

# Research Submission Form User Manual

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## 1. Introduction

Welcome to the Research Submission Form user manual. This guide provides comprehensive instructions and screenshots to help you complete each section of the form accurately and efficiently.

## 2. Form Navigation

The form is structured into seven sections, each requiring specific information about your research project. Navigate through the form using the "Next Page" and "Previous" buttons located at the bottom of each page.

## 3. Section Guides

### Section 1: General Details

**SECTION 1 – GENERAL DETAILS**

**1.1 Project Title:**

**1.2 Applicant Details:**

**DCU Principal Investigator(s)**  
 In the case of PhD/D.Ed./Research Masters projects, the supervisor must be listed as Principal Investigator.

Name:

School/Unit:

Email:

**Add Principal Investigator**

**Other Investigators**  
 Including any external to DCU

Name:

School/Unit/External Institution:

Email:

**Add Other Investigator**

**1.3 Key Project Dates:**

Proposed start date for data collection:  
 dd / mm / yyyy

Proposed end date for data collection:  
 dd / mm / yyyy

Proposed project completion date:  
 dd / mm / yyyy

**1.5 Please indicate if this project is for an academic award:**

Academic Award  
 Select an option

**1.6 Indicate location(s) where the research will be carried out:**

DCU campus  
 Dublin City  
 Republic of Ireland  
 Online / On the Internet  
 Other

**1.7 What additional permissions are required to access these locations?**  
*If you specified DCU campus, you might need permission to use a classroom, for example.*

**1.8 Has this project been submitted to another research ethics committee for review?**  
 Yes  No

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## Instructions

1. **Project Title:** Enter the title of your research project in the provided text box.
  - Example: "The Impact of Social Media on Academic Performance"
2. **Applicant Details:**
  - **DCU Principal Investigator(s):** Provide the name, school/unit, and email of the principal investigator(s). If there are multiple investigators, use the "Add Principal Investigator" button to add additional fields.
    - Example:
      - Name: "Dr. John Doe"
      - School/Unit: "School of Computing"

- Email: "john.doe@dcu.ie"
- **Other Investigators:** Include details for any external investigators by filling in their name, school/unit/external institution, and email. Use the "Add Other Investigator" button to add additional fields.
  - Example:
    - Name: "Jane Smith"
    - School/Unit: "External University"
    - Email: "jane.smith@external.edu"
- 3. **Key Project Dates:** Specify the proposed start, end, and completion dates for data collection.
  - Proposed start date for data collection: "01/09/2024"
  - Proposed end date for data collection: "31/12/2024"
  - Proposed project completion date: "31/03/2025"
- 4. **Academic Award:** Select the academic award associated with the project from the dropdown menu.
  - Example: "PhD in Computer Science"
- 5. **Research Locations:** Indicate where the research will be carried out by checking the appropriate boxes.
  - Options include: DCU campus, Dublin City, Republic of Ireland, Online/On the Internet, Other.
- 6. **Additional Permissions:** If required, describe any additional permissions needed to access the locations in the text box provided.
  - Example: "Permission needed to use the university library for interviews."
- 7. **Other Research Ethics Committee Review:** Indicate if the project has been submitted to another research ethics committee by selecting "Yes" or "No".

## Section 2: Project Design and Methodology

### Instructions

1. **Technologies Involved:** Check all technologies that will be used in the research.
  - Options include: Smartphone app, Website, Machine-learning, NLP, LLMs.
2. **Aims and Objectives:** State the aims and objectives of the research in the provided text box.
  - Example: "The aim of this research is to investigate the impact of social media usage on the academic performance of university students."
3. **Hypothesis/Research Question:** Provide a clear statement of the hypothesis or research question.
  - Example: "Does increased social media usage correlate with lower academic performance among university students?"
4. **Methodology:** Describe the overall methodology in detail.
  - Example: "This study will use a mixed-methods approach, combining quantitative surveys with qualitative interviews to gather comprehensive data on student social media habits and academic performance."
5. **Methods of Data Collection:** Check all applicable methods and provide details for any other methods used.

- Options include: Interviews, Surveys/questionnaires, Audio/video recordings, Public observations, Existing data, Biological samples, Standard tests, Educational practices, Other.
- 6. **Participants Group:** Indicate the groups of participants involved and provide demographic details.
  - Options include: DCU students, Friends, Family, Anyone.
- 7. **Recruitment Process:** Explain how participants will be recruited.
  - Example: "Participants will be recruited through email invitations sent to student mailing lists and social media posts."
- 8. **Addressing Vulnerability:** Specify any vulnerabilities among participants and how they will be addressed.
  - Example: "Special care will be taken to ensure the confidentiality of participants with mental health issues."

## Section 3: Ethical Issues and Risk Management

### Instructions

1. **Ethical Issues:** Describe how ethical issues will be addressed in the research.
  - Example: "All participant data will be anonymized to protect their privacy."
2. **Potential Benefits:** Identify potential benefits for participants.
  - Example: "Participants will gain insights into their social media usage and its impact on their academic performance."
3. **Unexpected Outcomes:** Outline how unexpected outcomes will be handled.
  - Example: "Any unexpected emotional distress will be addressed by providing participants with contact information for counseling services."
4. **Risks to Researchers:** Identify potential risks to researchers and how they will be managed.
  - Example: "Researchers will be trained in handling sensitive topics to minimize emotional stress."
5. **Funding:** State whether funding is required and provide details if applicable.
  - Example: "The project is funded by the university research grant."
6. **Conflict of Interest:** Indicate any conflicts of interest and provide details.
  - Example: "The researcher has no conflicts of interest to declare."
7. **Monitoring:** Describe how the research will be monitored.
  - Example: "The project will be overseen by the university's research ethics committee to ensure compliance with ethical standards."

