



UNIVERSITY of LIMERICK

OLLSCOIL LUIMNIGH

RESEARCH OFFICE

Operational Guidelines for University of Limerick Research Ethics & Governance Committees

Approved by Academic Council on 2 November 2011

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1. INTRODUCTION

Research governance is a process which sets standards for research, defines mechanisms to deliver standards and describes monitoring and assessment arrangements.

Based on the outcome of an external audit of Research ethics procedures, the following structure of Research Ethics and Governance is proposed to be implemented as of January 2012

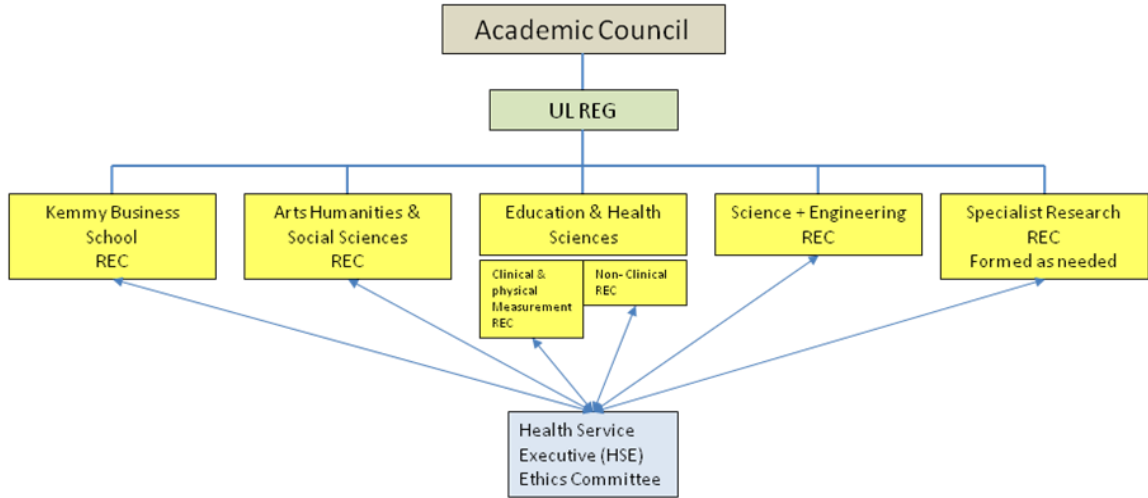


Figure 1 Research Ethic Committee Structure

ULREG (University of Limerick Research Ethics Governance committee) is primarily concerned with research related policies, procedures and governance, whilst all research ethics applications are now considered at Faculty level by Research Ethics Committees (**FREC**). All appeals of Faculty REC decisions are referred to ULREG.

ULREG, has an independent chair from outside the University and is managed by the Corporate Secretary's office, the Office of the Vice President of Research maintains overall responsibility for research ethics and governance structures at the University

The need for the development of policies and procedures regarding research ethics and governance is clearly apparent due to the importance of high quality and ethically sound research within the University sector, increased public scrutiny of research policies, and evolving and new legislation, such as the EC Clinical Directive and the Human Tissue Act. Additionally, many research awarding bodies now require assurances at both application and award stage that projects have, where necessary, been approved by an institution's ethics committee and that research governance structures and policies are in place. The University of Limerick is committed to achieving the highest academic and ethical standards in all its research activities. Thus ULREG will seek to follow best practice in terms of research ethics and governance, with its members participating in National and International Research ethics bodies

By following the structure shown above, this document initially describes the terms of reference for the Research Ethics Committees, followed by reference to the application methods for ethical approval and guidelines for specific research fields, thus constituting an operational guideline for the research ethics and governance structures within the University of Limerick.

2. TERMS OF REFERENCE FOR RESEARCH ETHICS AND GOVERNANCE COMMITTEES.

The structure of the Research Ethics and Governance Committees has been shown in Figure 1. The terms of reference for Research ethics governance and research ethics committees will now be defined.

