School of Applied Social Studies

Research Ethics Guidance and Forms For Undergraduate research Reports

Updated in 2026

Introduction

All social research has important ethical considerations, and this document contains guidelines and relevant ethics approval forms for undergraduate students undertaking research reports in the School of Applied Social Studies. All information in this document is informed by the wider research ethics infrastructure in UCC.

In UCC, research ethics is the remit of the University Ethics Committee (UEC). There are ethics subcommittees under the remit of UEC, one of which is the Social Research Ethics Committee (SREC). This committee (SREC) reviews research proposals submitted by university staff and research-based postgraduate students seeking ethical approval for social research (as distinct from clinical research or research involving animal experimentation). Another is the College of Arts Celtic Studies and Social Sciences Ethics Committee, which reviews applications submitted by taught students at postgraduate level. The UCC Code of Research Conduct (2021) should guide researchers on ethical issues in the School of Applied Social Studies at staff and research-based postgraduate level, taught degrees at postgraduate level, and at undergraduate level.

UEC and its constituent committees seek to ensure that supervisors and researchers are sufficiently supported to undertake research (which may involve human participants) to the highest possible standards and with due regard to the welfare of all concerned.

PLEASE NOTE:

All undergraduate students (i.e. BSocSc, BSW, BYCW, BA in Social Care) should discuss the ethical implications of what research they are proposing to do with their supervisors and complete a relevant research ethics form for their supervisor (i.e. a Tier 0, Tier 1 or Tier 2 form) prior to any research being conducted involving human subjects in both direct and indirect ways (e.g. personal interviews, focus groups, online research, individuals' records, online surveys). This form should be included as an appendix in the submitted research report, in addition to copies of information sheets, consent forms used, and the data collection instruments (e.g. questionnaire, interview schedule) if relevant. It is strongly advised that all students adhere to the guidance on ethical issues provided by their supervisors and consult with supervisors should unanticipated ethical issues arise. Students should ensure that all forms being used to recruit, inform, and gain the consent of research subjects as well as the research instruments (e.g. focus group interview schedule/ questionnaire) being used have been reviewed by supervisors prior to conducting any primary research/ fieldwork. Students should carefully abide by any ethical guidelines for their research provided by their course teams or in their course handbooks, as well as the UCC Code of Research Conduct in their research.

Useful Sources / References:

UCC Code of Research Conduct
Guidelines for the responsible use of generative AI in research
Research Misconduct
Fieldwork | University College Cork
The European Code of Conduct for Research Integrity - ALLEA

Should disagreements or difficulties arise in relation to ethical issues that cannot be resolved between supervisor and student or course team and student, the assistance of the School of Applied Social Studies Research and Innovation Committee can be sought (Co-chairs: Elizabeth Kiely at e.kiely@ucc.ie and Orla O'Donovan at o.odonovan@ucc.ie).

Research ethics forms

This section contains three different tiers of ethical review and relevant forms, designated as Tier 0, Tier 1 and Tier 2. Together with your supervisor you need to consider which tier is most appropriate for your research report and complete the relevant form. It is expected that most applications will either fall into Tier 0 or Tier 2.

Tier 0	**Secondary analysis of literature or pre-existing texts such as policy documents, published diaries, etc.**
Tier 1	**Secondary analysis of anonymized datasets.**
Tier 2	**Low-risk research with non-vulnerable populations, addressing non-sensitive topic(s) with research persons' informed consent.**

Please Note: High-risk research with identifiably 'vulnerable' populations or with research participants who are under 18 years or addressing sensitive topic(s), is not permitted at undergraduate level.

Tier 0

You do not need ethical approval for secondary analysis of literature (i.e. literature review) or secondary analysis of data, where the data consists of pre-existing texts or policy and other documents very much in the public domain, or where the data consists of published biographies, historic diaries, or oral histories or other kinds of material held in open data collections or repositories and when there are no significant sensitivities, copyright or other issues associated with the ways in which you propose to use such data. If, based on this information (and possible consultation with your supervisor/ course team member), you decide that **you do not need ethical approval** for your research, please complete the Tier 0 application below**.** It is still expected that you adhere to the general principles of good research conduct. This applies especially to research integrity in how you handle your source material, as set out in the UCC Code of Research Conduct.

