

Research Ethics Committee SUH - Local Committee

- Name: Sligo University Hospital Research Ethics Committee
- E-Mail: office@ref-sligo.ie
- Website: www.ref-sligo.ie
- Remit: Reviews applications for research in -
 - Sligo University Hospital
 - Our Lady's Hospital, Manorhamilton
 - Community-based studies in SUH catchment area
- Forms and guidelines available for download from website, www.ref-sligo.ie
- Local requirements -
 - Applications should be complete with no unanswered sections and sent in by **email ONLY**
 - The Principal Investigator name and contact details must be provided
 - For research studies as part of an academic qualification, the academic supervisor must be named
 - The REC may invite the PI to attend a REC meeting
 - For studies undertaken at SUH by researchers not employed at SUH, an employee of SUH must be the local contact person.
- Application fee is €600 for **industry sponsored studies** that fall outside the remit of this committee and €190 (reduced to €150 for studies that have already been approved by another recognised REC)
- Documentation - Documents Required:

In addition to the REC Standard Application form , other documentation you will need to submit depends on the type of study. It may include:

 - Proof of Insurance
 - Study Protocol
 - Summary CV for Principal Investigator (two pages only)
 - Material that will be shared with the prospective participant
 - Research Participant Information Leaflet
 - Research Participant Consent Form
 - Research Participant Assent Form
 - Letter of Invitation for participant
 - Cover letter on headed paper
 - Case Report Form
 - If the study involves a questionnaire:
 - Validated Questionnaire
 - Non-validated Questionnaire
 - Interview schedule
 - Any other written materials provided to the participant e.g. participant diary
 - Copies of recruitment material for research participants, e.g. posters, newspaper adverts, website where appropriate, a printed script for video or audio recordings
 - Data Protection Impact Assessment (DPIA) scoring tool

▪ Data Protection Impact Assessment (DPIA)

For information about Data Protection Impact Assessments (DPIA) read this guide to learn more about how and when to carry out a DPIA: <https://www.dataprotection.ie/en/organisations/know-your-obligations/data-protection-impact-assessments>

- Please use the new HSE's Data Privacy Impact Assessment Screening and Record Tool for HSE Employees involved in the Conduct or Management of Research to screen your proposed research. It is available at https://hseresearch.ie/wp-content/uploads/2022/11/HSE-DPIA-Screening-Tool-Final-LP051022_071122.xlsx
- Follow all instructions given on the tool and submit a copy of the completed screening and record tool with your RREC application.
- The result of your scoring will appear automatically.
- Contact your DPO if instructed to do so upon completion of the tool.
- Should you need to complete a full DPIA, in the absence of a site specific DPIA, the HSE's standard Privacy Impact Assessment form is available at <https://healthservice.hse.ie/filelibrary/staff/privacy-impact-assessment-form.pdf>:
 - The completed form will need to be reviewed by the DPO (Section 6). Page 2 of the form lists the DPO contact details.
 - Guidance in relation to the DPIA is available at <https://healthservice.hse.ie/filelibrary/staff/privacy-impact-assessment-pia-guidance.pdf>
- A set of slides is available - BEGINNERS GUIDE TO COMPLETING A DATA PROTECTION IMPACT ASSESSMENT FOR RESEARCH PROJECTS - on the HSE Research and Development webpage at <https://hseresearch.ie/research-development-news/> scroll down to heading - 8th June 2022.