

Appendix 1

Research Ethics Checklist

All researchers have a responsibility to follow TCD's *Policy on Good Research Practice* (<https://www.tcd.ie/research/dean/TCDGoodResearchPractice.pdf>), as well as any academic or professional code of practice or guidelines relevant to the specific research project. This form should normally be completed prior to the commencement of data collection.

Section 1

	YES	NO
1. Has this research application or any application of a similar nature been refused ethical approval by a review committee of College or other higher-education institute?		
2. Does the research involve participants who are considered to be vulnerable or unable to give informed consent (e.g. children, people with learning disabilities, your own students)?		
3. Does this research involve documentary material that is not already in the public domain?		

If you have answered **NO** to the questions above, 'ethics release' is indicated and there is no need to pursue ethical scrutiny further. **Complete Section 3** and forward this form, along with a brief description of the project, to the Departmental Ethics Officer (the School's Director of Research). If you have answered **YES** to any of the above questions, proceed to **Section 2**.

Section 2

	YES	NO
1. Will the research require the co-operation of a gatekeeper for initial access to the groups/individuals to be recruited (e.g. students at school, members of a particular organization)?		
2. Will the research involve access to records of personal or confidential information concerning identifiable individuals, either living or recently deceased?		
3. Will the deception of participants (including covert observation in non-public places) be necessary at any time?		
4. Will the research involve discussion of sensitive topics (e.g. sexual activity, drug use)?		
5. Will the research involve any drugs, placebos or other substances (e.g. food substances, vitamins and other supplements) being administered to the participants, or will the study involve invasive, intrusive or potentially harmful procedures of any kind?		
6. Will blood or tissue samples be obtained from participants?		
7. Is the research likely to involve or result in participants experiencing pain or more than mild discomfort?		
8. Could the research induce psychological stress or anxiety or cause harm or negative consequences beyond the risks encountered in normal life (both research participants and their living relatives should be considered)?		
9. Will the research involve prolonged or repetitive testing of participants?		
10. Will financial inducements (other than reasonable expenses and compensation for time) be offered to participants?		

School of Histories and Humanities, Trinity College Dublin

11. Will the study involve recruitment of patients or staff through the HSE?		
--	--	--

If you have answered **NO** to all of the questions above in Section 2, 'ethics release' is indicated and there is no need to pursue ethical scrutiny further. **Complete Section 3** and forward this form, along with a brief description of the project, to the Departmental Ethics Officer. If you have answered **YES** to any question in Section 2, you must apply for a Certificate of Ethical Approval for Research (Appendix 2) using the process described in §3.1.3 (staff) or §3.2.5 (students) of the Ethics Policy.

Section 3

Name of Applicant This should be the lead researcher/student	
Name(s) of Additional Researcher(s)	
Name of Supervisor (in case of student)	
Discipline	
Title and brief summary of project This should explain the aim and methods of the research, in terms understandable by a non-specialist (please use an additional sheet)	

Signature of applicant <i>I declare that the information given above is accurate. I have read the Ethics Policy and will follow the guidelines therein.</i>	Signature: Date:
Signature of Supervisor (in case of postgraduate students) <i>In my capacity as Supervisor I believe that this project does not have ethical implications</i>	Signature: Date:
Signature of Departmental Ethics Officer (Director of Research) <i>In my capacity as Departmental Ethics Officer and based on the information provided, I believe that the risk to participants in this project is negligible</i>	Signature: Date: