

Procedures for Applicants Submitting to the Enable Ireland Research Ethics and Quality Committee (REQC)

Section A

Applicant Procedures

New applications will be reviewed four times per year. Specific dates will be published on the Enable Ireland website for each calendar year.

Step 1: Establish contact with relevant Enable Ireland service/department in order to assess what local supports would potentially be available for the study.

Step 2: Confirm and agree local Enable Ireland gatekeeper

Step 3: Upon application, complete and submit the following documents by email and post to the Enable Ireland REQC Coordinator:

1. Complete and adhere to the Criteria for Approval Checklist (**Appendix 2**).
2. Full completion of the 'Enable Ireland REQC Application Form' (**Appendix 3**).
3. Signed copy of the 'Principal Investigators Declaration' (**Appendix 4**).
4. Signed copy of the 'Principal Investigators Data Protection Consent' (**Appendix 5**).
5. Signed copy of the 'Supervisors Declaration' (**Appendix 6**).

Step 4: If approval is granted submit an Interim Progress Report (**Appendix 7**).

Step 5: Submit final report, dissertation or publications once study is complete.

A response from the REQC will be provided within 4 weeks of circulation to the committee following screening of applications subsequent to the relevant quarterly submission deadline which will be either:

1. **Approved**- the applicant may proceed with the research as outlined in the research proposal submitted to the REQC.

Or

2. **Provisionally approved**- subject to recommended provisions to the proposal or answers to questions posed to the applicant. The revisions and/or answers must be resubmitted to the REQC in a list format for further review. No research will be conducted prior to receiving written approval.

Or

3. **Approval declined**- Reasons will be provided to the applicant for declining approval. The applicant may re-submit to the REQC.

Section B

Enable Ireland REQC Procedures

- Step 1:** REQC Coordinator receives and screens completed application and requests basic amendments if required.
- Step 2:** Application form is sent to all panel members of the REQC by email for review only if it is fully completed or amendments as requested have been made.
- Step 3:** Discussion by REQC via email and teleconference as required.
- Step 4:** **The REQC Coordinator consults with the DPO as required on specific data protection queries highlighted by the REQC.**
- Step 5:** Decision made within 4 weeks of receipt of application by committee.
- Step 6:** Feedback provided by REQC Coordinator to the applicant as:
(i) Approved,
(ii) Provisionally Approved or
(iii) Application Declined.
- Step 7:** Interim report provided by researcher on agreed date to REQC
- Step 8:** Final research report, along with a copy of associated dissertation/thesis submitted by researcher on agreed date to REQC.

Helen Shave
Enable Ireland
HR & Corporate Affairs,
Lavanagh Centre, Curraheen,
Carrigrohane
Co. Cork Cork.

Email: hshave@enableireland.ie

Telephone: 0858281511