Tier 0 Form

Student Number	Report Title	Brief Description of Source Material
		[E.g., My research consists of an academic literature review and a government policy review – all sources I will be using are published sources in the public domain.]

Tier 1

School of Applied Social Studies undergraduate students, who are seeking to conduct **secondary data analysis, i.e. access to, or utilisation of, data concerning individuals, either anonymous (identity unknown to you) or anonymised (you will not use individuals' identifying information)**, should complete this approval form. For example, if you have permission from an advocacy organisation to use an entirely anonymised database of the telephone enquiries they received for the purpose of doing the required research to categorise the enquiries over a time period and to identify what are the top 3 categories of enquiries at the time of the research (so that the organisation can ensure that all its staff are particularly well briefed on these topics), this kind of research would require a Tier 1 application.

Tier 1 Form

SECTION 1: APPLICATION CRITERIA

1. Please complete indicating X in the boxes provided. **Please answer Yes or N/A in each box. All responses must align with these answers, or the additional details must be appropriate to Tier 1 research to permit the research.**			
		YES	**N/A**
I.	The data I am using for my research project is freely available on the Internet, book or other public forum and I will acknowledge the ownership of the original data.		
II.	The data that I am using is not freely available, except to the original research team, but I will obtain written permission for the use of the data and will confirm that the original research had ethical approval and appropriate consent for further research use.		
III.	The data that I am using is not freely available, except on special request or by accredited researchers from archival/state institutions, who approve the research topic.		
IV.	Other (please provide details).		

SECTION 2: ETHICAL APPROVAL SELF-EVALUATION

2. Please provide a response (using X) to all questions. **Note:** If your answer falls into any of the shaded boxes below, **please address each point separately in Q7** indicating which checklist question each response relates to.		**YES**	**NO**	**N/A**
I.	Do you consider that this project has significant ethical implications?			
II.	Will data be treated with full confidentiality/ anonymity (as appropriate)?			
III.	Will data be securely held for a minimum period of 13 months as is required by UCC when the research is undertaken as part of an undergraduate assessment?			
IV.	If results are published, will anonymity be maintained and participants not identified?			
V.	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). If yes, please ask your supervisor to review with reference to the UCC Policy for the conduct of Internet Research.			
VI.	Are there any conflict-of-interest issues to consider?			

SECTION 3: 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.

3. What is your study working title and what is your study about? (100 words max.)
(i.e. an overall description of your study, this must be presented in lay language).

Text here

4. What are your research questions?

1.
2.
3.

5. Ethical Dilemmas and Risks.

Please ensure you have considered risks appropriately.

Identify all ethical dilemmas and risks which may arise in the course of the study. Potential risks can be physical, psychological, social, legal, economic, emotional, etc. You should address data risks, researcher risks and/or risks to others.

If any of your responses to the items in Section 3 fall within a shaded box, they should be addressed here too – **address each point separately** indicating which checklist question each response relates to.

Text here.

(c) How do you propose to address these ethical dilemmas and/or risks?

Text here.

(d) Describe what measures/ protocols you have put in place in the event of any unexpected outcome(s) or adverse effect(s) to researchers and/ or data owners arising from this research.
Please consider issues such as exposure to unexpected distressing data content etc.

Text here

6. Data (a) How and where will you store your data? Please insert X in the relevant box.		Yes	No
a1	I confirm that I will use UCC-approved collaboration and storage services like Microsoft Teams, SharePoint, OneDrive or Research Box to store data.		
a2	I confirm that I will align with the retention period of 13 months as is required for UCC undergraduate students.		
a3	I confirm that I will destroy/ delete the data after the required retention period (Please note that explicit consent is a requirement for very long-term data retention).		
a5	I do not plan on sharing and preserving the data (either the whole or a portion of) long-term as a FAIR and/or Open output. Please note that consent is required for FAIR and/or Open Data sharing and long-term preservation.		
a6	Please state who will be responsible for ensuring secure storage for the required retention period of the research data until it is destroyed. If the person responsible for storage is you (the applicant), please state this below. If not, the name of the person responsible for data storage must be provided here.		
	Text here		

