### Disability Service protocol for requests for students with disabilities participation in research.

Disability Service encourages and supports research projects related directly to the needs of students with disabilities in Trinity College Dublin. In order to ensure that additional research projects are well founded, ethical and have a clear benefit to the students who participate in them, the following conditions must be adhered to before approval for the dissemination of research projects can be given:

### In line with objectives:

Researchers seeking access to students registered with the Disability Service must submit their proposal to the Director of the Disability Service before seeking ethical approval from a Trinity College Dublin Ethics Committee. This is to allow for the Disability Service to consider the merits of the proposal and to allow for discussion on the feasibility of the research.

The proposal must clearly align to issues relevant to students with disabilities and to one or more of the CORE mission statements in the [Trinity Disability Service Strategic Plan 2020-2025](https://www.tcd.ie/disability/policies/strategic-plan/)

|  |  |
| --- | --- |
| **[Trinity’s CORE Mission Statements](https://www.tcd.ie/disability/policies/strategic-plan/)** | **[Disability Service CORE Mission Statements](https://www.tcd.ie/disability/policies/strategic-plan/)** |
| **[Civic Action -](https://www.tcd.ie/disability/policies/strategic-plan/)** [Through our teaching, research and public engagement, we courageously advance the cause of a pluralistic, just and sustainable society.](https://www.tcd.ie/disability/policies/strategic-plan/) | [Through our collaboration with students with disabilities and our engagement with the Trinity Ability Co-op, we will create a more inclusive campus and fully encourage students with disabilities to participate in a sustainable society.](https://www.tcd.ie/disability/policies/strategic-plan/) |
| **[Organisation -](https://www.tcd.ie/disability/policies/strategic-plan/)** [We foster an effective and flexible organisation, which values all members of our community.](https://www.tcd.ie/disability/policies/strategic-plan/) | [To provide an effective and dynamic service that anticipates and responds to our diverse student population's emerging needs.](https://www.tcd.ie/disability/policies/strategic-plan/) |
| **[Research -](https://www.tcd.ie/disability/policies/strategic-plan/)** [Pursued at the frontiers and intersections of disciplines, our research benefits our students, Ireland, and the world.](https://www.tcd.ie/disability/policies/strategic-plan/) | [Engage in ongoing research to better understand students with disabilities, retention barriers, and widening participation at both UG and PG levels, and positively impact these student cohorts.](https://www.tcd.ie/disability/policies/strategic-plan/) |
| **[Education -](https://www.tcd.ie/disability/policies/strategic-plan/)** [We challenge our students to think independently, communicate effectively, act responsibly, and develop continuously, equipping them for lives of active citizenship.](https://www.tcd.ie/disability/policies/strategic-plan/) | [To empower students with disabilities to develop to their full potential and inspire them to meet future challenges. Guide staff in the principles and application of inclusive teaching, learning and assessment to create a fully inclusive educational experience for our students. Ensure students with disabilities have the confidence to think independently, communicate effectively, act responsibly, and develop continuously.](https://www.tcd.ie/disability/policies/strategic-plan/) |

### In addition, the research proposal must be:

### In compliance with Data Protection legislation:

This research protocol should be read in conjunction with the [Disability Service Privacy Notice](https://www.tcd.ie/disability/assets/pdf/Privacy_statement.pdf) provided to all applicants to the Disability Service. The privacy notice explains how we collect and personal data; the purpose and legal basis for collecting personal data; how we store and secure personal data; details of third parties with whom we share personal data with; the rights of data subjects and how we collect and use personal data.

### Of practical concern:

Regardless of the theoretical background to the research or the approach; quantitative, qualitative or mixed methods, proposals must address matters of a practical or occupational concern to students with disabilities and seek to provide recommendations or identify possible solutions to these concerns.

### Accessible to all:

Researchers must agree to provide the Disability Service with an electronic copy of their research upon completion and provide an executive summary of the research which adheres to the [College Accessible Information Policy](http://www.tcd.ie/about/policies/accessible-info-policy.php#print)  for publication on the Disability Service website.

**Also, please note the following points:**

Decisions on granting approval for research will be made with respect to the above criteria. The Disability Service will discuss all applications at their staff meeting and a final decision will be communicated within 2 weeks of receipt of ethical approval.

