**Research Ethics Committee, Brothers of Charity Services Ireland - Limerick Region.**

The Brothers of Charity Services encourages and promotes the undertaking of research by its staff and external researchers. It is important that researchers follow the National Guidelines for carrying out research within the Brothers of Charity Services Ireland (can be downloaded from our website). In addition, researchers who are interested in carrying out research in the Brothers of Charity Services Ireland - Limerick Region (BOCSI-LR) should submit all of the following:

* Completed Research Proposal (signed and dated by the researcher and the academic supervisor).
* Informed Consent Form (space for date and signature of the researcher and the academic supervisor) appropriate for staff and an easy read version for participants if they are the target population. It should be relevant for qualitative and/or quantitative methods.
* Information Sheet (appropriate for staff and an easy read version for participants where relevant).
* A sample of all questionnaires, checklists or other data-gathering materials to be used in the research. Please ensure that each page of the research proposal is numbered
* Letter from the Academic Institution where the researcher is attending stating that the Research Proposal has been reviewed by the relevant department.
* Researchers should contact the chair of the ethics committee Mr. Brian Muldoon at (061 487092) to discuss feasibility of the research project prior to submission of proposal.

The following are the dates for submission of completed Research Proposal (4 weeks prior to the Committee meeting) and the dates of the meetings for 2019 are:

|  |  |
| --- | --- |
| **Submission date for Completed Research Proposal for 2019** | **Meeting dates of the Research Ethics Committee for 2019** |
| January 10th 2019 | February 7th 2019 |
| May 9th 2019 | June 6th 2019 |
| September 12th 2019 | October 10th 2019 |

Please note that if a research proposal is incomplete or late for a meeting it will not be considered for review at that meeting but will be reviewed at the following meeting by the Committee. Please be advised that the research applicant may be invited to attend the meeting to discuss their research proposal.

Potential participants in the community service BOCI-LR will not be available to take part in research between the last week of July and the second week of August due to summer holidays.

Please submit one electronic and five hard copies of Completed Research Proposals (signed and dated by the researcher and the academic supervisor) to the Chairperson of the Research Ethics Committee at the below address.

When the Research Ethics Committee have made their decision regarding the Research Proposal the researcher will receive a written reply from the Chairperson within three weeks of the review. No informal contact should be made with members of the Research Ethics Committee. Queries in writing please to the Chairperson of the Research Ethics Committee, Brothers of Charity Services, Blackberry Park, Ballykeefe, Dock Road, Limerick.