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| UCC Logo RGB_NEW | **ETHICS APPROVAL FORM**  **Clinical Psychology Research Ethics Committee (CPREC)** |

***Introduction***

UCC Clinical Psychology doctoral students who are seeking ethical approval for research should complete this approval form. CPREC, as a component of the ethical oversight structures of the School of Applied Psychology, reports to the Social Research Ethics Committee (SREC)[[1]](#endnote-2).

CPREC approval is required where the methodology is not clinical or therapeutic in nature and proposes to involve:

* direct interaction with human participants for the purpose of data collection using research methods such as questionnaires, interviews, observations, focus groups etc.;
* indirect observation with human participants for example using observation, web surveys etc.;
* access to, or utilisation of, anonymised datasets;
* access to, or utilisation of, data or case files/records concerning identifiable individuals

OR where

* therapeutic engagement with patients/clients is clearly psychological in nature, and
* there is no gathering of biological samples.

CPREC considers itself an enabling committee, working as a part of SREC in promoting strong research ethics amongst UCC’s community of staff and student researchers. We seek to support applicants in conducting their research, and all feedback is provided in such a spirit.

***Application Checklist***

This checklist includes all of the items that are required for an application to be deemed complete. In the event that any of these are not present, the application will be returned to the applicant ***without*** having been sent for review. Please ensure that your application includes all of these prior to submission. Thank you and best of luck with your research.

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| --- | --- |
| All relevant files are combined into one .doc file (CPREC application form, consent/assent forms, information sheets, data collection instruments, permission letters, etc.) | Yes / No |
| Completed CPREC Application Form | Yes / No |
| Information Sheet(s) / Information Statement (i.e. at the beginning of an electronic survey) included | Yes / No |
| Consent Sheet(s) / Consent Statement (i.e. at the beginning of an electronic survey) included | Yes / No |
| Data Collection Instrument: Psychometric Instruments / Interview Guide / Focus Group Schedule / Survey Questionnaire / etc. included | Yes / No |
| Copy of permission letters to undertake research from relevant agencies/services included (if available) | Yes / No |
| Your supervisor(s) have approved the wording of and co-signed this application prior to submission | Yes / No |
| If this is a resubmission, all the revised and new text is highlighted in yellow | Yes / No |

**APPLICANT(S) DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of applicant(s)** |  | **Date** |  |  |
| **Email Address** |  | **Contact No.** |  |  |
| **Correspondence Address** |  | **Name(s) of supervisor(s)** |  | |
| **Is this a resubmission?** | Yes / No | SREC Log No. (if known): | | |
| *Obtaining ethical approval from CPREC does not free you from securing permissions and approvals*  *from other institutional decision-makers and agency ethical review bodies. These bodies may accept the SREC approval, but researchers are responsible for ensuring they are compliant in advance of collecting data.* | | | | |

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| **Project working title** |  |

If this is a collaborative project / community-based participatory research project / *joint* application with another agency, please complete this additional section:

|  |  |
| --- | --- |
| **Names of research partners / civil society organisations collaborating on this project** (this section must be completed for participatory / community-based participatory research studies) |  |
| **Agency contact person and position** |  |
| **Agency address** |  |
| **Details of the partnership** (roles, type of partnership, etc.) |  |

Section 1

**Systematic reviews and meta-analysis**

Is this a meta-analysis, a systematic review or anonymised secondary data analysis?

If **No**, go directly to Section 2

If Yes please provide a short description of the project below (300 words max)

**DESCRIPTION OF THE PROJECT**

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| --- |
| **Brief description of your study** (300 words max.) |
|  |

If this is a systematic review or meta-analysis, both you and your supervisor need to sign below and no further sections of this form need to be completed.

For secondary data analysis complete the checklist on the next page.

**Signed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Applicant*

**Signed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Research Supervisor/Principal Investigator (if applicable)*

**Secondary Data Analysis**

Is this a Non-Anonymised Secondary Data Analysis?

If yes, go to Section 2

If No, please complete the following checklist

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **YES** | **NO** |
| 1 | Did the original study receive ethical approval, if YES, please attach documentation confirming that. If NO (or you can’t provide the documentation) please go to Section 3. |  |  |
| 2 | Will it be impossible to identify participants from resulting reports? |  |  |
| 3 | Was consent secured for the original data collection? If NO please go to Section 3. |  |  |
| 4 | Does the analysis focus on potentially sensitive personal data?  Please specifiy the nature of the data to be analysed in the description of the research\* |  |  |
| 5 | Is the data protected by legislation or particular archival restrictions? |  |  |
| 6 | Is your use of the data GDPR compliant? |  |  |

If none of the boxes ticked are green, both you and your supervisor need to sign below and no further sections of this form need to be completed.

