

Kemmy Business School Research Ethics Committee

Application Form

**The completion of this form is only necessary where the proposed research involves working with human subjects.[[1]](#footnote-1)**

**PhD Research Students**

(Please note that your answers must be typed)

|  |  |
| --- | --- |
| Name: |  |
| Student ID: |  |
| Date: |  |
| Title of Project: (please do not use acronyms |  |
| Project End Date: |  |
| Name of Supervisor(s) |  |

**PART A**

Research Purpose: **(50-100 words)**

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Research Methodology: **(100-150 words)**

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**1. Human Subjects**

Does the research proposal involve:

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| --- | --- | --- | --- |
|  |  | **Yes** | **No** |
| (a) | Any person under the age of 18? |  |  |
| (b) | Adult patients? |  |  |
| (c) | Adults with psychological impairments? |  |  |
| (d) | Adults with learning difficulties? |  |  |
| (e) | Adults under the protection/ control/influence of others (e.g., in care/ in prison)? |  |  |
| (f) | Relatives of ill people (e.g., parents of sick children)? |  |  |
| (g) | People whose comprehension of the research and its requirements might be compromised by their linguistic competence? (e.g. individuals whose mother tongue is another language, who are being asked to participate in research in English) |  |  |

**2. Subject Matter**

Does the research proposal involve:

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

**3. Procedures**

Does the proposal involve:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Yes** | **No** |
| (a) | Use of personal or company records without consent? |  |  |
| (b) | Deception of participants? |  |  |
| (c) | The offer of disproportionately large inducements to participate? |  |  |
| (d) | Audio or visual recording without consent? |  |  |
| (e) | Invasive physical interventions or treatments? |  |  |
| (f) | Research which might put researchers or participants at risk? |  |  |

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**4.** (a) Who will your participants be?

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(b) Do you have a **pre-existing relationship** with the participants and, if so, what is the nature of that relationship?

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(c) How do you plan to gain **access to /contact/approach** potential

participants?

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(d) In line with UL data protection policies and GDPR regulation, please confirm (by ticking the box) that you will appropriately manage and uphold **participant anonymity and confidentiality**

**Agree     Not Agree **

Please refer to UL Data Protection guidelines [Data Protection | University of Limerick (ul.ie)](https://www.ul.ie/corporatesecretary/data-protection)

and KBS Privacy Notice & Consent Form templates [Research Ethics | University of Limerick (ul.ie)](https://www.ul.ie/business/kbs-research/research-ethics)

which must be completed with and signed by participants in advance of the commencement of the study.

(e) In line with UL data protection policies and GDPR regulation, please confirm (by ticking the box) that you will appropriately and securely manage the **storage and protection of personal data**.

**Agree     Not Agree **

Please refer to UL Data Protection guidelines [Data Protection | University of Limerick (ul.ie)](https://www.ul.ie/corporatesecretary/data-protection)

KBS Privacy Notice & Consent Form templates [Research Ethics | University of Limerick (ul.ie)](https://www.ul.ie/business/kbs-research/research-ethics)

which must be completed with and signed by participants in advance of the commencement of the study.

(f) If not identified previously in this form, might there be any other **particular** **vulnerabilities among your participants?**

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(g) What arrangements are in place to ensure that participants know the

**purpose of the research** and what they are going to inform about?

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(h) How will you ensure that participants are aware of their **right to refuse**

to participate or **withdraw** at any time?

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(i) How would you handle any unforeseen **safety issues** should they arise?

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As part of ethics approval, please indicate by **ticking** the following boxes if you agree to the following conditions:

I confirm that I will inform all participants that this research is being conducted as part of a UL project.

**Agree     Not Agree **

I confirm that no individuals who directly report to me will be asked to participate in this research

**Agree     Not Agree **

If this involves a company specific research project, please confirm that appropriate permission and access will be sought and secured from the company (e.g. via the HR Department) before any employees are contacted to participate

**Agree     Not Agree **

I confirm that I am aware of and will abide by my legal responsibilities under Data Protection Legislation and GDPR

**Agree     Not Agree **

Relevant documentation and guidance are available at [*www.ul.ie/dataprotection*](http://www.ul.ie/dataprotection)

If you have answered **YES** to any of the questions in **PART A, sections 1-3**, you will also need to **comply with** the requirements of **PART B** of this form.

If you have answered **NO** to all the questions in **PART A, sections 1-3** above, please **ignore PART B** of the form.

All applicants must complete the relevant KBSREC research ethics application form (either the Faculty and PhD students’ form or the FYP and taught postgraduate students’ form). All questions on this form must be answered. **All answers must be typed – handwritten applications cannot be processed. Forms must be signed by the faculty supervisor**. KBSREC is only accepting electronic submissions of research ethics application forms. Signatures can be added to forms in one of two ways. First, applicants may print out a typed form, sign it, and then scan the signed form and submit this signed version. Alternatively, applicants may insert electronic signatures into the form directly.

Forms should be emailed to [KBSResearchEthics@ul.ie](mailto:KBSResearchEthics@ul.ie). You will receive an acknowledgement of your application at this point. **This form must be submitted before the research begins.**

**Signature of PhD Student**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Signature of Supervisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Insurance Cover**

Insurance cover is required for all research carried out by UL employees. Supervisors should carefully view the University’s ‘Insurance Guidelines for Researchers’ document and the University’s Insurance cover to ascertain if their proposed research is covered. These documents are available at http://www.ul.ie/insurance.

Where any query arises about whether proposed research is covered by insurance, the Supervisor must contact the University’s Insurance Administrator at insurance@ul.ie to confirm that the required level of insurance cover is in place.

**The Supervisor must indicate by way of signature** that the research project is covered by UL's insurance policies:

**\*Signature of Supervisor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Please note: Supervisors must sign both sections above as indicated by an asterisk.

**PART B**

This part of the application form is only relevant where researchers have answered **‘YES’** to any of the questions in **sections 1-3 of PART A**.

Please attach a report to this application addressing the following questions with a maximum of 300 words per question.

You **must** answer the following questions:

1. What are the ethical issues involved in your research?

2. Explain why the use of human participants is essential to your research project.

3. How will you ensure that informed consent is freely given by human participants?

Answer the following questions **where relevant** to your research project and after consultation with your supervisor (where relevant) **and** a member of the KBS Research Ethics Committee:

4. How will you protect human participants if your research deals with sensitive issues?

5. How will you ensure that vulnerable research participants are protected? (Please state clearly if you abide by the Child Protection Guidelines and/or have Garda Clearance where necessary)

6. How will you protect human participants if your research deals with sensitive research procedures?

7. Outline how you intend to comply with any established procedures which have been approved by ULREG for your research.

8. How will you manage data protection issues?

1. Examples of research involving human subjects include (but are not limited to): carrying out interviews; conducting a survey; distributing a questionnaire; using focus groups; and the observation of individuals or groups. [↑](#footnote-ref-1)