2.1 University Research Ethics and Governance Committee (ULREG)

ULREG has the responsibility for the development, implementation and evaluation of policy and procedures related to research ethics and governance, as such it reports to the University's Academic Council.

2.1.1 Academic Council

The University of Limerick's Academic Council recognises the significant contribution to the University's Research and Ethics Governance made by an efficient and effective University of Limerick Research Ethics and Governance Committee (ULREG).

The Academic Council pledges its full support to ULREG in discharging the authorities and responsibilities contained in this operational procedure. Further it respects the independence of ULREG and undertakes to provide adequate resources to enable the committee to properly discharge its function.

ULREG acting on behalf of the Academic Council will have explicit authority to develop policies and procedures as appropriate within its terms of reference.

The terms and references of ULREG will be reviewed by the Academic council from time to time and updated as appropriate, with a view to ensuring that its responsibilities in regard to the matters set out below continue to be effectively discharged.

ULREG will carry out the following:

2.1.2. Purpose (ULREG)

The development, implementation and evaluation of policy and procedures in relation to all aspects of research ethics and research governance. ULREG will advise on all matters related to research ethics and governance.

2.1.3. Authority (ULREG)

ULREG has the authority to develop, implement and evaluate policies and procedures in relation to all aspects of research ethics and governance. It has the authority to:

- Initiate and undertake Quality audits on the activities of the Faculty and Local RECs to ensure compliance with agreed policy and procedure.

- Request at anytime data from the Faculty RECs including;
 - The number of applications submitted for review, those approved, those provisionally approved and subsequently approved by the Chair and finally those declined.
 - The number of HSE approved projects and their details.
- Co-opt internal or external experts to ULREG as deemed necessary for specific situations for defined periods.
- To form a one off specialist panel for applications that are outside the remit of FRECs.
- All policies developed by ULREG will be submitted to Governing Authority for approval.
- Any Changes to the ULREG terms of reference and all procedures developed by ULREG will be put before Academic Council for approval.

2.1.4. Composition (ULREG)

Academic council will approve the members and alternates to ULREG, which will consist of:

- A Chair independent of the University (nominated by the Vice President of Research)
- Dean of Graduate Studies (vice chair) (ex officio)
- Chairs of the Faculty/Specialist RECs (ex officio) or alternate
- President of the Postgraduate Student Association. (ex officio) or alternate
- Corporate Secretary (ex officio)
- A member who is trained in or has practical experience in the area of research ethics.

The Chair will be appointed for a term of 3 years, with 2 terms in office being the norm.

Members of the committee will be listed on the University website at: http://www2.ul.ie/web/WWW/Services/Research_Ethics/

Internal or external experts may be co-opted to ULREG as deemed necessary for specific situations for defined periods. Co-options are with the majority approval of the committee.

ULREG members shall be offered induction and training on an ongoing basis as appropriate.

2.1.5. Meetings (ULREG)

ULREG will convene a minimum of 4 times a year, with additional meetings scheduled as required.

ULREG members or their alternatives are expected to attend the meetings

A quorum shall consist of 4. The quorum must include the Chair/Vice Chair and Corporate secretary.

Non members may be invited to attend meetings as deemed necessary for specific situations. Invitations are with the majority approval of the committee.

Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials.

Reports of the FREC will be taken as standing order at the start of each meeting.

All matters arising will be addressed with completed items being noted, and incomplete items becoming matter arising for the subsequent meeting

Draft meeting minutes will be prepared and circulated to the committee members and alternates in a timely manner

Decisions made will be recorded in the meeting minutes with the action that need to be taken, and the person responsible for the action.

Extraordinary meetings may be held by ULREG in regard to appeals and applications that are deemed outside the expertise of a FREC.

2.1.6 Terms of Reference of ULREG

The role of ULREG will be:

2.1.6.1 Development of Policy and Procedures.

- To develop & promote an University Research Code of Conduct: http://www2.ul.ie/web/WWW/Services/Research_Ethics/Forms%20%26%20Documents
- To develop a Code of Practice for dealing with allegations of research misconduct
- To develop operational structures for research ethics approval within the university
- To develop guidelines of good practice in research ethics within the University
- The development as required of other policy and guideline documents related to research ethics and governance

- To consult and advise University management, staff and students with regard to research ethics and governance with specific reference to contemporary developments
- To develop policy and procedures for HSE related research in consultation with HSE representatives and existing structures.

