Please also indicate how the data will be stored, for how long and how it will be
destroyed as appropriate.

7. Please complete the checklist below to confirm you have considered all
ethical aspects of consent.
(Note that the consent forms must accompany this application; any
omission or inadequacy in detail will result in a request for amendments).

<table>
<thead>
<tr>
<th>Please tick</th>
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<tbody>
<tr>
<td>I have attached the consent form(s) for <strong>all</strong> research participant groups which are accessible to the target participant audience (e.g. children, participants with literacy needs, etc.).</td>
</tr>
<tr>
<td>Each consent form clearly informs possible participants that participation is voluntary and that the participant has the right to cease participation at any time without giving a reason and without prejudice.</td>
</tr>
<tr>
<td>Each consent form gives assurances that the data collection (questionnaires, interviews, tests etc.) will be carried out in a sensitive and non-stressful manner.</td>
</tr>
<tr>
<td>Each consent form has full contact details of the researcher (and of the supervisor for student applications) to enable prospective participants to make follow-up inquiries.</td>
</tr>
</tbody>
</table>
Each consent form has full details, in plain non-technical language, of the purpose of the research, the proposed role of the person being invited to participate, the research instruments (e.g. tests, interviews, questionnaires) with indicative questions if appropriate and the expected duration of participation.

Each consent form has full details of the purposes to which their data (in all their forms: text, oral, video, imagery etc) will be put, including for research dissemination purposes and requires explicit consent for each purpose and each form of data.

Each consent form explains how the anonymity, where appropriate, of the participants will be ensured and operationalised.

Each consent form explains how participant data in all its forms (e.g. paper forms, recordings, etc) will be protected, including how it will be stored and for how long and how it will be ultimately destroyed.

Each consent form clearly states up to what point a participant can withdraw their data from a study, e.g. up until the data is irrevocably anonymised or until analysis or publication of the data findings.

Please include here any other comments you wish to make about the consent form(s).

If you have any further comments or notes in relation to any aspect of your application, please outline them here: