## Dublin Business School Research Ethics Review Application Form

**Title of Research**

**Applicant Details**

* Name:
* Status: [ ] Undergraduate [ ] Postgraduate

**Ethical Guidelines**

* **Have you read the DBS Ethical Guidelines for Research with Human Participants?**

[ ] Yes [ ] No

* **Please indicate any other ethical guidelines or codes of conduct you have consulted?**

*All applicants MUST have read and understood the DBS guidelines before submitting an application.*

**Research Proposal**

Briefly outline the following information (**not more than 200 words in any section**).

* **the proposed starting date and duration**
* **the research aims and objectives**
* **the scientific rationale**
* **the research design**
* **the methods of data collection**
* **the research sample**
* **the nature of any proposed pilot study**
* **the methods of data analysis**

***Please note: A detailed research proposal must accompany this application.***

**Ethical Issues and Risk**

* **Please identify any ethical issues which will arise and how you will address them.**
* **Please indicate any risk of harm or distress to participants.**
* **Please indicate how you will address this risk (e.g. debriefing procedures, etc).**

*Please be explicit regarding any particular ethical issues and how these will be addressed.*

**Research Participants**

* **Do the participants belong to any of the following vulnerable groups? Please tick all those involved.**

|  |  |  |
| --- | --- | --- |
|  |  | TICK HERE |
| YES | Children |  |
| The very elderly |  |
| People with an intellectual or learning disability  |  |
| Other groups who might not understand the research and consent process |  |
| Individuals or groups receiving help through the voluntary sector |  |
| Those in a subordinate position to the researchers such as employees |  |
| Other vulnerable groups |  |
|  |  |  |
| NO | General population  |  |

Please note if you are sampling children (under 18s) or vulnerable adults you need to have been Garda vetted by the college for your ethical approval application to be considered.

* **What research category are your participants? (please circle)**

**A B C D**

* **Please specify the participant group**
* **How will the research participants in this study be selected, approached, and recruited?**
* **What inclusion or exclusion criteria will be used?**
* **How will participants be informed of the nature of study and participation?**
* **What procedures will be used to document the participants’ consent to participate?**
* **If vulnerable groups are participating, what special arrangements will be made to deal with issues of informed consent/assent?**

*Please include copies of any information letters, consent forms, and letters of access to special samples with the application.*

**Anonymity/Confidentiality/Data Protection**

* **Please indicate the form in which the data will be collected.**

[ ] Identified [ ] Potentially Identifiable [ ] De-Identified

* **What arrangements are in place to ensure that the identity of participants is protected?**
* **Please indicate any recording devices being used to collect data (e.g. audio/video).**
* **Please describe the procedures for securing specific permission for the use of these recording devices in advance.**
* **Please indicate the form in which the data will be stored.**

[ ] Identified [ ] Potentially Identifiable [ ] De-Identified

* **Who will have responsibility for the data generated by the research?**
* **Please describe the procedures of the storage and destruction of data.**

**Dissemination and Reporting**

* **Please describe how the participants will be informed of dissemination and reporting (e.g. submission for examination, reporting, publications, presentations)?**
* **If any dissemination entails the use of audio, video and/or photographic records (including direct quotes), please describe how participants will be informed of this in advance.**

**Declaration**

I confirm that I have read the DBS Ethical Guidelines for Research with Human Participants and agree to abide by them in conducting this research. I also confirm that the information provided on this form is correct and accurate.

**Signature of Applicant \_\_\_** TYPE NAME **\_\_\_\_\_\_\_\_\_\_\_ Date / /**

**CHECKLIST OF APPENDICES PROVIDED IN SUBMISSION (INCLUDE THE RELEVANT ONES AFTER THIS TABLE)**

|  |  |
| --- | --- |
|  | **TICK WHERE APPROPRIATE** |
| Information sheet |  |
| Consent form  |  |
| Questionnaires with coding  |  |
| Interview questions |  |
| Experimental protocol  |  |
| Debrief sheet |  |
| Statement that Garda Vetting completed (do not include the letter) |  |
| Certificate of completion of Children’s First E-Learning course (Tusla) |  |
| Letter(s) of access |  |