2.1.6.2 Implementation of Policies and Procedures.

- To implement operational structures for research ethics approval within the University.
- To promote guidelines of good practice in research ethics within the University.
- To Act as the final body of appeal and final decision maker on any disputed matter concerning research ethics.
- To promote awareness of all aspects of governance and ethics among the University community.
- To support researchers with ethical issues across all fields of research

2.1.6.3 Evaluation of Policies and Procedures.

- To evaluate operational structures for research approval within the University.
- To undertake Quality Audits of the decision making process within each faculty and comment and make recommendations on :
 - The application of the ethical principles in the decision making
 - The process, volume and speed of decision making
 - The feedback to applicants
 - The review of Research completion Reports on Approved Applications

2.1.6.4 Reporting.

- ULREG will make an annual written report on its activities to Academic Council.
- ULREG will regularly report to the Academic Council the committee's activities, issues, and related recommendations/approvals required.
- ULREG will on the approval of the annual report publish it at:
http://www2.ul.ie/web/WWW/Services/Research_Ethics/Reports_to_Executive_Committee.
- Minutes of ULREG meetings will be published at:
http://www2.ul.ie/web/WWW/Services/Research_Ethics/ULREG%20Minutes
- ULREG will provide oversight to ensure that the reporting requirements as set out in the Operational guidelines for UL's Research Ethics and Governance Committees are complied with in a timely fashion.
- ULREG when requested will present ethics related issues to Governing Authority.

2.2 Faculty Research Ethics Committee (FREC)

FREC has the responsibility for the, implementation of policy and procedures related to research ethics, as such it reports to ULREG.

2.2.1 ULREG

ULREG recognises the significant contribution to the University's Research Ethics made by efficient and effective Faculty Research Ethics Committees (FRECs)

ULREG pledges its full support to FRECs in discharging the authorities and responsibilities contained in this operational procedure.

The terms and references of ULREG, and hence FREC will be reviewed by the Academic council from time to time and updated as appropriate, with a view to ensuring that its responsibilities in regard to the matters set out below continue to be effectively discharged.

FREC will carry out the following:

2.2.2. Purpose (FREC)

FREC has the responsibility for the implementation of policy and procedures related to research ethics

2.2.3. Authority (FREC)

FREC has the authority to implement the policies and procedures in relation to all aspects of research ethics. It has the authority to:

- Adjudicate on whether research programmes are deemed ethical.
- Liaise with the HSE if required on applications relating to University research approved by the HSE Ethics Committee
- Co-opt internal or external experts to FREC as deemed necessary for specific situations for defined periods.
- Comment to ULREG on procedures and policy.
- Forward applications to ULREG that are deemed outside the expertise of FREC.

2.2.4. Composition (FREC)

The Dean of Faculty will appoint the members and alternates to FREC, which will consist of:

- A Chair or alternate

- A member of each Department of the Faculty or alternates. Where there is more than one FREC appropriate department reps will be assigned to each committee
- Representation from outside the Faculty
- Postgraduate student.

One or more of the members of the committee must be trained in ethics.

The Chair will be appointed for a term of 3 years, with 2 terms in office being the norm.

Members and alternates of the committee will be listed on the University website at:

AHSS: <http://www.artsoc.ul.ie/faculty-of-arts-humanities-and-social-sciences-ethics-guidelines.php>

EHS: http://www2.ul.ie/web/WWW/Faculties/Education_%26_Health_Sciences/Research/Research_Ethics/How%20to%20complete%20an%20Ethics%20form

KBS:

http://www2.ul.ie/web/WWW/Faculties/Kemmy_Business_School/Current_Students/KB_S_Research_Ethics

S+E: <http://www2.ul.ie/pdf/45520913.pdf>

Internal or external experts may be co-opted to individual FREC as deemed necessary for specific situations for defined periods. Co-options are with the majority approval of the committee.