The Disability Service will give higher priority to areas not previously researched and areas that have the greatest potential to benefit students with disabilities in Trinity College. The number of additional research projects approved in any one year must be limited.

Proposals which seek to explore issues entirely outside of the College environment, such as, family or personal circumstances, medical history, relationships, social background etc. will not be approved as these areas are entirely outside the remit of the Disability Service.

**Responses/Recommendations:**

Researchers can contact the [Students Union](http://www.tcdsu.org/) or [Graduate Students Union](http://tcdgsu.ie/) to ask if their research requests can be circulated to all students.

Staff of the Disability Service can provide readily available data that does not have the potential to identify individual students. Statistics, KPIs and Annual reports and other data is available on our website at: [Disability Service Annual Reports & KPIs](http://www.tcd.ie/disability/policies/annual-reports.php)

### Appendix: Research Participation Protocol for Students with Disabilities

Dear Research Proposer,

**Updated FAQ for Trinity College Dublin Researchers: Research Protocols and Supporting Surveys**

As we continue to advance our commitment to the needs of students with disabilities, it is imperative that all research conducted at Trinity College Dublin meets established ethical and operational standards. This FAQ outlines the research protocols and the criteria that must be met for the Disability Service to support research surveys.

**1. What are the key objectives that my research proposal must align with?** Your research must clearly relate to issues pertinent to students with disabilities and align with one or more of the CORE mission statements in the Trinity Disability Service Strategic Plan 2020-2025. These include enhancing civic action, organizational support, research, and education concerning students with disabilities.

**2. What steps must I take before seeking ethical approval?** Before seeking ethical approval from any Trinity College Dublin Ethics Committee, researchers must first submit their proposal to the Director of the Disability Service. This preliminary step allows the Disability Service to assess the merits of your proposal and its alignment with our core objectives.

**3. How should researchers involve disabled people in the research design?** It is required that researchers involve disabled individuals in the design of their studies. This involvement should be meaningful and should aim to implement emancipatory research practices that promote the autonomy and voice of disabled participants. Evidence of such involvement and the emancipatory nature of the research must be provided with the proposal submission.

**4. What are the compliance requirements with Data Protection legislation?** Your research must adhere to Data Protection legislation as detailed in the Disability Service Privacy Notice. This notice explains how personal data is collected, used, stored, and shared, ensuring transparency and protection of all participants involved.

**5. What type of research content is prioritized?** The Disability Service gives higher priority to research areas that have not been extensively studied and which hold the potential for significant beneficial impacts on students with disabilities at Trinity College. The research should address practical or occupational concerns and propose viable solutions or recommendations.

**6. How should the research be made accessible?** Upon completion of the research, investigators are required to provide the Disability Service with an electronic copy of the full research document as well as an executive summary that adheres to the College's Accessible Information Policy. This summary will be published on the Disability Service website to ensure broad accessibility.

**7. What is the decision-making process for approving research surveys?** The Disability Service reviews all applications in their staff meetings, and a final decision is communicated within two weeks following receipt of the ethical approval. Approval is based on the proposal’s adherence to the outlined criteria and its potential impact.

**8. Are there any types of research that will not be approved?** Research proposals that focus on topics outside the direct environment of the College, such as personal family circumstances, medical history, or social background, will not be approved, as these are beyond the remit of the Disability Service.

**9. Who can I contact for further information or if I have specific questions about my proposal?** For more detailed guidance or specific queries, researchers should contact the Disability Service directly at askds@tcd.ie. Our team is ready to assist you in ensuring your research is compliant, ethical, and aligned with our mission.

**10. Where can I find more information about the strategic plan and detailed protocols?** Detailed information about our strategic plan and research protocols can be found on our website [Trinity Disability Service Strategic Plan](https://www.tcd.ie/disability/policies/strategic-plan/).

We encourage all researchers to review these protocols carefully and ensure their research proposals are well-prepared to meet these standards. Thank you for your commitment to enhancing the educational experience and support for students with disabilities at Trinity College Dublin.

Research Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your cooperation and support in advancing research that benefits students with disabilities at Trinity College Dublin. If you have any questions or require further information, please do not hesitate to contact the Disability Service by email at askds@tcd.ie.