



KEMMY BUSINESS SCHOOL RESEARCH ETHICS COMMITTEE

Guidelines for Research on Human Persons by Faculty or Students

Introduction

These guidelines relate to all research activities across the KBS, including research by faculty, students and others. It is the duty of all taught undergraduate and postgraduate students, research students, faculty and research associates to ensure that their research is ethically sound. The fundamental principle underlying the guidelines is that all research activities involving the use of human beings participating in research conducted by the KBS must be reviewed and approved by KBS Research Ethics Committee (KBSREC). Therefore, where the research involves human participants¹, all researchers must complete and submit a KBSREC application form. Researchers may not solicit participation or begin data collection until they have received ethical approval from the KBSREC.

Application Process:

In regard to the ethics approval process, all research must be performed “as written”, that is, the investigators must not make substantive changes in the research design, the selection of participants, the process of gaining informed consent, or the instrumentation during the course of the study. If substantive changes are necessary, re-application is required.

1	Complete the relevant KBSREC application form, in consultation with your supervisor where relevant. All applications must be accompanied by an Information Sheet. A Consent Form may also be relevant in some cases (see Appendices A and B for an indication of what should be included in an Information Sheet and a Consent Form).
2	Submit the application form to KBSREC.
3	The committee reviews the application and gives the applicant feedback.
4	If queries are raised, the applicant revises the application and responds to the Chairperson of KBSREC.
5	The applicant is given formal ethical approval by the Committee.
6	The applicant contacts research participants with an appropriate Consent Form and Privacy Notice (see templates on the KBS Research Ethics website) seeking consent to participate in the research project.
7	The applicant conducts the research.

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.

Application Procedure

All applicants must complete the relevant KBSREC research ethics application form (including the Faculty form, PhD student form or the FYP and taught postgraduate student form). **All questions/sections/boxes on this form must be answered used typed format.** Forms must be **signed by the student and supervisor or principal investigator (PI) as where relevant.** **The supervisor or PI must also sign the insurance section** of the form. KBSREC only accepts **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 (but not typed signatures)** into the form directly. The application will be returned without consideration if it is not complete. Forms should be emailed to KBSResearchEthics@ul.ie. You will receive an acknowledgement of your application at this point. **This form must be submitted before the research begins.**

Upon applying for REC approval, your application will be reviewed at the next KBREC meeting. See the KBSREC https://www.ul.ie/business/kbs_research_ethics for the schedule of relevant dates.

Where students have sought and received ethical approval, they should include evidence of this (such as an email from the Committee) in their thesis.

If any student conducts research on human participants without ethical approval, this could be a disciplinary matter, and may have an impact on the grade received. The actual decision will be made on a case by case basis and decided by the relevant course board.

Guidelines for Applicants

The main principle of the research ethics policy of the University of Limerick is that informants participating in research are provided with information on the project they may be participating in. This includes details of what is expected of them, arrangements for confidentiality, how the data collected will be used and their rights as informants. The processing of this data is carried out in accordance with the General Data Protection Regulation (GDPR) / Data Protection Acts 1988-2018 and in accordance with a Data Protection Privacy Notice. All researchers of the University must adhere to the University's Data Protection Policy when processing Personal Data on behalf of UL (available at www.ul.ie/dataprotection)

All participants must be furnished with a UL approved Privacy Notice and must be invited to explicitly give their consent to participate in the research by signing a consent form or by providing an indication of consent on the questionnaire itself. See official UL consent form templates and privacy notice templates on https://www.ul.ie/business/kbs_research_ethics

Further information on guidelines, policies and procedures is available on the UL research ethics website <https://ulsites.ul.ie/researchethics/application-guidelines-forms>

All ethics queries related to research conducted within the KBS can be directed to the Chair of the Research Ethics Committee: KBSResearchEthics@ul.ie