FREC members shall be offered induction and continuing training as appropriate.

2.2.5. Meetings (FREC)

FREC will convene a meeting every month with a summer suspension if warranted; additional meetings may be scheduled as required.

FREC members are expected to attend the meetings

A quorum shall consist of the Chair, and at least half of the representatives of the assigned Departments. However, it is assumed that as alternatives are appointed, the full membership should sit in all but exceptional cases.

Non members may be invited to attend meetings as deemed necessary for specific situations. Invitations are with the majority approval of the committee.

Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials.

All matters arising will be addressed with completed items being noted, and incomplete items becoming matter arising for the subsequent meeting

Draft meeting minutes will be prepared and circulated to the committee members and alternates in a timely manner

Decisions made will be recorded on the meeting minutes with the action that need to be taken, and the person responsible for the action.

Applications deemed to be outside the expertise of a FREC or requiring a specific legal position will be passed to ULREG.

2.2.6 Terms of Reference of FREC

The role of FREC will be:

2.2.6.1 Development of Policy and Procedures.

- To develop policy and procedures for HSE related research in conjunction with ULREG.
- To develop policy and procedures for specific area related to research within the Faculty in conjunction with ULREG
- To develop Faculty procedures for the efficient operation of FREC

2.2.6.2 Implementation of Policies and Procedures.

- To promote the University Research Code of Conduct:
http://www2.ul.ie/web/WWW/Services/Research_Ethics/Forms%20%26%20Documents
- To adjudicate ethical issues of applications.
- To adhere to guidelines of good practice in research ethics within the University.
- To facilitate an appeal of the committee's decision to ULREG.
- To facilitate any quality audit as defined by ULREG/ University

2.2.6.3 Evaluation of Policies and Procedures.

- To feed back to ULREG information on operational structures for the development of research ethics approval within the University.
- To feedback to ULREG as required information on the development of other policy and guideline documents related to research ethics and governance.
- To feedback to ULREG the decision making process within each Faculty REC on:
 - The application of the ethical principles in the decision making
 - The process, volume and speed of decision making
 - The feedback to applicants
 - The review of Research completion Reports on Approved Applications

2.2.6.4 Reporting.

- FREC will make a written report on its activities to ULREG using the template in Appendix 1, at least 2 weeks prior to the ULREG meeting.

- FREC will report: any appeal of a decision made, any queries / clarifications, any applications outside the expertise of the panel or requiring legal interpretation for decision by ULREG.

2.3 Specialist Research Ethics Committees

Specialist Research Ethics Committees have the responsibility for the implementation of policy and procedures related to a specific topic of research ethics, as such it reports to ULREG.

2.3.1 ULREG

ULREG pledges its full support to Specialist Research Ethics Committees in discharging the authorities and responsibilities contained in this operational procedure.

Specialist Research Ethics Committees will carry out the following:

2.3.2. Purpose (*Specialist Research Ethics Committees*)

Specialist Research Ethics Committees have the responsibility for the implementation of policy and procedures related to a specific topic of research ethics

2.3.3. Authority (*Specialist Research Ethics Committees*)

Specialist Research Ethics Committees has the authority to implement the policies and procedures in relation to all aspects of research ethics. It has the authority to:

- Adjudicate on whether research programmes are deemed ethical.
- Liaise with the HSE if required on applications relating to University research approved by the HSE Ethics Committee
- Co-opt internal or external experts to FREC as deemed necessary for specific situations for defined periods.
- Comment to ULREG on procedures and policy.

2.3.4. Composition (*Specialist Research Ethics Committees*)

ULREG will appoint the members to a Specialist Research Ethics Committees, taking external advice if necessary. The Specialist Research Ethics Committees which will consist of:

- A Chair with experience in the subject area
- Up to 4 members within or outside the University competent in the specialist area

One or more of the members of the committee must be trained in ethics.

The committee will be formed for a specific purpose..

