

Research Ethics Appeals Procedure

The Research Ethics Committee (REC) considers appeals in writing of Decisions made by the sub-Committees. Letters of appeal must be received 30 days in advance of the next REC Meeting.

Any REC members, who were members of the original reviewing sub-Committee and any subsequent reviews, shall not take part in the REC Discussion, Appeal Review or Decision.

As far as possible in advance of the date of the REC meeting, copies of all relevant documents are circulated by email to the REC members (see How to Submit an Appeal below).

After the Discussion, and before the Decision, if there are any matters of fact or clarification about the original decision that cannot be answered by the Research Ethics Administrator the REC can decide to seek clarification from the Chair (or nominee of the Chair) of the relevant sub-Committee. If this happens that individual shall withdraw again before the Discussion continues and the Decision is made. The REC may also seek clarification or additional information from the Appellant.

Appeals Process

The Appeal process consists of four steps: a discussion of the issue appealed, a review of the evidence, a considered decision arrived at, and communication of the decision outcome.

1. The Discussion involves the following:

Background: This includes the exploration of the review documents, the appellant's letter of appeal and any other supporting documentation provided.

Legal Opinion: In appeals that require a legal opinion the REC review any legal advice received.

Expertise: The Chair of the REC may form the view that specific knowledge or expertise over and above current membership of the REC is required to properly assist the REC. The REC

Chair may request individuals with such expertise to assist the REC by way of a report in advance of the meeting and/or attendance at the meeting.

2. Appeal Review: the key issues for the appeal are clearly identified and discussed.

3. The Decision is based upon:

- A full and clear understanding of the facts of the original reviews;
- The nature of the appeal;
- Legal opinion;
- Adherence to the UCD *Code of Good Practice in Research*;
- Adherence to all of the REC Core Policies;
- Adherence to the remit of UCD research policies;
- Attention to the internal and external reputation of UCD.

4. Outcomes to Appeal

- Whether the appeal has been successful or not;
- Reasons for the Decision;
- Communicated to appellant within seven days of the REC meeting that reviewed the appeal.

Options Based on Outcomes

- Reasons may be communicated to the appellant on how to amend research proposal;
- The REC Decision is final.

UCD Researchers of research studies are entitled to appeal the Decision made by the relevant committee that reviewed their submission.

How to Submit an Appeal

- Please contact the Research Ethics Office either by email: research.ethics@ucd.ie to enquire about the date of the next Research Ethics Committee (REC) meeting and to ensure that you submit your appeal on time (30 days in advance of the meeting date).
- Please provide a Letter of Appeal to the Chair of the Research Ethics Committee (REC) which includes the following:

- 1) the Research Ethics Reference Number that was assigned to your original submission for review;
 - 2) your request to the REC to appeal the Decision made by the relevant sub-Committee;
 - 3) details of the Decision you received from the reviewing sub-Committee and how you addressed the points raised;
 - 4) justification for requesting the appeal;
 - 5) copies of your Application Form including any amendments/revisions already made;
 - 6) a Letter of Endorsement from Supervisor/Head of School supporting your appeal.
- Please email the Letter of Appeal to the Research Ethics Administrator by email. Please note that a full set of the appeal documents will then be sent to each member of the REC by email and the paper copies will be available for the members to consult on the day of the appeal.

Notification of the Decision of the REC

- A letter from the Chair of the REC will be sent to the appellant notifying them as to whether the Decision of the original reviewing sub-Committee has been upheld or not;
- The REC Decision is final.