

Completing a REAMS application – checklist:

The Research Ethics Application approval process:

On submission of a research ethics application to REAMS, two members of the School Research and Ethics Committee (REC) are notified and requested to review the application within two weeks. If the application is incomplete, has inconsistencies, or does not follow the [Trinity Policy on Good Research Practice](#), it will be returned with a request for amendments to the application. On resubmission, the second review by two members of the REC can, again, take up to two weeks. **Failure to submit a complete application that follows the Trinity guidelines will therefore delay the start of your research project.**

Research ethics applications cannot be reviewed outside REAMS and it is the applicant's responsibility to allow sufficient time for the review process to take place. The main reasons why research ethics applications are not approved are because the following requirements have not been met. Please use this as a checklist prior to submission to prevent avoidable delays in your application.

1. The application must contain copies of relevant documents, such as the Participant Information Leaflet and the Participant Consent Form.
2. The information provided in REAMS in relation to informed consent and data protection and retention must be identical to the information on the same matters contained in the uploaded Participant Information Leaflet and the Participant Consent Form.
3. Participants must be allowed to withdraw their consent at any time and this must be stated clearly in all participant information and on the Consent Form.
4. It must be made clear to participants that where data is fully anonymised, withdrawal of consent can only take place in advance of the anonymisation process.
5. If the research involves anonymised or pseudonymised data, the process involved to achieve this should be outlined.
6. The storage location of the participant data should be stated clearly in the application form and the Participant Information Leaflet.
7. The application should state that all digital research data **will be stored on the Trinity cloud, not on USB sticks, SD cards, hard drives, laptops, or private commercial cloud services.**
8. If it is necessary to temporarily store data on a laptop, the laptop should be owned by College, the laptop disk(s) must be encrypted, and data should be safely transferred onto an acceptable storage solution as soon as practical.
9. Non-digital research data which cannot be digitised should be stored securely according to its classification and level of sensitivity. Non-digital data should be stored on College premises (in your supervisor's office).
10. Data must be retained in line with College's records retention schedule: for research data, this must be retained for three years following graduation from the degree programme as part of which the research data was processed.
11. If audio recorded interviews are made as part of the research, it must be made clear in the application whether transcripts will be made of the interviews and, if so, what the storage plan is for such data and how they will be stored differently from the audio recordings.