**Signed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Applicant*

**Signed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Research Supervisor/Principal Investigator (if applicable*

**Section 2**

**ETHICAL APPROVAL SELF-EVALUATION**

*If your answer falls into any of the shaded boxes below, please address each point later on in the application form*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **YES** | **NO** |
| 1 | Do you consider that this project has significant ethical implications? |  |  |
| 2 | Will you describe the main research procedures to participants in advance, so that they are informed about what to expect? |  |  |
| 3 | Will participation be voluntary? ￼ |  |  |
| 4 | Will you obtain informed consent in writing from participants? |  |  |
| 5 | Will you tell participants that they may withdraw from the research at any time and for any reason? |  |  |
| 6 | Will you tell participants (where relevant) they can omit questionnaire items/questions to which they do not wish to respond? |  |  |
| 7 | Will data be treated with full confidentiality/anonymity (as appropriate)? |  |  |
| 8 | Does your project require you to carry out a Data Protection Impact Assessment (DPIA) in compliance with UCC Data Protection Policy? |  |  |
| 9 | Will data be securely held for a minimum period of ten years after the completion of a research project, in line with the University’s *Code of Research Conduct* (2016)? |  |  |
| 10 | If results are published, will anonymity be maintained and participants not identified? (see Q. 30 below regarding open data considerations, if relevant) |  |  |
| 11 | Will you debrief participants at the end of their participation (i.e. give them a brief explanation of the study)? |  |  |
| 12 | Will your project involve deliberately misleading participants in any way? |  |  |
| 13 | Will your participants include children / young persons (under 18 years of age)? |  |  |
| 14 | If yes to question 13, is your research in compliance with the UCC *Child Safeguarding Statement* which sets out the legal requirements under the Children First Act 2015? (see: <https://www.ucc.ie/en/media/support/ocla/policies/UCC_Child_Protection_Policy_5April2018-Final.pdf> ) |  |  |
| 15 | Will your project require you to carry out “relevant work” as defined in the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016?[[2]](#endnote-3) |  |  |
| 16 | Do you require official Garda Vetting through UCC before collecting data from children or vulnerable adults? (Please note that having a Garda Vetting through another body is not sufficient; a separate UCC Garda Vetting is always required.) |  |  |
| 17 | Will your participants include people with learning or communication difficulties? |  |  |
| 18 | Will your participants include patients / service users / clients? |  |  |
| 19 | Will your participants include people in custody? |  |  |
| 20 | Will your participants include people engaged in illegal activities (e.g. drug taking, illegal Internet behaviour, crime, etc.)? |  |  |
| 21 | Is there a realistic risk of participants experiencing either physical or psychological distress? |  |  |
| 22 | Is there a realistic risk of the researcher experiencing either physical or psychological distress? |  |  |
| 23 | If yes to question 21, has a proposed procedure for linking the participants to an appropriate support, including the name of a contact person, been given? (see Q. 33) |  |  |
| 24 | If yes to question 22, has a proposed procedure/support structure been identified? |  |  |
| 25 | Are your research participants students with whom you have some current/previous connection? |  |  |
| 26 | Will your study participants receive payment / gifts / voucher / etc. for participating in this study? |  |  |
| 27 | If your research is conducted on the internet, does it involve human participants? (e.g. through web surveys, social media, accessing or utilising data [information] generated by or about the participant/s; or involve observing human participants in their online interactions/behaviour). |  |  |

**DESCRIPTION OF THE PROJECT**

*Ethical review requires that you* ***reflect*** *and seek to* ***anticipate*** *ethical issues that may arise,*

*rather than reproduce copious text from existing research proposals into these boxes.*

*Entries should be* ***concise*** *and relevant to the point / question.*

**You should provide a study protocol in appendices, including all materials to be used, information assets, consent forms etc.**

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| **28. Very brief description of your study** (15-25 words max.)  [e.g. This is a qualitative study of primary school teachers’ attitudes towards religious teaching using focus groups to collect original data] |
| Text here |

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| **29. What is your study about?** (100-200 words max.) |
| Text here |

|  |
| --- |
| **30. What are your research questions?[[3]](#endnote-4)** |
|  |

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| **31. Who are the participants in your study?** (recruitment methods, number (please provide rationale for the number of participants), age, gender, exclusion/inclusion criteria, detail permissions to be sought / secured already) |
| Text here |

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| **32. Concise statement of *anticipated* ethical issues raised by your project. How do you intend to deal with them? Please address *all* items where your answers fell into a shaded box in the self-evaluation above.** (350 words max.) |
| Text here |

