

School of Social Work & Social Policy

Ethics Committee Submission Guidelines

- There will only be two scheduled Ethics Committee meetings per academic year to consider applications from the PG Dip in Child Protection & Welfare and the MSc in Applied Social Research.
- All other applications from groups such as PGR students & Staff will be dealt with on an ad hoc basis and meetings will be arranged as required.
- Students from the Master in Social Work will only be permitted to conduct desk based research. Desk research is not about collecting data. Instead, the role of a researcher carrying out desk research is to review previous research findings to gain a broad understanding of the field. In exceptional circumstances students are permitted to make an application to the Ethics Committee to conduct primary research once this has been agreed and signed off by their supervisor. The details of the desk based research projects must be formally noted by the Ethics Committee so that they can be tracked for database purposes *
- All applications must be read and signed off by the Supervisor prior to submission.
- The Chair of the Committee will meet with Students and their Supervisor to provide feedback and guidance on unsuccessful applications.
- Outcomes may still be appealed to the Faculty Ethics Committee.
- Applications requiring approval from an External Ethics Committee should in the first instance be submitted to the External Committee for approval. Following external approval they can be submitted to the School Ethics Committee. There may be times for applications for agencies such as Tusla where School Ethics approval is required first and in those instances the application can be sent to the School first.

*Master in Social Work students wishing to undertake primary research should include a clear justification for this approach in their research proposal. Proposals based on primary research must be approved as viable by the research lecturer and assigned supervisor.

MSW students with approval to undertake primary research may submit their applications to the REC as soon as they are ready and they will be reviewed via email by the committee. MSW students will no longer be subject to ethics application submission/meeting deadlines.

MSW students undertaking desk-based research are not required to apply for ethical approval. Instead the list of desk based research projects will be submitted to the Ethics Committee for noting. The list for noting must include the following details:

1. Student name
2. Student number
3. Supervisor name
4. Dissertation Title
5. Data source to be used for desk based research.