

SREC ETHICS AMENDMENT FORM

**This form should only be used if you are amending an approved SREC application.**

Introduction

UCC academic staff and postgraduate research students who are seeking to amend an approved application should complete this amendment form. Ethical review by the Social Research Ethics Committee (SREC) is required where changes to an approved application are necessary. These changes include, but are not limited to, title change, study population, study design, recruitment, anticipated risks, and research team membership. Section 2 lists several possible changes which require an amendment application. There is also an option to document a change that is not listed.

This amendment form must be completed in full and include any research material(s) that are affected by the amendment, for example, information sheet, consent form, advertisement, and/or research instrument(s).

Amendment(s) to a previously approved application may not be initiated until SREC approval for the amendment(s) is obtained. UCC SREC reserves the right to determine whether proposed changes are substantive and may request further information or a new ethics application, as appropriate.

SREC considers itself an enabling committee, promoting strong research ethics amongst UCC’s community of staff and student researchers. We are open to all types of research in the social research domain. If your research approach does not readily fit into this form, do not be discouraged: please add additional relevant notes to convey what you think is pertinent about the ethical aspects of your study.

Please submit this form to: srec@ucc.ie

Further information about research ethics is available on the [UCC Research Ethics website](https://www.ucc.ie/en/research/support/ethics/).

Further information on training videos, and sample informed consent/information sheet/assent forms are on the [SREC website](https://www.ucc.ie/en/research/support/ethics/socialresearch/).

SECTION 1: APPLICANT(S) DETAILS

|  |  |
| --- | --- |
| **Name of UCC applicant** **and UCC Email Address** |  |
| **Name of Department / School / College / Research Institute / Centre / Unit**  |  |
| **Correspondence Address** |  |
| **Project PI** (if applicable) |  |
| **Project team members** (if applicable) |  |
| **Name and email of supervisor(s)** (students only) |  |
| **Name of Mentor** (Post Doc researchers only) |  |
| **Course Code/Name and year of course** (students only) |  |
| **Start date and end date of project** |  |
| **If this research is funded, please provide details** |  |
| **Has a previous SREC application been submitted/approved for part of this project?** Please provide Log number if so. |  |
| **Project Title** |  |
| Obtaining ethical approval from SREC does not free you from securing permissions and approvalsfrom 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. |

SECTION 2: AMENDMENT CHECKLIST

|  |  |
| --- | --- |
| Please select Y or NA from the dropdown menu for each of the items below. If your change is not listed, use the ‘other’ option to provide details.  | **Select Y or NA**  |
|  1 | Title change  | Choose an item. |
|  2 | Study population  | Choose an item. |
|  3 | Study design (methodological changes)  | Choose an item. |
|  4 | Number of subjects  | Choose an item. |
|  5 | Recruitment procedure  | Choose an item. |
|  6 | Anticipated risks  | Choose an item. |
|  7 | Participant information sheet | Choose an item. |
|  8 | Informed consent  | Choose an item. |
|  9 | Advertisement/recruitment material  | Choose an item. |
| 10 | Study withdrawal procedure (research withdrawal or data withdrawal)  | Choose an item. |
| 11 | Data storage  | Choose an item. |
| 12 | Debriefing procedure  | Choose an item. |
| 13 | Research team membership  | Choose an item. |
| 14 | Editorial corrections | Choose an item. |
| 15 | Changes arising from a DPIA | Choose an item. |
| 16 | Extension to project duration  | Choose an item. |
| 17 | Patient and public involvement (PPI) material/instrument(s)  | Choose an item. |
| 18 | Other (please provide details below)  | Choose an item. |

SECTION 3: DESCRIPTION OF THE PROJECT

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| **1. Brief description of your study** (100-250 words max.)[you can use the text from Q25 and Q26 in your original application form here] |
| Text here |

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| **2. Details of proposed amendments** [provide sufficient rationale for each change to allow the committee to make a decision. Use additional pages as necessary]. |
| Text here |

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| --- | --- | --- |
| **36. Declarations**  | **Yes** | **No** |
| 1. 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 SREC, where appropriate.
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| 1. I/we have consulted the UCC Code of Research Conduct and believe my/our amendment is in line with its requirements.
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| 1. I/we have consulted the UCC Child Protection Policy and believe my/our amendment is in line with its requirements.
 |  |  |
| 1. I/we have consulted the UCC GDPR guidelines and declare that our project is GDPR compliant.
 |  |  |
| 1. 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).
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| 1. In the event that my research data collection extends beyond the notified period outlined in my original SREC approval form, I agree to notify srec@ucc.ie via email.
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| **37. Signatures** |
| **UCC Applicant**Please put your signature in the white box. Application must be emailed to srec@ucc.ie from your **UCC email** address. (**Note to students:** If there is more than one supervisor on your supervisory team, please cc all supervisors in your email to SREC.) | Sign:Date: |
| **Lead Supervisor/ Principal Investigator** (PI signature is required here if different from UCC Applicant).**Important** By signing this form, you are stating agreement to the following:I have reviewed this research ethics amendment 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: |

NOTE:

1. Document should be saved using the original SREC Log No (You received this on acceptance of original application)
2. Fully completed and signed Ethics Amendment request form and any supplementary documentation (including revised surveys, interview guides, info sheet/consent forms etc if applicable) to be sent as ONE file (pdf, docx, doc) to srec@ucc.ie