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| **33. Data.**  **(a) How will you collect your data?** Brief description and justification of methods and data collection measures to be used.  **(b) What type of data will you be storing?**  **(c) How and where will you store your data? [[4]](#endnote-5),[[5]](#endnote-6)** (provide details for both physical *and* electronic documents).  **(d) For how long will you store the data?** (A minimum storage period of 10 years is required) **(e) Who will you share the data with?** (*Sample* prompts: If you plan to make your raw research dataset available publicly as part of the open data movement, or if you are required to do so as part of funding/journal requirements, please address your protocol here (make explicit links to Q. 32 below and show that you have addressed this in your consent form and information sheet). For collaborative/community-based participatory research, please address issues such as shared ownership of data, publication of findings, etc. If your funder contractually requires you to give them access to the ‘raw’ dataset, examine relevant implications, including appropriate anonymisation, protocols for secure access to the dataset, etc.).  **(f)** **If you are planning to analyse an existing dataset, please outline how the original consent process allows for your data analysis.**  **(g) If you are planning to request access to health/case files/personal records that were not created for research purposes, please address Data Protection considerations, provide a strong rationale and comprehensively address associated ethical issues.**  **(h) If you ticked yes to Q.6 above, have you submitted your DPIA?** |
| (a)  (b)  (c)  (d)  (e)  (f)  (g)  (h) |

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| **34. Arrangements for informing participants about the nature of the study** (e.g. information sheets, letters of invitation, social media information, participant recruitment, focus group welcome/schedule etc., provide copies of these in Appendices) |
| Text here |

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| **35. How you will ensure that participants provide informed consent?** (cf. Question 4 - attach relevant form(s); address special considerations in terms of children / young people / vulnerable persons / adults who have difficulty in making decisions unaided) |
| Text here |

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| **36. Outline of debriefing process at the end of the data collection process** (cf. Question 9)**. If you answered Yes to Questions 19a or 19b, give details here. State what you will advise participants to do if they should experience problems (e.g. who to contact for help).** |
| Text here |

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| **37.** **Estimated start date and duration of project** |
| Text here |

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| **38.** **Additional information of relevance to your application** |
| Text here |

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| **39. Declarations** |

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| I/we agree that should there be unexpected ethical issues arising during the course of this study, that I/we will utilise my/our professional/disciplinary code of ethics, and/or notify UCC CPREC, where appropriate. | Yes / No |
| I/we have consulted the UCC *Code of Research Conduct* (2016) and believe my/our proposal is in line with its requirements. | Yes / No |
| I/we have consulted the UCC *Child Protection Policy* and believe my/our proposal is in line with its requirements. | Yes / No / NA |
| I/we have consulted the UCC GDPR guidelines and declare that our project is GDPR compliant.  Where required under the UCC GDPR Guidelines, I have submitted a DPIA. | Yes / No  Yes / No / NA |
| I/we have consulted the UCC Garda Vetting Guidelines, and where appropriate, researchers on this project have valid Garda vetting through UCC (having a valid Garda Vetting through another body is insufficient). | Yes / No / NA |

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| **40. Signatures** | |
| **UCC Applicant(s)** | **Academic Supervisor(s)** |
|  |  |
| Date: | Date: |

1. Please submit a *signed* copy this form and all relevant attachments **as one .doc file to canvas.**. No hard copies are required.
2. CPREC is not primarily concerned with methodological issues, but may comment on such issues in so far as they have ethical implications.

**Website links and helpful resources**

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| --- | --- |
| **UCC *Code of Research Conduct*** | <https://www.ucc.ie/en/media/research/researchatucc/documents/UCCCodeofResearchConduct.pdf> |
| **UCC *Child Protection Policy*** | <https://www.ucc.ie/en/media/support/ocla/policies/UCCChildProtectionPolicyFINAL.pdf> |
| **Garda Vetting of UCC Staff** | <https://www.ucc.ie/en/hr/gardavetting/> |
| **UCC Student Garda Vetting Policy** | <https://www.ucc.ie/en/media/studyatucc/undergrads/downloadabledocumentssection/StudentVettingPolicyandProcedure.pdf>  Students for whom Garda Vetting is required should contact [studentgardavetting@ucc.ie](mailto:studentgardavetting@ucc.ie). |
| **UCC Data Protection Impact Assessment (DPIA) policy and templates** | <https://www.ucc.ie/en/gdpr/procedures/> |
| **UCC GDPR UCC website** | <https://www.ucc.ie/en/gdpr/> |
| **IT Support for UCC Researchers** | <http://www.ucc.ie/en/it/services/research/> |
| **EU Commission, Responsible Research and Innovation & H2020**  **RRI Tools Website** | <https://ec.europa.eu/programmes/horizon2020/en/h2020-section/responsible-research-innovation>   <http://www.rri-tools.eu> / |
| **Irish Qualitative Data Archive (IQDA)** | <https://www.maynoothuniversity.ie/social-sciences-institute/research/iqda> |
| **Irish Social Science Data Archive (quantitative datasets)** | <http://www.ucd.ie/issda/> |
| **Data Protection Commissioner’s Guidelines on Research in the Health Sector** | <https://www.dataprotection.ie/documents/guidance/Health_research.pdf> |
| **Health Service Executive National Consent Policy** | <http://www.tusla.ie/uploads/content/National-Consent-Policy-August-2017.pdf> |

