

# SREC

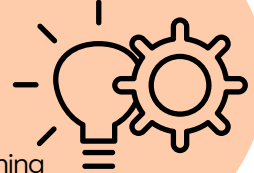
## SOCIAL RESEARCH ETHICS COMMITTEE

# REVIEW PROCESS

### 1. SREC APPLICATION SUBMITTED

A UCC staff member/PhD/ Research Masters student sends their completed, signed research ethics application to **srec@ucc.ie**.

**Note:** Every applicant is required to complete the SREC DPIA Screening tool for a project. Applicants must keep a copy of the screening results on file by the Data Protection Office UCC, if requested.



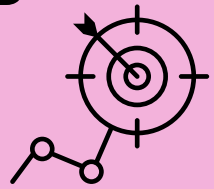
### 2. APPLICATION RECEIVED & LOGGED

Once the application is received, a Log No. is assigned and the applicant is notified via email. The application is placed in a queue for screening.



### 3. APPLICATION IS SCREENED

The application is screened for completeness. If no issues are detected move to step 6.



### 4. IF ISSUES ARE DETECTED - APPLICATION RETURNED FOR REVISION

If there are issues identified in an ethics application it is returned with a SREC Log No. to the applicant (and supervisors) for revision.



### 5. SUBMIT REVISED APPLICATION

Once the applicant (and supervisors) make the appropriate revisions they can resubmit their completed, signed application to **srec@ucc.ie**.



### 6. TWO REVIEWERS ARE ASSIGNED

Reviewers are asked to complete and return their feedback within 15 working days.

For example: an application received in August is screened (applicants are contacted for revisions, if required) then sent for review the first week of September. Applicants should expect to hear back from SREC the last week of September.



### 7. REVIEWED AND RETURNED

Feedback is collated and returned to the applicant. At this point, the responsibility lies with the applicant (and supervisors) to address the feedback in a timely manner via email to **srec@ucc.ie**.



### 8. SREC APPROVAL GRANTED

Response to the feedback is considered by the reviewers (**note:** reviewers may provide additional feedback). Once reviewers are satisfied, you are required to submit a final revised SREC application form, quoting your log number. The revised application must incorporate all reviewer recommendations (with changes highlighted). Once this has been resubmitted your approval is active.

**Only then should the research commence.**



#### SREC REVIEW PROCESS @ UCC 2024

**Important:** At present, the SREC application process can take up 12 weeks. Please submit your applications in good time.