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**Initial Checklist for Research Ethics Release**

**School of Religion, Trinity College Dublin**

All researchers have a responsibility to follow TCD’s Policy on Good Research Practice, (available at <http://www.tcd.ie/about/policies/assets/pdf/TCDGoodResearchPractice.pdf>) as well as any academic or professional code of practice or guidelines relevant to the specific research project. This form should be completed by all staff or students undertaking research. Ethics release or a certificate of approval should normally be completed prior to the commencement of data collection.

**Section 1: All students and staff planning research activity must complete the initial checklist below.**

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| 1.1 Has this research application or any application of a similar nature been refused ethical approval by a review committee of College or other higher-education institute? |  |  |
| 1.2. Does this research involve experimentation on human or animal participants? |  |  |
| 1.3 Does the research involve interviews, questionnaires or other field-work or social research involving human participants? |  |  |
| 1.4. Does this research involve documentary material that is not already in the public domain? |  |  |
| 1.5. Is this research likely to include any activities that involve identifiable significant risks beyond what is normal in your everyday work? |  |  |
| 1.6. Does this research involve travel outside Ireland? |  |  |

If you have answered YES to any of the above questions, proceed to Section 2 ‘Further Checklist for Research Ethics Release’ (next page). If you have answered NO to the questions above, ‘ethics release’ is indicated and there is no need to pursue ethical scrutiny further. Complete Section 3 ‘Research Ethics Release Form’ and forward this form, along with a brief description of the project, as follows:

- FOR STUDENTS first send the release to your supervisor and confirm that they sign it and will forward it to the appropriate Research Ethics Release Record Keeper for your course, as listed on the School web-site, <http://www.tcd.ie/religions-theology-ecumenics/research/Ethics.php>

- FOR STAFF to the Chair of the Research Ethics Committee

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**Further Checklist for Research Ethics Release**

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**Section 2: This further checklist need only be completed if this is indicated by answers to the first checklist.**

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| 2.1. Does the research involve participants who are under 18 years old? |  |  |
| 2.2. Does the research involve participants who are considered vulnerable (e.g. people with learning difficulties or limited literacy)? |  |  |
| 2.3 Does the research involve participants who may have a conflict of interest or who may be unable to give voluntary and informed consent for any other reason (e.g. your own students or work colleagues)? |  |  |
| 2.4. Does the research involve participants who live or work in a heightened risk environment? |  |  |
| 2.5 Does the research involve participants who may be significantly limited or disadvantaged in their participation on social grounds (e.g. due to disparities in wealth or power, or language or cultural issues)? |  |  |
| 2.6. Does the research involve discussion of potentially disturbing topics (e.g violence, trauma or other upsetting experiences)? |  |  |
| 2.7. Does the research involve discussion with participants of sensitive topics (e.g illegal activity, sexual activity, political or religious dissent)? |  |  |
| 2.8. Will the research require the co-operation of a gatekeeper for initial access to the groups/individuals to be recruited? |  |  |
| 2.9. Will the research involve access to records of personal or confidential information concerning identifiable individuals, either living or recently deceased? |  |  |
| 2.10. Will the deception of participants (including covert observation in non-public places) be necessary at any time? |  |  |
| 2.11. Is there a suitable alternative body of data already available that could be accessed and used for the research? |  |  |
| 2.12. Does the research involve experiments on animals or humans? |  |  |
| 2.13. Could the research induce discomfort, stress or anxiety or cause harm, danger or negative consequences beyond the risks involved in normal life (both research participants and their living relatives should be considered)? |  |  |
| 2.14. Will financial inducements (other than reasonable expenses and compensation for time) be offered to participants? |  |  |
| 2.15. Will the research involve travel outside Ireland for interviews or other social research work? |  |  |
| 2.16. Will the research involve travel outside Ireland to a country covered by a risk warning by the Department of Foreign Affairs? |  |  |
| 2.17. In planning this research have you identified any ethical or health and safety risk issues not covered in the above questions? |  |  |

If you have answered YES to any question in Section 2, you must apply for a Certificate of Ethical Approval for Research using the process described in the School’s Ethics Policy. If you have answered NO to all of the questions above in Section 2, ‘ethics release’ is indicated and there is no need to pursue ethical scrutiny further. Complete Section 3 (next page) and forward it to the appropriate Research Ethics Release Record Keeper (listed on School web-site). For student research, it needs to be agreed and signed by your supervisor and then sent to the appropriate record keeper for your course.

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**Research Ethics Release Form**

**School of Religion, Trinity College Dublin**

**Section 3. This ethics release form can be completed if this is indicated by the responses to the preceding Checklists. For postgraduate students these checklists need to be confirmed by your supervisor who will sign below and then forward it to the relevant Departmental Ethics Officer.**

|  |  |
| --- | --- |
| **Name of Applicant**  Student/lead researcher |  |
|  |  |
| **Name(s) of Additional Researcher(s)** |  |
|  |  |
| **Name of Supervisor** (for students) |  |
|  |  |
| **Discipline** |  |
|  |  |
| **Title and brief summary of project**  Explain the aim and methods of the research, in terms understandable by a non-specialist (use additional sheets if required) |  |

|  |  |
| --- | --- |
| **Signature of applicant**  *I declare that the information given above is accurate. I have read the Ethics Policy and will follow the guidelines therein.* | **Signature:**  [A typed name is acceptable in this box as long as it is submitted from applicant’s TCD email address, as verified by supervisor below]  **Date:** |
| **Signature of Supervisor (in case of postgraduate students)**  *In my capacity as Supervisor I believe that this project does not have ethical implications that should be referred to the School Ethics Committee.* | **Signature:**  [A typed name is acceptable in this box as long as it is submitted from supervisor’s TCD email address, as verified by Ethics Officer below]  **Date:** |
| **Signature of Release Record Keeper**  *In my capacity as ethics release record keeper, on the information provided, I believe that the risk to participants in this project is negligible.* | **Signature:**      **Date:** |

This checklist and release form is drawn from a document used by the School of Social Sciences and Philosophy, Trinity College Dublin. Any revisions or modifications are the responsibility of the School of Religion.