

Enable Ireland

Procedures for Applicants Submitting to the Enable Ireland Research Ethics and Quality Committee (REQC)

Applicant Procedures

Step 1: Establish contact with relevant Enable Ireland staff member, including local Director of Service and/or National Manager (if appropriate) and Service Manager for initial feedback, approval and information regarding local procedures.

Step 2: Send completed REQC application form by email, fax or post the Declaration and Signature document to the REQC Coordinator:

Ms. Kate Kearney
HR & Corporate Affairs
Enable Ireland
8 Russet Court
Churchyard Lane
Ballintemple
Cork
Email: kkearney@enableireland.ie
Telephone: 0214290434
Fax: 0214290422

Step 3: Feedback from the REQC will be provided within 4 weeks of the submission date within the following three categories:

- (a) **Approved**- the applicant may proceed with the research as outlined in the research proposal submitted to the REQC. Approved applicants must submit an interim progress report, the date for which will be outlined by the REQC. A final copy of the study must be submitted to the REQC upon completion.
- (b) **Provisionally approved**- subject to recommended provisions to the proposal or answers to questions posed to the applicant. The revisions and /or answers must be resubmitted to the REQC before receiving final approval. No research can be conducted prior to receiving final approval.
- (c) **Approval declined**- detailed reasons will be provided to the applicant for declining approval. The applicant may re-submit to the REQC.

Enable Ireland REQC Procedures

Step 1: The REQC Coordinator receives and screens completed application and requests basic amendments if required.

Step 2: The agreed application form is sent to appropriate panel members of the REQC by email for review.

Step 3: Discussion by REQC via email and teleconference if required.

Step 4: Decision made within 4 weeks of receipt of application.

Step 5: Feedback provided by REQC Coordinator to the applicant as approved, provisionally approved or application declined.