**Electronic data storage**

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| **UCC Research Data Store and UCC Cloud Storage** | <https://www.ucc.ie/en/it/services/datastore/> <http://www.ucc.ie/en/it/services/networkfilestorenas/> | UCC IT recommendations on data storage options: If data is confidential then IT recommendation is to use \*\*Research Data Store OR Departments/Schools own local secure storage (if this exists). If applicants store data on local personal storage devices (laptops etc), the devises must be encrypted and must consider how to maintain safe storage of their data beyond the life of the personal storage devices to meet the 10 year requirement in the UCC Code of Research Conduct. It is essential that personal devices (laptops, phones, tablets etc.) are not used to store or access research data. If confidential data has been anonymised or if you have public or non-sensitive data, then OneDrive for Business or Google Drive supplied by UCC, can be used for data storage.  **\*\*Research Data Store**provides a network based shared data storage facility for the UCC Research community. It is for active research projects and is not an archive service. A Principal Investigator or Head of Department can request storage (maximum 1TB) for a research project.  Research Groups will have access to 1TB of storage and folders can be shared with researchers in either the central or student domains. **This service can be requested by a PI or by a Head of Department on behalf of members of a research team / students.**  To make a request to use Research Data Store, visit <http://Servicedesk.ucc.ie> and select option 4 (Data Storage and NAS Access). |
| **UCC Device Encryption Service** | <http://www.ucc.ie/en/it/services/encryptionlaptop/> | -- |
| **UCC Staff IT Services** | <http://www.ucc.ie/en/it/services/staff/> | List of all UCC staff IT services. |
| **HEAnet FileSender** | <http://www.heanet.ie/services/hosting/filesender> | HEAnet FileSender is a way to share large files. It works through your web browser to send a file to any email address. FileSender can send files up to 500 GB and there is an option to encrypt your files. |

**Authorisation – TO BE COMPETED BY THE REVIEWERS**

Date when this research was considered by the Ethics Committee of the School of Applied Psychology

Result (please check one):

|  |  |
| --- | --- |
| **Approved** |  |
| **Approved with minor comments (resubmission is not required)** |  |
| **Approved pending clarification (a list of sections and required clarifications must be made below or appended)** |  |
| **Approved pending approval from external body (the body or bodies from which approval is pending must be specified)** |  |
| **Not approved** |  |
| **Referred to Social Research Ethics Committee (SREC)** |  |
| **Other** |  |

Feedback for the applicant:

Reviewers’ signatures:

Date:

1. CPREC reports to SREC, a subcommittee of the University Ethics Committee. If you are unsure which University ethics committee you should apply to, please consult this resource: <https://www.ucc.ie/en/research/ethics/>. Acknowledgement: This form is adapted from the SREC ethics application form. [↑](#endnote-ref-2)
2. Relevant work constitutes any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable adults. [↑](#endnote-ref-3)
3. If your study approach does not normally require that research questions are set in advance, please provide a rationale in Q. 28.  
    [↑](#endnote-ref-4)
4. Data management should follow the FAIR guiding principles (Findability, Accessibility, Interoperability & Reusability). See, for example, Wilkinson, M. D. *et al*. (2016) *The FAIR Guiding Principles for Scientific Data Management and Stewardship*. Full text: <http://www.nature.com/articles/sdata201618>.   
    [↑](#endnote-ref-5)
5. It is required that all staff and student researchers store those data which are required to replicate research findings, and the information required to enable re-use of data. Details of the UCC policy on research data storage can be found in section 8 of the *Code of Research Conduct* (2016): <https://www.ucc.ie/en/media/research/researchatucc/documents/UCCCodeofResearchConduct.pdf>. SREC advises against storing research data on non UCC approved cloud-based storage services. [↑](#endnote-ref-6)