



Appendix 2

**Application for Ethical Approval of Research Proposals**

**Title of Research**

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**Research Reference Number<sup>1</sup>**

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**Researcher's Name**

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**Email Address**

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**Category of Proposer** (please tick)

**Student**

**Principal Investigator (Staff)**

**If you are a student, please complete the following: Student Number:**

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**Course of Study:**    **B.Ed.**\_\_\_    **B.Sc.**\_\_\_    **PME** \_\_\_    **MES** \_\_\_    **OTHER:** \_\_\_

**Please indicate the level of approval required (see accompanying notes).**

**Level 0**

**Level 1**

**Level 2**

**1. Please give a structured abstract of the proposed research, including the methods you intend to use (approx. 300 words).**

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<sup>1</sup> Research reference number (available from Mai Ralph prior to submitting the application). This number should be at the start of the file name of any document or mail submitted in relation to this application. Please follow the reference number with 1, 2, 3, etc. corresponding with the number of documents submitted with the application.

Please tick ✓

<b>2. Please answer the following questions in relation to your proposed research. Questions (b), (c) or (d) will require detailed explanations if answered 'yes' and will be referred for additional scrutiny by the MERC.</b>	Yes	No
a. Does the research involve work with children (under-18) or vulnerable adults? If 'Yes', has appropriate Garda clearance (or equivalent) been obtained (include details)?		
Please provide the date of issue on the Certificate of Garda Vetting.		
b. Does the research involve work with students on a module you coordinate, teach or assess or a course you coordinate?		
c. Could any aspect of the research give rise to any form of harm to participants, including the researcher(s)?		
d. Could any aspect of the research produce information that could lead to criminal prosecution of the participants or others?		
e. Is deception of the participants planned in any aspect of the research? If yes, provide details.		
f. Does any aspect of the research involve patients (or their relatives or carers) or other users of health and social care services, the premises or facilities of such services, access to personal records or the participation of health or social care staff?		
g. Does the Researcher plan to disseminate the work? If yes, provide details of how and where.		

**3. (a) Who are the proposed participants, e.g. teachers; students?**

**(b) What is your relationship with them?** (If you are in a position of authority, for example, indicate how you will deal with the potential influences of such a relationship.)

**4. (a) How will you recruit participants?**

**(b) Please detail any ethical aspects that must be considered, including the proposed use of any incentives.**

**5. (a) What is the location(s) at which the data collection will be undertaken?**

**(b) Describe any circumstances that might give rise to security concerns for participants or researchers.**

**(c) Describe any conflicts of interest where data might be critical of working practices,**

**people etc. or disclosure of illegal activities.**

**6. Please indicate how informed consent of all participants will be gained. For participants under the age of 18, indicate how the informed consent of both the participant and the participant's parent/guardian will be gained. (Draft consent forms MUST be attached – see question 8 for guidance.)**

**7. (a) Please indicate how the participants' rights to privacy (inc. confidentiality and anonymity) and the privacy of their data will be protected. Highlight potential limitations of confidentiality in the ethics form and information sheets for participants (e.g. for small samples or insider research and how this will be addressed).**

**(b) Please also indicate how the data will be stored (and ultimately destroyed as appropriate).**

<b>8. Please complete the checklist below to confirm you have considered all ethical aspects of consent. (Note that the consent forms that must accompany this application; any omission or inadequacy in detail will result in a request for amendments).</b>	<b>Please tick ✓</b>
I have attached (an) appropriate consent form(s) which include the freedom to withdraw at any stage without having to offer a reason.	
Each consent form has full contact details of the researcher to enable prospective participants to make follow-up inquiries	
Each consent form has full details, in plain non-technical language, of the purpose of the research and the proposed role of the person being invited to participate	
Each consent form has full details of the purposes to which the data (in all their forms: text, oral, video, imagery etc.) will be put, including for research dissemination purposes	
Each consent form explains how the privacy of the participants and their data will be protected, including the storage and ultimate destruction of the data as appropriate	
Each consent form gives assurances that the data collection (questionnaires, interviews, tests etc.) will be carried out in a sensitive and non-stressful manner, and that the participant has the right to cease participation at any time and without the need to provide a reason	
Please include here any other comments you wish to make about the consent form(s)	

**Has your proposal been submitted to any other Research Ethics Committee? Yes / No If yes, please provide details:**

**Declaration by All Proposers:**

I have read and understood Marino Institute of Education's policy on ethics in educational research: and the Trinity College Dublin Good Research Practice Policies:

I declare that the details above reflect accurately my research proposal and I undertake to seek updated approval if substantive changes are proposed after this submission. I have consulted an authoritative set of educational research guidelines.

**Signed: Date**

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**(Students Only)** My proposals are based on consultation with my supervisor(s).

**Signed: Date**

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Supervisor's Signature: **(Student Proposal Only**, first supervisor only if there are two)

**Signed: Date**

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In instances where supervisors feel that their specialised expertise may be important information for the MERC to take into account (e.g.in relation in researching highly sensitive areas such as trauma/abuse), please submit an additional page with any relevant information.

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**Final Approval Signed-Off by Research Ethics Committee**

Signed: Date

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Appendix 3

LIST OF RESEARCH METHODS THAT DO NOT TYPICALLY REQUIRE ETHICS APPROVAL

08.01.18

- Historical research in education
- Research that uses pre-existing data in the public domain (e.g. data from the Growing up in Ireland study)
- Review of literature or research
- Document analysis

08.01.18

Appendix 4

BIBLIOGRAPHY AND USEFUL READING RE. ETHICS IN RESEARCH

British Educational Research Association (2011). *Ethical guidelines for educational research*. London: Author.

Department of Children and Youth Affairs (2012). *Guidance for developing ethical projects involving children*. Dublin: Author.

Strike, K.A. (2006). The ethics of educational research. In Green, J.L., Camilli, G., & Elmore, P.B. (Eds.). *Handbook of complementary methods in education research*. Washington, D.C.: American Educational Research Association.

<b>Version</b>	<b>Date</b>	<b>Update by</b>	<b>Comment</b>
1	10 October 2014	SD	Amended TCD School of Education Policy. For consideration by MERC.
2	16 October 2014	SD (Following consideration at MERC)	For consultation through C na R before returning to MERC
3	8 January 2015	SD (Following consultation through C na R)	For final consideration by MERC before going to C na R for ratification
4	14 <sup>th</sup> January 2015	SD (Following MERC meeting)	For final consideration by C na R.
5	2 <sup>nd</sup> February 2015	SD (Following C na R Meeting)	To be reviewed in June 2016
6	20 October 2016	MR (flwg request by SD)	Pending CnR approval via SD
7	06 October 2017	Tracked changes accepted and comments switched off. Published on website 08.01.18	MR as per SD's request 5.10.17