



Institiúid Teicneolaíochta Trá Lí

INSTITUTE OF TECHNOLOGY TRALEE
Department of Nursing & Health Care Studies
Research Ethics Committee

Name of Researcher(s):

Checklist for submission to the Research Ethics Committee

All participants are invited to discuss their application with the Chairperson, prior to submission, at the contact details below. Relevant reading to assist with your application is provided below.

- Candidates who submit for ethical approval should first read and comply with the **Terms of Reference** and the **Research Ethics Validation Checklist**, which will be used in validating the application
- Completed Ethical Approval Form **X 11**
- Completed Research Project Proposal Form (*2/3 sides of A4*) **X 11**
- Data collection instrument e.g. questionnaire, interview schedule (*if applicable*) **X 11**
- Information letter with informed consent form (*if applicable*) **X 11**
- Ethical Approval letter from parent 3rd level institute (*if other than ITT*) **X 11**
- Letter from Gatekeeper granting access to research site and participants (*based on receiving Ethical Approval*) **X 11**

Please note:

Hard copies of the above are required **10** days prior to the scheduled meeting date (***please include this submission checklist with your application.***)

Relevant Reading:

- An Bord Altranais (2007) *Guidance to Nurses and Midwives Regarding Ethical Conduct of Nursing and Midwifery Research*. An Bord Altranais, Dublin.
- Government of Ireland (2003) *Data Protections Acts, 1988 and 2003*, Stationery Office, Dublin.

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For official use only:

Date received: _____

Date reviewed: _____

All requested items received? Yes No

If no please advise items not included:

