Research Ethics Policy and Code of Good Practice

This policy is effective from May 2025

Approval body Academic Council **Approval date** 30th April 2025

Owner Research Office **Next review date** April 2028

1. NCAD Research Context

1.1. At NCAD our research is conducted both into and through the making, study, and education of art and design, recognising that these fields are dynamic and changing. Research at NCAD seeks to achieve the highest possible standards across the multidisciplinary environment of our research community. Researchers at NCAD must consider the potential impact of their proposed research, and adhere to relevant regulatory guidelines and international norms for best practice. This code sets out the framework and relevant procedures for supporting good research ethics at NCAD.

This policy should be read in tandem with:

- NCAD Academic Freedom Policy
- NCAD Conflict of Interest Policy
- NCAD Code of Conduct for Employees
- NCAD Student Code of Conduct
- NCAD Data Protection Policy
- NCAD Equal Opportunities and Diversity Policy
- NCAD Intellectual Property Policy and Procedures for Staff
- NCAD Research Strategy Committee Terms of Reference
- NCAD Safety, Health and Welfare Policy
- NCAD Staff Garda Vetting Policy
- NCAD Research Ethics Guidelines for Undergraduate and Taught Postgraduate Researchers

2. Applicability and Scope of the Policy

2.1. This policy applies to research undertaken at all levels by NCAD staff, students, and any associated researchers (including visiting staff, contractors, and collaborators conducting research under the auspices of NCAD) in the course of their normal duties and relations with the College, irrespective of the physical location where research is carried out. Work carried out in a private capacity, or as part of a professional practice outside of a contracted relationship with the College is the responsibility of the practitioner.

2.2. This policy applies to research undertaken through pedagogic enquiry or interventions in classrooms, studios, and other diverse teaching environments within and outside of NCAD in which students are treated as research collaborators or subjects.

2.3. NCAD respects the diverse array of research practices and methodologies present amongst the College research community. This policy does not privilege certain research methods over others, or aim to be prescriptive about how research should be undertaken. Researchers are responsible for implementing appropriate ethical principles in line with their research methods and disciplinary frameworks.

2.4. It is the responsibility of the researcher to be aware of and comply with this policy as it relates to the principles of their respective disciplines. Supervisors of students conducting research as part of their studies at NCAD have an obligation to ensure students are aware of and in compliance with the policy. Failure to comply with the NCAD Research Ethics Policy will be considered misconduct.

3. Definitions

3.1. **Research:** At NCAD we recognise research as processes of investigation and speculation which result in the creation of new knowledge and critical insights, as well as their materialisation, application or dissemination. The forms that research may take are wide-ranging and include designs, prototypes, concepts, processes, systems, artworks and texts. The production and dissemination of these forms may also be a research activity itself.

Research activity is, by definition, creative and original, in that it requires invention and enterprise. It is a deliberate practice, albeit one which is often open to uncertain outcomes and to risk. The knowledge and insights which result from research activity are shareable and usable by others and, as such, contribute to the general good. Innovations stemming from research are open to evaluation by their communities of relevance and shape future developments in practice and critical thought.

3.2. **Researcher:** In the context of this policy, any member of the NCAD community involved in conducting, administering or managing research at any level, and any individual or team undertaking research under the auspices of NCAD, which may include for example: visiting staff and students, consultants, contractors, and collaborators.

4. Guiding Principles of Ethical Research

The guiding principles and primary ethical parameters for this code of practice are beneficence, the principle of serving the wellbeing of others in the widest sense, and nonmaleficence, the principle of avoiding harm in the widest sense.

In order to abide by these guiding principles:
- Research should seek to maximise benefit, while minimising harm.
- Research should be conducted based on the fundamental principles of research integrity, including:
    - Reliability, in ensuring the quality of research, reflected in the design, the methodology, the analysis and use of resources
    - Honesty, in developing, undertaking, reviewing, reporting and communicating research in a transparent, fair, full way that recognises the positionality of the researcher

  - Respect, including respect for colleagues, research participants, society, other human beings, other-than-human forms of life, ecosystems, cultural heritage and the environment
  - Accountability for the research from initial idea to publication, for its management and organisation, for training, supervision and mentoring, and for its wider impacts
- The rights and dignity of individuals, groups and communities must be preserved, including those of the researcher. Researchers should consider the principle of justice, care and fairness in the treatment of participants in research, including the ethical implications of the research and the physiological, psychological, social, political, religious, cultural and economic consequences of the research for the participants. The pursuit of knowledge should not be assumed as a justification for ignoring the interests of research participants.
- Research should be conducted with concern for planetary health, and within an overarching framework in which considerations of ‘living’ research participants include other-than-human forms of life.