Internal or external experts may be co-opted to the Specialist Research Ethics Committee as deemed necessary for specific situations for defined periods. Co-options are with the majority approval of the committee.

2.3.5. Meetings (Specialist Research Ethics Committees)

Specialist Research Ethics Committees will be convened as necessary to complete the business they were set up for.

A quorum shall consist of the Chair, and at least half of the representatives of the assigned members.

Non members may be invited to attend meetings as deemed necessary for specific situations. Invitations are with the majority approval of the committee.

Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials.

All matters arising will be addressed with completed items being noted, and incomplete items becoming matter arising for the subsequent meeting

Draft meeting minutes will be prepared and circulated to the committee members in a timely manner

Decisions made will be recorded on the meeting minutes with the action that need to be taken, and the person responsible for the action.

As the committee may meet at irregular intervals, the chair will be responsible for ensuring that action items are addressed at each meeting.

It is the responsibility of the Chair of a specialist REC to ensure all action items are concluded, prior to the cessation of the committee.

2.3.6 Terms of Reference of Specialist Research Ethics Committees

The role of Specialist Research Ethics Committees will be:

2.3.6.1 Implementation of Policies and Procedures.

- To promote the University Research Code of Conduct: http://www2.ul.ie/web/WWW/Services/Research_Ethics/Forms%20%26%20Documents
- To adjudicate ethical issues of applications in the specialist area.

- To adhere to guidelines of good practice in research ethics within the University.

2.3.6.2 Reporting.

- Specialist Research Ethics Committees will make a written report on its activities to ULREG using the template in Appendix 1, at least 2 weeks prior to the ULREG meeting.

2.4 HSE Research Ethics Committee

Research applications that have been approved by the HSE Research Ethics committee must be noted by the relevant FREC of the Primary supervisor /Principle investigator.

Approval letters should be copied to the recording secretary of the FREC, with the successful applications being noted as approved on the University of Limerick Research Ethics & Governance Committee Report Form (Appendix 1), with the Faculty acronym being replaced by HSE.

3.0 PROCEDURES.

The following information outlines the current procedures and practices in regards to research ethics. Faculty REC may adjust the questions to the specific needs of their research areas.

3.1 Making an Application

Prior to applying for ethical approval the following check list is used to establish whether an application is necessary. Submission of this list will be a requirement, for any research application from 2011/12. Answering Yes to any of these requires an application for ethical approval to FREC to be made. If your answer is no but you still intend to work with human subjects then an application may be dealt with by an expatiated process defined by FREC

Human Participants

Does the research proposal involve:

- Working with participants over 65 years of age? Yes No
- Any person under the age of 18? Yes No
- Adult patients? Yes No
- Adults with psychological impairments? Yes No
- Adults with learning difficulties? Yes No
- Adults under the protection/
control/influence of others (e.g. in care/prison)? Yes No
- Relatives of ill people (e.g. parents of sick children) Yes No
- People whose comprehension of the research and its
requirements might be compromised by their linguistic
competence? Yes No
- Hospital or GP patients recruited in medical facility? Yes No

Subject Matter

Does the research proposal involve:

- Sensitive personal issues? (e.g. suicide, bereavement, gender identity, sexuality,
fertility, abortion, gambling)? Yes No
- Illegal activities, illicit drug taking, substance abuse or the self reporting of criminal
behaviour? Yes No
- Any act that might diminish self-respect or cause shame, embarrassment or regret?
Yes No
- Research into politically and/or racially/ethnically and/or commercially sensitive
areas? Yes No

Research Procedures

Does the research proposal involve:

- Use of personal records without consent? Yes No
- Deception of participants? Yes No
- The offer of large inducements to participate? Yes No
- Audio or visual recording without consent? Yes No
- Invasive physical interventions or treatments? Yes No
- Research that might put researchers or participants at risk? Yes No
- Storage of results data for less than 7 years? Yes No

Areas other than human

Does the research proposal involve:

- Use of Animals? Yes No
- Military Technology? Yes No
- Hazardous Biological materials? Yes No
- Genetic modification? Yes No
- Nuclear reaction? Yes No
- Any field that may bring the University adverse attention? Yes No

