

RESEARCH ETHICS APPLICATION FORM

Dáin, Daonnachtaí agus
Eolaíochtaí Sóisialta
Arts, Humanities and
Social Sciences



FOR OFFICE USE ONLY: Application number

A guide to completing this form can be found at www.ul.ie/artsoc/ethics

SECTION ONE: APPLICATION DETAILS

- 1.1 APPLICANT TYPE: Faculty/Staff Student
- 1.2 APPLICATION TYPE: New application Resubmission
- 1.3 If this application is a resubmission, please quote reference number: (e.g. 2014_01_01_AHSS)
- 1.4 PROJECT TITLE:
- 1.5 FUNDING BODY: (If any)
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- 1.6 NAME OF PRINCIPAL INVESTIGATOR:
- 1.7 OTHER INVESTIGATORS AND AFFILIATIONS:
- 1.8 UL EMAIL ADDRESS
- 1.9 DEPARTMENT:
- 1.10 ID NUMBER (STUDENTS ONLY)
- 1.11 PROGRAMME OF STUDY (STUDENTS ONLY)
- 1.12 SUPERVISOR'S NAME (STUDENTS ONLY)

NOTE: Supervisors are responsible for ensuring their students fill in this form correctly and that all ethical areas have been considered.

1.13 The information in this application form is accurate to the best of my knowledge. I undertake to abide by the ethical principals outlined by UL ethics policy. If this proposal is approved by the AHSS Ethics Committee, I undertake to comply with any conditions required by the Committee. I agree to complete the research contained within this application within one calendar year of approval by the AHSS Ethics Committee. I confirm this application is complete with all required documentation and signatures. I confirm that all appendices have been placed into one single electronic document.

Yes No

PRINCIPAL INVESTIGATOR SIGNATURE

DATE

SUPERVISOR or HEAD OF DEPARTMENT SIGNATURE

DATE

SECTION TWO: DESCRIPTION OF RESEARCH STUDY

2.1 Purpose of research (300 words maximum)

2.2 Research methodology. This must detail how you will interact with your research subjects (focus groups/interviews/online surveys etc). (300 words maximum)

2.3 Sample questions. Sample questions for interviews/focus groups should be included. You may attach a separate document as part of your appendices file if necessary.

SECTION THREE: ETHICAL ISSUES

Answer 'yes' or 'no' to the following questions.

HUMAN PARTICIPANTS

Does the research proposal involve:

Working with participants over 65 years of age?	Yes	No
Any person under the age of 18?	Yes	No
Adult patients?	Yes	No
Adults with psychological impairments?	Yes	No
Adults with learning difficulties?	Yes	No
Adults under the protection/ control/influence of others (e.g. in care/prison)?	Yes	No
Relatives of ill people (e.g. parents of sick children)	Yes	No
People who may only have a basic knowledge of English?	Yes	No
Hospital or GP patients recruited in medical facility?	Yes	No
The use of human tissue/ samples?	Yes	No

SUBJECT MATTER

Does the research proposal involve:

Sensitive personal issues? (e.g. suicide, bereavement, gender identity, sexuality, fertility, abortion, gambling)	Yes	No
Illegal activities, illicit drug taking, substance abuse or the self-reporting of criminal behaviour?	Yes	No
Any act that might diminish self-respect or cause shame, embarrassment or regret?	Yes	No
Research into politically and/or racially/ethnically and/or commercially sensitive areas?	Yes	No

RESEARCH PROCEDURES

Does the research proposal involve:

Use of personal records without consent?	Yes	No
Deception of participants?	Yes	No
The offer of large inducements to participate?	Yes	No
Audio or visual recording without consent?	Yes	No
Invasive physical interventions or treatments?	Yes	No
Research that might put researchers or participants at risk?	Yes	No
Storage of results data for less than 7 years?	Yes	No

AREAS OTHER THAN HUMAN

Does the research proposal involve:

Use of animals?	Yes	No
Military technology?	Yes	No
Hazardous biological materials?	Yes	No
Genetic modification?	Yes	No
Nuclear reaction?	Yes	No
Any field that may bring the University adverse attention?	Yes	No

If you answered YES to the question above, please specify why:

If you have answered NO to all questions, you do not need to complete Section Four. Please go to Section Five.

If you have answered YES to any question, you must fill in SECTION FOUR.