5. Obligations, Rights and Responsibilities

5.1. Legal and procedural requirements

Researchers should familiarise themselves and comply with the legislation, legal requirements and possible repercussions relevant to their field of research. Legislation with general requirements includes: EU General Data Protection Regulations and The Data Protection Acts 2003-2018, The Equal Status Acts 2000 to 2018, Defamation Act 2009, Safety Health & Welfare at Work Act 2005, Disability Act 2005, Patents (Amendment) Act 2012, EU Data Protection Directive 95/46/EC, Helsinki Declaration 2013, European Convention on Human Rights Act 2003, EU Charter of Fundamental Rights Directive 2001/20/EC, UN Convention on the Rights of the Child, EU Protection of Biotechnological Inventions Directive 98/44/EC, Universal Declaration on the Human Genome and Human Rights adopted by UNESCO, Wildlife (Amendment) Act 2012, Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law), Criminal Law (Sexual Offences) Act 2017.

5.2. The NCAD Research Ethics review and approval system is an internal matter within the College. Researchers are responsible for satisfying any legal consents required by relevant Irish, European, or international legislation in their field.

5.3. Researchers should abide by the codes and standards of ethical practice of any professional body or subject association of which they are members. They should also be aware of any codes of practice that apply to potential and actual collaborators on the project and/or other participants. Where the location of the research is external to NCAD it is essential that the regulations, procedures, practices and guidelines that are relevant in these situations are taken into account.

5.4. Where a research project involves contact with children and/or young and vulnerable persons, the researcher must have Garda Vetting.

6. Academic Integrity

The general principle of academic integrity should inform all research activities. Honesty and full transparency should be central to the relationship between researcher, participant and other interested parties. Research outputs should contain acknowledgement of the work of others as appropriate, with particular care shown to acknowledging the work of research students. Joint ownership of work by students and supervisors should only occur when a substantive contribution has been made by the supervisor. Issues arising from industry placements and the protection and/or registration of research outputs should also be considered. Research dissemination avenues, which may include exhibitions and publications in which the outcomes of the research are shared should be truthful, accurate and demonstrably the work of the author concerned.

Implementation of Code of Good Practice on Research Ethics
It is the responsibility of all researchers to ensure that any research undertaken meets the requirements of NCAD's Research Ethics Policy and Code of Good Practice on Research Ethics. When students are primary researchers, supervisors are responsible for ensuring that ethical procedures are followed, including engaging with formal research ethics review procedures where required.

Researchers should refer to this code at the earliest stages of designing their research projects. Researchers are not expected to conduct projects that are entirely without risk, but to be thoughtful and intentional in the fundamental design and implementation of research activity so as to minimise harm, develop contextual safeguards, and ensure research methods respect the dignity, rights, safety and wellbeing of all participants, including themselves. Considerations of ethical principles in research should be both contextual and relational. They are specific to and situated within the researcher's practice and project, and rather than a one-off exercise, should be considered throughout the lifecycle of a research project, as part of a process-and-context oriented approach in which methodological choices are continuously informed by ethical decision-making. Significant changes in research methods may require new consideration of the work in light of NCAD's Research Ethics Policy and Code of Good Practice on Research Ethics.

The relationship between research participants and researchers is at the core of ethical research practice. Ethics reviews at NCAD ask researchers to engage with bottom-up, reflexive practices, with an ongoing consideration of the relationship between themselves as researchers, and that of their research subjects, collaborators, and environments to consider the ongoing impacts of research practice[1].

7. The Need for Ethics Review

Where research involves living participants, including any of the following parties, it is likely to have an ethical dimension and researchers must seek advice before data collection commences:

- Active involvement of other participants
- Passive involvement of other participants, which may include observation

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[1] 1 Mauthner, N. S. Toward a Posthumanist Ethics of Qualitative Research in a Big Data Era. American Behavioral Scientist. 2019. 63(6), 669-698. https://doi.org/10.1177/0002764218792701.

- Use of secondary data, where a researcher is using data generated, collected or published by others for purposes other than the researcher's current intentions, particularly in cases where the individuals or communities who generated the data are not aware of its usage for the purposes of research
- Potentially vulnerable populations which may include, but are not limited to: children and young people (under the age of 18), people with a cognitive impairment, people who are confined (this may include prisons and care homes), patients, people who belong to groups marginalised in society
- People in an unequal relationship with the researcher, including NCAD students and potentially students within other institutions
- Animals
- External bodies

Other factors that may require a research project to obtain ethical clearance include:

- Where a conflict of interest may arise from external bodies sponsoring or involved in research activity
- When dealing with the creation, collection, storage and use of data of a sensitive or confidential nature
- When using or gathering datasets or data which may be publicly available, but is being used by the researcher for purposes that the original owner of the data has not explicitly consented to
- When dealing with sensitive topics, such as illegal activities, which may affect the reputation of participants amongst peers or in their communities
- When the research may pose health and safety risks to participants and the researcher beyond those experienced in everyday life, including risks to mental welfare
- Where the research may have a potential adverse impact on the environment
- If research is funded by an external body or government agency that requires you to obtain ethical clearance
- If researchers are engaging in research where they feel uncertain of the ethical implications

Where the researcher is not fully competent or sufficiently informed to make a fair judgement about the conflicting needs and interests of direct and indirect participants, it is essential that specialist advice is sought.