(b) Where will you obtain your data? Provide a brief description and include any access permissions.
Text here
(c) What type of data will you store? Please describe the type of data you will store. Note: - Specify whether the data was classed as anonymous, potentially identifiable, or identifiable at point of collection. - Will the data you have access to or utilisation of be pseudonymised (reversibly de-identified, with key linking codes to names retained), or anonymised (irreversibly de-identified, where no key exists)? - Specify how data protection and confidentiality will be maximised.
Text here
(d) Give details of the original consent process, including how it allows for further research use.
Text here

6. Additional information of relevance to your application
Text here or N/A

SECTION 4: DECLARATIONS AND SIGNATURES

7. Declarations (links to policies and codes quoted here are provided at the start of this form under the resources and services heading).	**Yes**	**No**
a) I agree that should there be unexpected ethical issues arising during the course of this study, that I will let my supervisor know as appropriate.		
b) I have consulted the UCC Code of Research Conduct and believe my proposal is in line with its requirements.		
c) I have consulted the UCC GDPR guidelines and declare that my project is GDPR compliant.		
d) In the event that any detail relating to this research deviates from what I have outlined in this form, I agree to put that change in writing and send to my supervisor.		
e) I agree to include all supporting documentation pertaining to my study such as letters of permission etc. in the appendix of my research report.		

8. Signatures	
UCC Applicant Name: Please put your signature in the white box.	Sign: Date:
Supervisor/ Lead Supervisor Name: By signing this form, you are stating agreement to the following: *I have reviewed this research ethics application and confirm that it meets the ethical standards and guidelines set forth by UCC's Social Research Ethics Committee. I am satisfied that the proposed research adheres to the principles of ethical conduct and integrity.*	Sign: Date:

Tier 2

School of Applied Social Studies undergraduate students, who are conducting low-risk research with non-vulnerable populations, addressing non-sensitive topic(s) with research persons' informed consent, should complete this form.

Tier 2 Form

SECTION 1: APPLICATION CRITERIA

1. Please complete indicating X in the boxes provided. **Note: Responses must fall outside of the shaded areas here to be permitted.**		
	YES	**NO**
i. The population(s) to be sampled are considered at higher risk of **vulnerability**.		
ii. The topic of this research is considered **sensitive** and may pose some risk to participants that is greater than they would encounter in their everyday lives.		
iii. Participants will provide **informed consent** to participate in the study after being fully informed of the research aims, procedures, benefits and risks of participation (except in observational research in public settings).		
iv. Participants are all adults **aged 18** or older.		

SECTION 2: ETHICAL APPROVAL SELF-EVALUATION

	2. Please provide a response (using X) to all questions. **Note:** If your answer falls into any of the shaded boxes below, please address **each point separately in Q8** indicating which checklist question each response relates to. **Note 2:** Where boxes are dark grey, they cannot be selected, and your answer must be Yes or No.	**YES**	**NO**	**NA**
		Use X in boxes.		
V.	Do you consider that this project has significant ethical implications?			
VI.	Will you tell participants that they may withdraw from the research at any time during the data collection period, and for any reason, and (where relevant) omit questionnaire items / questions to which they do not wish to respond?			
VII.	Will data be treated with full confidentiality / anonymity (as appropriate)?			
VIII.	Will data be securely held for a minimum period of 13 months as is required by UCC when the research is undertaken as part of an undergraduate assessment?			
IX.	If results are published, will anonymity be maintained, and participants not identified? (see Q. 30 below regarding open data considerations, if relevant)			
X.	Will you debrief participants at the end of their participation (i.e. give them a brief explanation of the study and next steps)?			
XI.	Will project participants include patients/ service users/ clients? A service user or client is a person who is served by or uses the services under consideration as part of this research.			
XII.	Are the research participants students with whom you have some current/ previous connection?			
XIII.	Will the research participants receive payment/ gifts/ voucher/ or other incentives for participating in this study?			
XIV.	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).			

XV.	Are there any conflict-of-interest issues to consider?			

SECTION 3: 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.

3. What is your study about? (250 words max.)
(i.e. an overall description of your study, this must be presented in accessible language).

Text here

4. What are your questions you want your research project to answer?
[**Do not** include your interview/ survey questions here].

1.
2.
3.

5. Recruitment

(a) Who are the eligible participants in your study? (Include any inclusion and exclusion criteria which will be applied for selection of participants, e.g. number, age, gender, etc.)