Application for ethical approval of research projects is made to the FREC of the Primary supervisor. Due to the variation in research requirements there are variations in the application forms for each faculty. The faculty application forms and procedures can be found via the research ethics link:

http://www2.ul.ie/web/WWW/Services/Research_Ethics/Application_Guidelines

3.2 Adjudication of an Application

The decisions of the Faculty REC are guided by the following set of generic ethical principles:

- Respect for the dignity, worth and self-determination of all participants
- Responsibility to the research participant and to society
- Carrying out research which is within the competence of the researcher
- Whether the research has non-human ethical implications (Genetic modification, animal Military etc.)

In addition, the committee may also take into account any codes of practice or guidelines which apply to the discipline.

The decision making process of the FREC is governed by the following factors:

- Transparency and accountability of ethical decision making
- Awareness of the limitations of the competence of the committee
- Obligation to accumulate and disseminate a knowledge-base of ethical issues and procedures to inform future ethical decision making.

The committee may approve such applications where, in the judgement of the committee, the ethical issues that arise in the research and decision making process have been addressed adequately.

The Faculty REC should accommodate reasonable requests from investigators to participate in discussions about their proposal, but may not be present when the REC is making its decision.

It is desirable to adopt a consistent approach to granting or declining approval of a proposal. It is recommended that the following terminology be used in communicating the decision of the REC to an applicant:

- Approved**, the applicant may conduct the research as outlined in the research proposal submitted to the FREC
- Provisionally approved**, subject to recommended revisions to the proposal or answers to questions posed to the applicant. The revisions and/or answers must be resubmitted to the FREC and/or for Chair's Action before receiving final approval. No research may be conducted prior to receiving final approval.
- Approval declined**, detailed reasons for declining approval should be forwarded to the applicant, with or without an invitation to resubmit a substantially altered proposal for reconsideration.

The FREC decision should be communicated to the applicant in writing within two weeks of the meeting at which the decision was taken.

All decisions should be recorded on the University of Limerick Research Ethics & Governance Committee Report Form (Appendix 1), and reported to ULREG.

3.2.1 Duration of Approval

Ethical approval for individual modules, final year or taught postgraduate projects will cease after the examination period of the module, final year or taught postgraduate project. Repeat projects must reapply for ethics approval even if the project remains the same.

Research ethics approval will cease on the date indicated on the report from (Appendix1). This should not exceed the maximum allowable registration as indicated in the University's Academic Regulations. The submission of a thesis ends the ethics approval, and can be considered as the completion report.

A cessation report submitted by the principle investigator will be necessary if the project ends without completion. This should be noted at the end of the report form (Appendix 1) with the original approval code.

3.2.2 Chair's Action

In the context of an application viewed by a FREC and given the designation "Provisionally Approved", the Chair can independently approve whether the changes recommended by the FREC have been applied to the Research Ethics Application and report the decision at the following meeting. This should then be recorded on the University of Limerick Research Ethics & Governance Committee Report Form (Appendix 1)

3.3 Appealing a Decision

- An appeal to a decision made by a FREC should be made in writing to the Chair of ULREG and copied to the recording secretary, outlining the grounds of the appeal, within 10 working days of the decision being relayed to the applicant.
- The appeal will be heard at the next scheduled meeting of ULREG, unless an extra ordinary meeting is requested.
- The decision of the committee will be relayed to the Chair of the FREC, and the applicant, within 5 working days of the meeting.
- The Decision of ULREG is final.

3.4 Insurance

All research undertaken by at the University of Limerick by employees, students, visitors, requires indemnity insurance. The following link outlines the cover and exemptions.

http://www2.ul.ie/web/WWW/Services/Buildings_and_Estates/Insurance

If there are any doubts in regard to the cover the policy affords or there has been a change in the research project, please contact the university representative holding the policy, who can be found via the above link.

