

STEWARTS CARE RESEARCH COMMITTEES

There are two committees in Stewarts Care which a researcher needs to get approval from in order to carry out research within Stewarts.

Stewarts Care Research Committee meets approximately 5 times per year and promotes, supports and encourages research.

Stewarts Care Research Ethics Committee is available to review proposals to undertake research and also meets approximately 5 times per year usually 4 weeks after the Research Committee meetings.

Steps in gaining ethical approval

Stage 1 – Complete the Stewarts Research Application Form available by clicking inside the red box.

Stage 2 – Submit completed Application Form and Associated Appendices to Susan.Lehane@StewartsCare.ie

No late submissions will be accepted.

Stage 3 – Research Committee will review application and every effort will be made to return feedback in 7 working days. Once amendments/requirements have been completed they will be reviewed by the Chair of the Research Committee.

Stage 4 – Following advice and approval of Research Committee, they will forward research application to Research Ethics committee. No late submissions will be accepted.

Stage 5 - Research Ethics Committee will review application at their next meeting and every effort will be made to return feedback in 7 working days. Once amendments/requirements have been completed the amended application will be reviewed by the Chair of the Research Ethics Committee. The decision of the committee will be notified to the applicant.

Submission dates for receiving research proposals for Research Committee meetings are as follows:

- Monday 9th March 2020
- Monday 8th June 2020
- Monday 14th September 2020

OPERATING PROCEDURES FOR STEWARTS CARE RESEARCH COMMITTEE AND RESEARCH ETHICS COMMITTEE

- Researchers should be explicit about their role and position in the research.
- Researchers must be explicit as to their role and area in the service (if Stewarts Care), in order to identify any possible relationship between the researcher and the participants.
- Applicants are responsible for informing the Research Ethics Committee if their project changes significantly during the period for which approval has been given. In such cases, the Committee will determine if a new application for approval is necessary, or if only amendments to the conditions of the approval are required.
- In the case of student researchers, the academic supervisor must sign the declaration in Section 8.
- Incomplete or unsigned submissions will not be reviewed.
- Ethics application must be made on the Stewarts Care research application form.
- Late submissions will **not** be reviewed (please see submission deadline dates).
- A researcher must have written ethical approval before they commence research.
- On completion of the study, each researcher must provide a copy of their final research report to the Research Committee.