Text here

(b) Describe the recruitment process (include where you are recruiting participants from and how you will approach them)

Text here

(c) Do you need permission to access these participants? If so, please provide details of the organisation /group and attach proof of permission, if applicable, from the relevant authorities.

Text here

(d) What recruitment material will be used? Please provide a list here and include specific materials in appendices (e.g. email wording/ social media posts, posters, letters, etc.)

Text here

6. Ethical Dilemmas and Risks.

(a) Identify all ethical dilemmas and risks which may arise in the course of the study. Potential risks can be physical, psychological, social, legal, economic, emotional, etc. You should address participant risks, researcher risks and/ or risks to others.

If any of your responses to the items in Section 3 fall within a shaded box, they should be addressed here too – **address each point separately** indicating which checklist question each response relates to.

Text here

(b) How do you propose to address these ethical dilemmas and/ or risks? (Include details of specific support services if any).

Text here

(c) Describe what measures/ protocols you have put in place in the event of any unexpected outcome(s) or adverse effect(s) to participants and/ or researchers arising from involvement in the research.
Please consider the location/ environment where the research is being conducted, exposure to distressing data content, etc.

Text here

7. Data
(a) How and where will you store your data?
Research data should be stored on UCC approved cloud-based storage services. Physical data must be stored in a locked cabinet. Please insert X into the relevant box. Answers must not be in any of the dark grey boxes in order to be permitted.

		Yes	No
a1	I confirm that I will use UCC-approved collaboration and storage services like Microsoft Teams, SharePoint, OneDrive or Research Box to store data.		
a2	I confirm that any physical artefacts gathered during the course of the research (e.g. consent forms, field notes) will be converted to digital format, where possible, and stored on UCC-approved cloud storage. Any physical artefacts that cannot be digitised will be stored securely in a locked cabinet.		
a3	I confirm that when collecting audio/ video recordings on an external device, e.g. encrypted voice recorder, I will transfer the files to UCC-cloud storage at the earliest possible time and delete the recording from the external device.		
a4	I confirm that I will align with the retention period required in UCC – for research associated with UCC's taught modules, this is for a minimum of 13 months on UCC's SharePoint or Canvas.		
a5	I confirm that the data will be destroyed/ deleted and not retained after the required retention period.		
a7	I confirm that I do not plan on sharing and preserving the data (either the whole or a portion of) long-term as a FAIR and/ or Open output. Please note		

	that consent is required for FAIR and/ or Open Data sharing and long-term preservation.		
a8	Please state who will be responsible for ensuring secure storage for the required retention period of the research data until it is destroyed. If the person responsible for storage is you (the applicant), please state this below. If the person responsible for data storage is not you, the applicant, please provide the name of the relevant person.		
	Text here		

(b) How will you collect your data? Provide a brief description and justification of methods and data collection measures to be used.

Notes:

- If conducting an online survey/questionnaire, it is expected that you use Google Forms/ Qualtrics.
- If you plan to use a virtual meeting platform (Microsoft Teams using your UCC credentials to login, or another UCC-approved app/ platform for research), please say which platform(s) you will use and outline the steps you will take in the event of a security breach or an interruption during a virtual call.
- Anonymisation and surveys: Email addresses or other contact information **should not** be collected within an anonymous survey. To keep your survey fully anonymous, provide a link to a separate survey form to record further interest in the research.
- If using social media as data, ensure that persons are not identified by the information you provide in your research from posts you access.

Text here

(c) What type of data will you collect and store?

Please describe the **types** of data you will **collect and store** (e.g. audio recordings, video, transcripts, surveys)

Note:

- Are there any differences between what is initially collected and what is retained for analysis or archiving?
- Specify whether the data is classed as anonymous, potentially identifiable, or identifiable at point of collection.
- Will any data be pseudonymised (reversibly de-identified, with key linking codes to names retained), or anonymised (irreversibly de-identified, where no key exists) for storage?
- Specify in each case how data protection and confidentiality will be maximised.

Text here

(d) If you are creating audio/ video recordings, provide a detailed account of how the transcription will be performed and by whom. Most undergraduate research will be transcribed by the student researcher themselves with the use of transcription software available via UCC supplied MS Teams or MS Word is permitted. If this is the case, simply state this in the box below.

If transcription is being outsourced, it needs to be trustworthy, reliable, and confidential. Ensure that data transfer is done securely and a Confidentiality Agreement is in place.