## Section 4: Confidentiality and Data Management

### Instructions

1. **Personal Data:** Indicate whether personal data will be collected and describe data protection measures.
  - Example: "Yes, personal data will be collected. All data will be stored securely and only accessible by the research team."
2. **Data Access:** Specify who will have access to the data.

- Example: "Only the principal investigator and authorized research assistants will have access to the data."
- 3. **Data Storage:** Describe how data will be stored securely.
  - Example: "Data will be stored on password-protected computers and encrypted cloud storage."
- 4. **Data Responsibility:** Identify the individual responsible for data security.
  - Example: "Dr. John Doe will be responsible for data security."
- 5. **Data Retention:** State how long data will be retained and provide details for data disposal or archiving.
  - Example: "Data will be retained for five years after the completion of the project and then securely deleted."

## Section 5: Information and Informed Consent Procedures

### Instructions

1. **Informed Consent:** Describe the process for obtaining informed consent from participants.
  - Example: "Participants will be given an information sheet and consent form to sign before participating in the study."
2. **Consent Procedures:** Explain whether written consent will be obtained and provide details.
  - Example: "Yes, written consent will be obtained. Participants will sign the consent form to confirm their voluntary participation."

## Section 6: Submission Checklist and Researcher Declaration

**SECTION 6 – SUBMISSION CHECKLIST AND RESEARCHER DECLARATION**

**6.1 Please confirm all required supplementary documentation to be included in this application within Section 7:**

Checklist - tick the relevant check box for each item	Yes	N/A
Participant Information Sheet/s	<input type="radio"/>	<input type="radio"/>
Informed Consent Form/s	<input type="radio"/>	<input type="radio"/>
Informed Assent Form/s	<input type="radio"/>	<input type="radio"/>
Recruitment Advertisement	<input type="radio"/>	<input type="radio"/>
Questionnaire/Survey	<input type="radio"/>	<input type="radio"/>
Interview/Focus Group Questions	<input type="radio"/>	<input type="radio"/>
Debriefing Material	<input type="radio"/>	<input type="radio"/>
Bibliography	<input type="radio"/>	<input type="radio"/>
Approval from another Research Ethics Committee	<input type="radio"/>	<input type="radio"/>
Evidence of other external approvals (e.g. Board of Management letter)	<input type="radio"/>	<input type="radio"/>
Evidence of internal approvals (e.g. BSC approval review letter)	<input type="radio"/>	<input type="radio"/>
Other – provide details here:	<input type="radio"/>	<input type="radio"/>

**6.2 Signed Declaration**

By submitting this form, the applicant (and supervisor if applicable) agree to the following:

The information contained herein is to the best of my knowledge and belief accurate. I have read the University's current research ethics guidelines and accept responsibility for the conduct of the procedures set out in the attached application in accordance with the form guidelines, the [REC guidance and resources](#), the University's [Conflict of Interest Policy](#), its [Code of Good Research Practice](#), and any other condition laid down by the Dublin City University Research Ethics Committee.

I have attempted to identify all risks related to the research that may arise in conducting this research and acknowledge my obligations and the rights of the participants.

I also acknowledge my requirement to be informed as to other duties and legal obligations applying to my research and to comply with these duties and obligations - this includes being informed about DCU Data Protection guidelines for researchers, DCU Child Protection policy and procedures (where relevant), and DCU Insurance requirements.

**For student projects:**

I, the main supervisor of this research proposal, have read and approve this submission.

Supervisor(s) Signature:

Print Name(s) here:

ghftf

Date:

30 / 06 / 2024

[Previous](#) [Submit](#)

### Instructions

- Submission Checklist:** Confirm all required supplementary documentation is included by ticking the relevant checkboxes.
  - Example: Tick "Yes" or "N/A" for each item such as Participant Information Sheet, Informed Consent Form, etc.

2. **Signed Declaration:** Read the declaration carefully and provide the supervisor's signature, printed name, and date.
  - Example:
    - Supervisor(s) Signature: "Dr. John Doe"
    - Print Name(s) here: "John Doe"
    - Date: "30/06/2024"

## Section 7: Supplementary Documentation

### Instructions

1. **Attach Documents:** Attach all required documents as confirmed in Section 6.
  2. **Generate PDF/JSON:** Use the provided buttons to generate a PDF or JSON file of your application for submission.
    - Example: Click "Generate PDF" to create a PDF version of your form for submission.
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## 4. Submission Process

After completing all sections and attaching the required documents, submit the form via the designated submission portal on the [Research Ethics Application Portal](#).

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## 5. Error Handling and Troubleshooting

### Common Errors and Solutions

1. **Missing Information:** Ensure all required fields are completed.
  - Example: "If the Project Title field is empty, enter the title of your project."
2. **Validation Messages:** Check for any validation messages and resolve the indicated issues.
  - Example: "If you see a red border around a text box, make sure you have filled it out correctly."
3. **Radio Buttons Not Selected:** Make sure to select either "Yes" or "N/A" for all checklist items in Section 6.
  - Example: "If you missed selecting an option for 'Informed Consent Form', go back and select 'Yes' or 'N/A'."

### Specific Error: Other Details Required

If you select "Yes" for "Other" in the checklist but do not provide details, you will receive an error message.

- **Solution:** Provide the required details in the text box that appears.
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This user manual guide aims to provide clear and comprehensive instructions to help you successfully complete the Research Submission Form. If you need further assistance, please refer to the relevant sections or contact support.