



Enable Ireland Research Ethics & Quality Committee Application Form

1. GENERAL INFORMATION		
Project Title		
Principal Investigator <i>(include principal investigators declaration form)</i>	Name	
	Qualification	
	Position	
	Organisation	<i>(include department and contact details)</i>
Co. Investigators/Student Researchers	Name	
	Position	
	Organisation	<i>(include department and contact details)</i>
	Role in project	
Supervisor Details <i>(include supervisor declaration form)</i>	Name	
	Position	
	Organisation	<i>(include department and contact details)</i>
Have you received permission from your university/institute's REC? (attach approval letter)	Y N	<i>If no, (i) explain why? (ii) outline source of approval</i>
Enable Ireland Details	Centre	
	Gatekeeper	<i>(insert name)</i>
	Local Service Manager	<i>(insert name)</i>
	Local Director of Services/National Manager	<i>(insert name)</i>
Duration of Project	Proposed Commencement Date:	Proposed Completion Date:

Use of External Sites	
2. SERVICE USER PARTICIPATION	
Participant Initial Contact Describe how the appointed gatekeeper will contact participants	
Participant Involvement in Study Design & Implementation Will service users/staff be involved in the design/implementation? If yes, please describe.	<i>(if yes, please describe)</i>
Participants	Nature <i>(detail e.g. type of disability etc.):</i>
	Sample Number:
	Inclusion Criteria <i>(detail e.g. gender, age etc.):</i>
Voluntary Participation How will you assure service users or families that whether they agree to participate or not, will not in any way affect their present or future service? What is the potential benefit for research participants?	
Meeting with Participants If your research involves meeting with the service user or family, where and when will this happen? Detail which investigator will carry this out? (NOT TO BE COMPLETED DURING THE COVID-19 PANDEMIC)	

<p>Confidentiality</p> <p>How will you assure service users or families that their confidentiality will not be compromised in any way?</p>	
3. AIMS & OBJECTIVES	
<p>Overall Aims</p> <p>The purpose of your research - what are you trying to discover/prove/achieve?</p>	
<p>Specific Objectives</p>	
<p>Hypothesis</p>	
4. BENEFITS FOR SERVICE USERS/FAMILIES/STAFF	
<p>Outline the benefits of the research for participants involved e.g. Service Users, Families, Staff?</p>	
5 .OUTCOMES/BENEFITS FOR ORGANISATION	
<p>How does this research align with our Strategic Objectives?</p>	
<p>How will this research inform local and/or national Service Development?</p>	
<p>Will Enable Ireland be identified in your study and if so, how?</p>	
<p>Specify submission date of the Enable Ireland Interim Report (see Enable Ireland Interim Report Template)</p>	

6. METHODOLOGY		
<p>Study Design</p> <p>Quantitative, Qualitative, Mixed Methods, etc.</p>		
<p>Describe Instruments/Measures</p> <p>(You must include a copy of any questionnaire, interview schedule, test, etc with your application)</p>		
<p>Time-frame</p> <p>Provide a detailed schedule of the tasks involved throughout the research project.</p>	<i>(Note -No project can begin without approval from REQC)</i>	
<p>Statistical Methods</p> <p>Please provide detailed account</p>		
<p>Procedures which may cause discomfort/distress</p> <p>Does your research include procedures that may cause discomfort or distress?</p> <p>How do you intend to eradicate potential risk to participants? What approach/follow up supports will be put in place?</p>		
7. EXPLICIT CONSENT & ASSENT		
<p>Participant Information</p> <p>Have you prepared an Invitation Letter and Information Sheet? Please include copies of the relevant materials as an Appendix.</p>	<p>Invitation Letter:</p>	
	<p>Information Sheet:</p>	

<p>Signed Explicit Consent</p> <p>Have you prepared a Consent Form? How will consent be obtained?</p>	<p>(Include copies of the relevant materials as an Appendix)</p>
<p>Signed Informed Assent (if applicable)</p> <p>Have you prepared an Assent Form (agreement of young person) for participants under the age of 16</p> <p>NOTE: PARENTAL/GUARDIAN CONSENT IS ALSO REQUIRED FOR PERSONS UNDER THE AGE OF 16</p> <p>What is the time interval between giving information and seeking explicit consent?</p> <p>(It is recommended that a period of seven days be provided for reflection. If less than this, please justify).</p>	<p>(Include copies of the relevant materials as an Appendix)</p>
<p>Information for participants under the age of 18</p> <p>Will each child receive information according to his/her capacity of understanding regarding the risks and benefits of the project?</p>	<p>(Include copies of the relevant materials as an Appendix)</p>
<p>8. DATA MANAGEMENT & DATA PROTECTION</p>	
<p>Who will have access to the data? Please ensure those that have access have a need to know.</p>	
<p>What media of data will be collected?</p> <p>Will participants have an opportunity to review data collected?</p> <p>If audio taping forms part of the study design you must allow the participant access to the transcript, if they so wish. This must be included in the Explicit Consent Form and Information Leaflet.</p>	<p>Audio and Transcripts:</p> <p>Will the participant be given access to review a transcript of the audio tape interview? If, no explain, justify why?</p> <p>Photos and Videos:</p>
<p>Data Classification Please detail the data what will be collected e.g. email address, first name only of participants , IP address etc. considerable efforts to be made to collect minimal personal data</p>	<p>Anonymous:</p>
	<p>Pseudonymised:</p>
	<p>Coded:</p>
	<p>Personal Identifiable:</p>

<p>Data Protection</p> <p>Where will the data be stored? (encrypted laptop or USB) Who will have access to the stored data? Will the data be retained or destroyed after the project? Specify all personal data will be destroyed once anonymised. Outline how and by whom.</p> <p>Describe steps to ensure confidentiality of data? We require data is anonymised after it has been used.</p>	<p>Storage:</p> <p>Security:</p> <p>Confidentiality:</p> <p>Retention:</p> <p>Destruction:</p>
<p>Where will Data Analysis take place, and by whom? Please sign to confirm that you will not use or retain service user data for any reason other than that outlined in the research?</p> <p>Please confirm you undertake not to contact service user participants post completion of your research.</p>	
<p>What online data collection platforms will you use?</p> <p>Specify if you have a data processing agreement in place which contain all the requirements of Article 28 of the GDPR as outlined in the Data Protection Commission website accessible at: https://www.dataprotection.ie/sites/default/files/uploads/2019-06/190624%20Practical%20Guide%20to%20Controller-Processor%20Contracts.pdf.</p> <p>(If you are applying as part of an undergrad or postgrad programme please utilise platforms where there is already a data processing agreement in place that meets the requirements of Article 28 of the GDPR) Use of personal counts is not permitted.</p>	

9. DISSEMINATION

<p>Please comment on how the results will be conveyed back to individual participants.</p> <p>(Specify methods that will be used e.g. presentation to participants, workshop/conference, etc.....)</p> <p>How are you going to manage potential distress/upset, should this arise during dissemination?</p>	
<p>Please comment on how aggregated study results will be made available to Enable Ireland.</p>	
<p>Please describe your wider dissemination strategy.</p>	

Applicants must adhere to the Enable Ireland REQC Policy and Procedure. Please email a copy of your completed application including required appendices to kmcmahon@enableireland.ie and send a hard copy with signatures on declaration form to Kate McMahon, Research Ethics and Quality Coordinator, Enable Ireland, HR & Corporate Affairs, Lavanagh Centre, Curraheen, Carrigrohane Co. Cork.