Text here

(e) Is there anyone outside of you (the applicant) and your supervisor who will have access to the data or a portion of the data?
The data from most research reports undertaken by undergraduate students will not be shared beyond the student and the report supervisor. If this is the case, simply state this in the box below. If you are doing something different, please note the following:

FAIR and/or Open Data: If you plan to make your data publicly available (e.g. via an open or closed data repository) please explain your approach. Include references to Question 10 and confirm that this is addressed in your consent form and participant information sheet.
Collaborative or Community-Based Research: For participatory research (e.g. PPI, engaged research or community-led projects), describe how data ownership will be managed. Will data be shared or transferred? If so, how? Also address how findings will be published and disseminated in an accessible way.
Funder Requirements: If your funder requires access to the data, explain how you will meet this obligation. Include details on anonymisation, secure access protocols, and any relevant ethical considerations.

Text here

(f) If you are planning to analyse an existing dataset, please detail the original consent process and how this allows for further research use.

Text here

8. How will you inform participants about the nature of the study? e.g. information sheets, letters of invitation, social media information, participant recruitment, focus group welcome/ schedule, etc.).

Text here

9. How will you obtain informed consent? **Please indicate an answer (X) in the relevant box.**

In the space provided at the end of this form, please provide a copy of consent materials.

	Yes	**No**
Written Signature		

If you ticked 'No' above, please explain why here:

10. Will you debrief your participants at the end of data collection and if yes, how?
A debrief involves checking in with the participant after a research intervention to ensure that they have sufficient information about the study and to give them opportunity to ask questions, seek clarifications and to become familiar with next steps in the research. State what you will advise participants to do if they should experience problems or distress (e.g. who to contact for help – provide name and contact details where appropriate).

Text here

11. How will participants be informed of their right to withdraw from the study? What will happen to their data if they choose to withdraw?
Text here

12. Additional information of relevance to your application
Text here or N/A

SECTION 4: DECLARATIONS AND SIGNATURES

13. Declarations (links to policies and codes quoted here are provided at the start of this form under the resources and services heading).	**Yes**	**No**
f) I agree that should there be unexpected ethical issues arising during the course of this study, that I will inform my supervisor or a member of the course team as appropriate.		
g) I have consulted the UCC Code of Research Conduct and believe my/our proposal is in line with its requirements.		
h) I/ we have consulted the UCC GDPR guidelines and declare that my project is GDPR compliant.		
i) In the event that any detail relating to this research deviates from my original approved form, I agree to complete an amendment form and send to my supervisor/ course team member as appropriate.		
j) When distress is observed, I agree to implement the protocol designed by Whitney & Evered (2022) where the participant will be asked: 1) if they want to pause for a moment; 2) if they prefer to stop the discussion for the day; 3) if they want to withdraw or; 4) if they want the researcher to connect someone to support them.		
k) I agree to include copies of the supporting documentation (posters, letters, information sheets, consent forms, questionnaires, interview schedules, focus group topic schedules, etc.) in the appendices of my written report and to ensure that before I use these forms and instruments in my research, that they are checked by my supervisor.		

14. Signatures	
UCC Applicant's Name: Please put your signature in the white box.	Sign: Date:
Supervisor/Lead Supervisor's Name: Supervisor signature required where the applicant is a student. **Important** By signing this form, I am stating agreement to the following: *I have reviewed this research ethics application, and I am satisfied that the proposed research adheres to the principles of ethical conduct and integrity.*	Sign: Date:

Sample Information Sheet (Interviews)

INSERT PROJECT TITLE

[THE FORM BELOW IS BASED ON A HYPOTHETICAL STUDY ABOUT EXPERIENCES OF STUDENTS COMMUTING TO COLLEGE, PLEASE ADAPT TO SUIT YOUR STUDY TOPIC AND DELETE THIS LINE AND ALL OTHER GUIDANCE IN BLUE FROM YOUR INFORMATION SHEET. PLEASE NOTE THAT SECTIONS IN YELLOW HIGHLIGHTS MAY NOT APPLY AND CAN BE OMITTED FROM YOUR FORMS.]

My name is … and I am undertaking a research project on/ entitled…. The purpose of this document is to explain to you what the work is about and what your participation would involve, to enable you to make an informed choice to participate or not.

