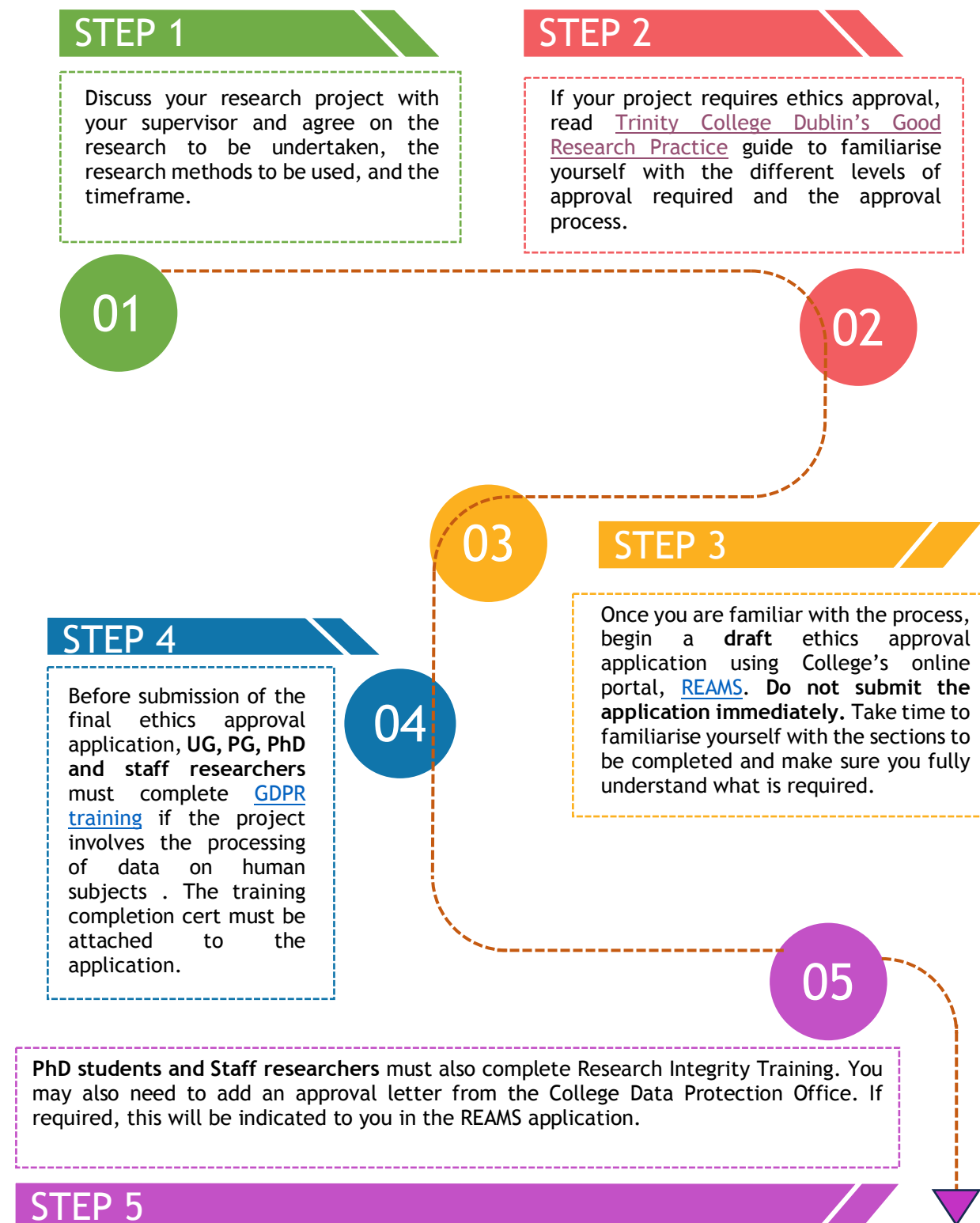**SLLCS Research Ethics Application Process**

Ethics approval is required for research projects that involve human subjects. In SLLCS this usually applies to research projects that use data-gathering technicques such as questionnaires, surveys, or interviews with individuals. If your research requires ethics approval, be aware that the entire process can take about one month to complete.

STEP 1

Discuss your research project with your supervisor and agree on the research to be undertaken, the research methods to be used, and the timeframe.

01

STEP 2

If your project requires ethics approval, read Trinity College Dublin's Good Research Practice guide to familiarise yourself with the different levels of approval required and the approval process.

02

03

STEP 3

Once you are familiar with the process, begin a **draft** ethics approval application using College's online portal, REAMS. **Do not submit the application immediately.** Take time to familiarise yourself with the sections to be completed and make sure you fully understand what is required.

STEP 4

Before submission of the final ethics approval application, **UG, PG, PhD and staff researchers** must complete GDPR training if the project involves the processing of data on human subjects . The training completion cert must be attached to the application.

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05

PhD students and Staff researchers must also complete Research Integrity Training. You may also need to add an approval letter from the College Data Protection Office. If required, this will be indicated to you in the REAMS application.

STEP 5

06

STEP 6

Once you have completed all the compulsory training modules, you should check you application against the SLLCS Research Ethics Approval Checklist and make any necessary changes to prevent your application from being rejected. Don't forget to upload all relevant documents, including the Participant Information Leaflet and the Participant Consent Form. You have now completed the Application process. The following steps refer to the Approval process.

STEP 7

Two members of the SLLCS Research & Ethics Committee (REC) will review your application if it is a level 1 (low risk) application. Level 2 (medium risk) and Level 3 (high risk) applications are reviewed by the Faculty of Arts, Humanities and Social Sciences REC. Reviewers have two weeks to carry out a review and approve, reject, or request changes.

07

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STEP 8

If **approved**, you will receive notification of this from REAMS.Proceed to Step 8. If **rejected or changes are recommended** in order for approval to be granted, you will be notified by REAMS and asked to review your application and incorporate recommended changes. Return to Step 6.

STEP 9

Carry out the proposed research within the timeframe indicated in your ethics application and following the methodology agreed with your supervisor.

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On completion of the research project, complete the End of Project Report Form and return it to postgraduate.sllcs@tcd.ie.

If participants in the research suffer any adverse effects, report the latter using the Adverse Effects Report Form and return it to postgraduate.sllcs@tcd.ie.

If your research is continuing one year after the initial approval, complete the Annual Report Form and return it to postgraduate.sllcs@tcd.ie.

STEP 10