SECTION FOUR: ETHICAL IMPLICATIONS

Only fill in this section if you answered YES to ANY of the questions in Section THREE

4.1. What are the ethical issues involved in your research?

Answer the following questions where relevant to your research project (you must answer at least one):

4.2. How will you ensure that vulnerable research participants are protected?

You must answer this question if you have ticked "yes" to any question in the **Human Participants** section in SECTION THREE

4.3. How will you protect participants if your research deals with sensitive issues?

You must answer this question if you have ticked "yes" to any question in the **Subject Matter** section in SECTION THREE

4.4. How will you protect participants if your research deals with sensitive research procedures?

You must answer this question if you have ticked "yes" to any question in the **Research Procedures** section in SECTION THREE

4.5. Outline how you intend to comply with any established procedures which have been approved by ULREG for your research.

You must answer this question if you have ticked "yes" to any question in either the **Research Procedures and/or Areas other than human** sections in SECTION THREE

SECTION FIVE: RESEARCH PARTICIPANTS

5.1. Explain why the use of human participants is essential to your research project.

5.2 Who will your informants be? Please do not give names except where an informant's identity is impossible to conceal.

5.3 How do you plan to gain access to/contact/approach your potential informant(s)?

SECTION SIX: CONSENT, INFORMATION AND CONFIDENTIALITY

6.1 INFORMATION LETTER FOR PARTICIPANTS

You must submit an information letter for participants with this application, as part of your appendices document. A sample letter can be downloaded at: www.ul.ie/artsoc/content/ethics/forms

Please confirm below that your information letter covers:

Description of the research topic and method	Yes	No
Details of what participation will involve	Yes	No
Rights to anonymity	Yes	No
Rights to withdraw from the research	Yes	No
The contact details of the Principal Investigator, supervisor and chairperson of the AHSS Ethics Committee.	Yes	No

6.2 CONSENT

Informed consent is required for most research. For online surveys signed consent is not required since completing the survey implies consent of participants. In all other research a signed consent form is required.
A sample form can be downloaded at: www.ul.ie/artsoc/content/ethics/forms.

Please indicate below if your research requires a signed consent form

- ☐ Yes, my research requires signed consent and I have attached a completed consent form in the appendices of my application.
- ☐ No, my research study involves an online survey only and does not require signed consent

6.3 How will you ensure that informed consent is freely given by participants?

6.4 ANONYMITY AND CONFIDENTIALITY

What arrangements have you made for anonymity or confidentiality (if appropriate)?

SECTION SEVEN: STORAGE OF MATERIALS

7.1. How do you propose to store the information, and for how long? How will you manage data protection issues?

7.2 I have read the [guidelines on data storage](#) and have made arrangements to comply by them

Yes No

SECTION EIGHT: INDEMNITY

Insurance cover is required for all research carried out by UL employees. Principal Investigators/Supervisors should carefully view the University's 'Guidelines on Insurance Cover for Research' document and the University's Insurance cover to ascertain if their proposed research is covered. These documents are available at www.ul.ie/insurance.

Where any query arises about whether or not proposed research is covered by insurance, the Principal Investigator/Supervisor must contact the University's Insurance Administrator at cliona.donnellan@ul.ie to confirm that the required level of insurance cover is in place.

8.1 I confirm that the research project is covered by UL's insurance policies. My signature in Section One also indicates this to be true:

Yes No

SECTION NINE: DOCUMENT CHECKLIST

NOTE: Applicants must create a single electronic document to include all appendices. Multiple files will not be accepted.

Which documents are attached? Please tick N/A if not applicable:

9.1 Information letter for participant	Yes	
9.2 Consent form for participant	Yes	N/A
9.3 Information letter for parent/guardian	Yes	N/A
9.4 Consent form for parent/guardian	Yes	N/A
9.5 Letter to school principal	Yes	N/A
9.6 Questions/survey for interviewees/focus groups etc	Yes	N/A
9.7 Recruitment letter / email / poster	Yes	N/A
9.8 Garda Clearance form (Details)	Yes	N/A
9.9 Child protection form (Details)	Yes	N/A
9.10 Other document(s) - please specify below:		

WHERE TO SUBMIT: All applications including appendices MUST be submitted in electronic copy to fahssethics@ul.ie, and hard copy to the designated box outside C1078, Main Building, University of Limerick. Visit www.ul.ie/artsoc/ethics for deadlines.

SECTION TEN: AHSS ETHICS COMMITTEE APPROVAL (For office use only)

Department representative comments:

Committee Chair comments:

AHSS Ethics Committee decision:

Approved	Provisionally approved	Not approved	Other (see below)
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Decision