The purpose of this study is [INSERT HERE – KEEP IT QUITE BRIEF AND USE LAY LANGUAGE (1-2 SENTENCES)] to examine the experience of students who commute to university from hometowns outside of the Cork Metropolitan Area. Should you choose to participate, you will be asked to [INSERT: INCLUDE A DESCRIPTION OF THE PROCESS (INTERVIEW? ONLINE OR IN-PERSON? SURVEY? INTERVENTION? ONE-OFF OR WITH FOLLOW-UP(S)?)] take part in a one-to-one interview with a member of the research team. This interview will be audio/ video recorded [DELETE AS APPROPRIATE] and is expected to take 30-40 minutes to complete.

Participation in this study is completely voluntary. There is no obligation to participate, and should you choose to do so, you can refuse to answer specific questions or decide to withdraw from the interview. If you choose to withdraw from the study, no further data will be collected from you, but we will request whether we can retain the data already collected from you so as not to affect the study results. Additionally, once the interview has been concluded, you can choose to withdraw your data at any time in the subsequent [SPECIFY A TIME-FRAME HERE. THE RIGHT TO WITHDRAW DATA CANNOT BE OPEN-ENDED, AS DATA CANNOT BE WITHDRAWN ONCE IT IS IRREVOCABLY ANONYMSED, A PAPER IS PUBLISHED, OR A THESIS SUBMITTED] two weeks. After the two-week period the research data will be combined and may be difficult to withdraw data collected from you after that point. [IF THE DATA WILL BE FULLY ANONYMISED YOU WILL NEED TO INDICATE THAT IT WILL NOT BE POSSIBLE TO WITHDRAW DATA AFTER THAT POINT]

All of the information you provide will be kept confidential and anonymous, and will be available only to [LIST AS APPROPRIATE – THE RESEARCHER, THE RESEARCH TEAM, MY SUPERVISOR, ETC. ENSURE THAT IF YOU ARE SHARING ANY RESEARCH DATA WITH OTHER INSTITUTIONS, E.G. IF YOU ARE WORKING IN COLLABORATION WITH ANOTHER UNIVERSITY, THAT YOU SET THIS OUT IN THE LEAFLET]

You may find some of the topics discussed in this study sensitive or upsetting. If at any point you feel uncomfortable, you are free to pause, take a break, or stop the interview entirely, without giving a reason. If the researcher notices that you appear distressed, the conversation will be paused, and you will be asked how you would like to proceed. You may choose to continue, take a break, or stop the interview, and you will not be asked to discuss anything you do not want to. Support will be provided. [GIVE DETAILS OF SUPPORT THAT WILL BE PROVIDED AT THE TIME OF THE INTERVIEW] Should you experience distress arising from the overall research process, during and/ or after the interview, the contact details for support services provided below may be of assistance. [PLEASE PROVIDE CONTACT DETAILS BELOW]

[THE FOLLOWING PARAGRAPH MUST BE INCLUDED FOR ALL APPLICATIONS] During the study, if you share information that suggests you or someone else may be at serious risk of harm, the researcher may need to pass this on to appropriate services (e.g. emergency services, your GP, a support person, or a safeguarding team) [DELETE AS APPROPRIATE]. Similarly, if at any point the researcher becomes concerned about an immediate risk to your safety or the safety of others, they are required to follow institutional safeguarding procedures. Any action taken will be taken to protect your wellbeing, and we will explain what is happening and why whenever possible.

Once the interview is completed, the recording will be transferred as soon as possible to a secure UCC approved data storage platform and deleted from the recording device. Access to the recording will be limited to authorised members of the research team. Identifiable information will only be kept for as long as necessary to support the research project.

The interview will then be transcribed by [INSERT TRANSCRIPTION DETAILS, E.G. THE RESEARCHER, A TRUSTED TRANSCRIPTION SERVICE, UCC-SUPPLIED MICROSOFT TEAMS TRANSCRIPTION, AND CHECKED BY THE RESEARCHER] and any information that could directly identify you such as names, locations, organisations or other details will be removed or replaced. Once the transcript has been checked for accuracy, the original recording will be deleted and only the pseudonymised/ anonymised [DELETE AS APPROPRIATE] transcript will remain.