3.5 Quality Audits

Independent Quality audits of Research ethics and Governance will take place on a 5 year cycle beginning in 2011

3.6 Training

An annual ethics training program is available to all staff, via the Graduate schools generic and transferable skills program.

http://www2.ul.ie/web/WWW/Services/Research/Graduate_School/Current_Students/Training_for_Research_Students

3.7. Documentation & Archiving

All documentation and communications of ULREG, Faculty and Local RECs must be dated, filed and archived appropriately. Administrative support assigned to each committee will be responsible for the archiving of all relevant documentation. Documents must be stored in a secure place where there is adequate protection against fire. Electronic records and backups of all

documents must be maintained on password protected computers. A statement is required defining the access and retrieval procedure (including authorised persons) for the various documents, files and archives, this can be found on the individual ethics sites of the Faculties and the Graduate school. (Section 2.2.4)

Documents to be filed and archived include, but are not limited to:

- Operational guidelines of the University of Limerick Research Ethics and Governance committees.
- Codes of good practice in Research
- All material submitted by an applicant
- All correspondences by Research Ethics Committee members with applicants or concerned parties regarding applications, decision and follow-up
- Copies of decisions and any advice and/or requirements issued to applicants
- The agenda of all ULREG and Research Ethics Committee meetings
- The minutes of all ULREG and Research Ethics Committee meetings which should include members present, third parties present, time, date and place of meeting
- Annual reports of ULREG to the Academic Council of the University
- Risk assessment procedures
- Research completion forms were applicable.

4.0. GUIDELINES

4.1 Research Ethics Principles

The principles outlined aim to protect the dignity, rights, safety and well-being of all actual or potential research participants. These principles are intended as issues to be carefully considered by the principal investigator when preparing a research ethics application.

Respect for the dignity, worth and self-determination of all participants, in particular:

- Having sensitivity to the dynamics of perceived authority or influence over participants
- Preserving participant's privacy and confidentiality
- Obtaining informed consent before participation
- Protecting participants' rights to self-determination by allowing and facilitating withdrawal from the research process

Responsibility for the care of research participants and to wider society:

- Considering all research from the participants' standpoint
- Considering the range of stakeholders who may be affected by the research
- Identifying and minimising risks to physical, psychological and social wellbeing
- Providing detailed debriefing to participants as to the outcomes and consequences of the research

Competence of the Researcher:

- Demonstrate the capacity to carry out the research, or to avail of appropriate supervision to support the development of this capacity
- Demonstrate that the research is sound methodologically.
- Demonstrating the capacity to identify ethical issues and to avoid them arising where possible through appropriate research design
- Demonstrating the skill/ training to deal with sensitivities that may arise in the course of the research, or to put in place appropriate supports for participants

4.1 Research Ethics Principles

Other guidelines pertaining to:

- Research with animals
- Child protection
- Military/weaponry research
- Others

Can be found at:

http://www2.ul.ie/web/WWW/Services/Research_Ethics/Forms%20%26%20Documents

APPENDIX 1

The following table is the report template for FREC meetings. The Template forms the basis of the Faculty's report to ULREG, and should be signed and forwarded to the ULREG recording secretary together with a soft copy directly after the FREC meeting

The decisions can be noted with a tick in the appropriate box:

- A - Approved
- PA - Provisional approval
- D - Declined

Comments should be made in regard to the ethical reasons for approval (if needed) provisional approval or declining the application.

Application numbers

The code for the application number is:

Faculty acronym- date- position on list:

e.g. for an Arts Humanities & Social Science Faculty application on the 12th December 2013 the first application will be coded:

- AHS1212131
- The second on the list
- AHS1212132
- etc

For an Education & Health Sciences Faculty application on the 19th August 2011 the first application will be coded:

- EHS1908111
- The second on the list
- EHS1908112
- etc

For a Kemmy Business School application on the 17th March 2014 the first application will be coded:

- KBS1703141
- etc

For a Science and Engineering Faculty application on the 9th October 2015 the first application will be coded:

- S+E0910151
- etc

Approvals from HSE will be noted with a **HSE** acronym and Specialist committees as **SPE**