The pseudonymised/ anonymised [DELETE AS APPROPRIATE] transcript or data will be stored on a University College Cork supported cloud storage platform [PLEASE SPECIFY WHICH APPROVED UCC PLATFORM WILL BE USED]. The data will be stored by UCC for [INSERT DATA STORAGE DETAILS/ TIMEFRAME].

Where anonymised research data has significant long-term value, it may be deposited in a trusted research data repository [NAME THE REPOSITORY IF POSSIBLE IF YOU HAVE NOT ALREADY DONE SO. PLEASE CONSULT WITH THE RESEARCH DATA SERVICE IN UCC LIBRARY FOR SUPPORT WITH REPOSITORY SELECTION] for preservation. This practice means that the data will be discoverable, understandable and reusable by others in the future. It could be used to support new research, verify existing findings, for educational purposes and to reduce unnecessary duplication of research and data collection. No information that directly identifies you will be made publicly available. Any sharing of anonymised data will be carried out in accordance with ethical, legal and data protection requirements.

We treat your privacy seriously. Any personal data which you provide to the University will be treated with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection legislation. UCC is the Data Controller of the research data for this study. The GDPR allows us to process your personal data as this research is in the public interest (Articles 6(1)(e) and 9(2)(j)). We have also sought your consent to the processing of your data as an additional safeguard.

The personal data will be processed as set out above. We won't share your data with any third parties other than set out in this information leaflet.

You have the right to request access to your data, to rectify it, to limit or oppose our processing of your data, and to request deletion of your personal data. Sometimes there are exemptions that may apply to your request. Please see below for the contact details of UCC's Data Protection Officer should you have any questions in relation to the processing of your personal data.

The information you provide will be used in my research report. It may contribute to research publications and/ or conference presentations and datasets shared in trusted repositories [ALSO STATE IF THE DATA WILL CONTRIBUTE TO A THESIS OR RESEARCH REPORT AND DATA REPORTS, VISUALISATIONS, DASHBOARDS OR PUBLICATIONS].

This study has obtained the approval of my supervisor.

If you have any queries about this research, you can contact me at [INSERT YOUR EMAIL ADDRESS HERE. IF YOU HAVE A RESEARCH SUPERVISOR, THEIR CONTACT DETAILS SHOULD ALSO BE PROVIDED].

If you wish to exercise any of your GDPR rights, please address your request to the study researcher or the Data Protection Officer, University College Cork (details below).

If you have any complaints in connection with our processing of your [OR YOUR CHILD'S] personal data, you can contact UCC's Data Protection Officer (DPO): Information Compliance Manager, Office of Corporate & Legal Affairs, University College Cork, College Road, Cork. Email: gdpr@ucc.ie. Tel: +353 21 4903949.

You also have the right to lodge a complaint with the Data Protection Commission if you are unhappy with our processing of your personal data. Details of how to lodge a complaint can be found on the Data Protection Commission's website (www.dataprotection.ie), or by telephoning (01) 765 01 00 or 1800 437 737.

If you agree to take part in this study, please sign the consent form.

Sample Research Consent Form

I……agree to participate in **[YOUR NAME]**'s research study.

The purpose and nature of the study has been explained to me in writing.

I am participating voluntarily.

I give permission for my interview with **[YOUR NAME]** to be **[video / audio]**-recorded.

I understand that I can withdraw from the study, without repercussions, at any time, whether before it starts or while I am participating.

I understand that I can withdraw permission to use the data within two weeks of the interview, in which case the material will be deleted.

I understand that anonymity will be ensured in the write-up by disguising my identity.

I understand that my anonymised research data may be deposited in a trusted research data repository and made available for future research and educational purposes.

I understand that the researcher is here to support my safety. If I share something that suggests I or someone else may be at serious risk, the researcher may need to contact appropriate services to help keep people safe. They will aim to discuss this with me and keep me informed wherever possible.

I understand that disguised extracts from my interview (e.g. my name/ location won't be used) may be quoted in a research report. It may also be included in presentations and publications (e.g. article, book chapter, student thesis, social media publicity of the study's findings, etc.) if I give permission below (please tick one box):

I agree to participate in this study ☐

I do not agree to participate in this study ☐

I consent to the processing of my personal data for this study ☐

Signed: ……. Date: ……..

PRINT NAME: …….