Undergraduate and taught postgraduate students will be required to seek ethical guidance from their supervisors and approval from their Department. Postgraduate research students and staff will be required to submit for ethical approval from the NCAD Research Ethics Committee.

General Principles to Consider in Ethical Research Practice

7.1. Informed Consent

Ethical conduct in research requires respect for the rights and dignity of others who are directly or indirectly affected by the research, as well as a recognition of their autonomy.

When human participants are involved in research, their participation should be on the basis of fully informed consent. Fully informed consent is obtained through a process where a participant voluntarily agrees to participate in research prior to their involvement, with an understanding of the purpose of the research, what their participation entails, their rights as a participant, and how data generated through their involvement will be used.

This prior consent, or informed consent, is essential for research involving participants. In order for consent to be valid, the following principles must apply:

1. The potential participant must be informed of what the research will entail, including an adequate understanding of the research procedures and methods as related to their involvement
2. The potential participant must have the capacity to consent, i.e. be of an adequate age to provide consent and have the necessary mental capacity to make the decision to participate in the research. A participant may not have the capacity to consent if they cannot understand information about their decision to participate, use this information to inform their decision, and communicate this decision through understandable means to the researcher.
3. Adequate information presented in an appropriate format must be given to the potential participant, in most cases prior to their participation, and should include information about the identity of the researcher or the research team
4. The consent must be given voluntarily, i.e. the potential participant must be free from inducement, coercion, or undue influence, specific (i.e. related to participation in the specific research project), and unambiguous.
5. Participants should have the right to request that their involvement and/or any data generated through their involvement be treated with confidentiality and/or anonymity. If confidentiality or anonymity are not possible due to the design of the research, participants must be informed of this prior to their participation.
6. The right to withdraw from the research activity at any time must be clearly communicated

There should be no coercion of any kind. Equally, the means by which participants are recruited should be carefully assessed in relation to possible rewards for participation. While payment may be offered in return for a participant's time or involvement, researchers should consider carefully its possible coercive effect.

Processes of ensuring informed consent exist to protect participants and researchers. Informed consent should be treated as a dynamic, ongoing process which researchers revisit periodically and which may need to be renegotiated throughout the course of their research and after its completion. This pertains particularly to:

- research that occurs over an extended time period,
- research that undergoes change from its original format or intended outcomes,
- research where data obtained is used or re-used in a manner not outlined in original consent agreements,
- research where the data gathered or the outcomes are disseminated in a way not outlined in original consent agreements.

It is the responsibility of the researcher to continue to revisit and reassess conditions of informed consent throughout the full lifecycle of their research, including the dissemination stage.

Where the nature of the research is such that informing participants before the work is carried out might render the results invalid and therefore fully informed consent is not possible, the researcher must produce an accessible avenue to provide appropriate explanations to those directly or indirectly involved following the research activity. In these circumstances, justification for this course of action is required to be submitted for approval to the Research Ethics Committee. Researchers must provide convincing reasons why such research should proceed without the necessary informed consent. Researchers should not mislead participants if it is thought that prior permission will not be obtained.

There may be situations in which a consent form is not required, even with the active involvement of participants. Examples of this might include research work undertaken in public and semi-public spaces where members of the public have reasonable routes through which to avoid engaging and do not have a reasonable expectation of privacy.

7.1.1. Format of consent

The most appropriate form of consent should be considered by the researcher based on the specific design of their research and the intended participants.

Written consent should be obtained where appropriate in the form of a signed consent form. Consent forms should be appropriate for the intended participant, and should be written in accessible, simple language. Project descriptions should avoid jargon, and should be expressed in a way that prioritises understanding for the intended participant group. There may be instances in which written consent is not possible to obtain, or is not the most appropriate format to obtain consent. Other forms of recording consent may be used, such as video or sound recordings with time and date stamped or spoken.

In some instances, oral consent may be more appropriate. In these cases, there should still be a record made of consent. This can be through audio or video recording, or in the case where participants do not agree to recording, through the design of an oral consent script.

In cases where research is conducted collaboratively, researchers may wish to co-design consent forms or consent records with their collaborators, which may require a two-stage ethics review. In this case, prior to the start of planned participatory research, researchers should seek ethical approval detailing planned recruitment methods, working relationship to external partners, potential ethical implications and the initial design of consent and collaboration frameworks that will be presented to individual collaborators. It is understood that the exact research design may be unknown at this point, as it will be co-developed with research collaborators. Once the research frameworks and consent records are designed through initial engagement with external partners and associated research collaborator communities, researchers will be required to submit updated information to the Research Ethics Committee for approval prior to the next stage of the research commencing.

7.1.2. Participants under the age of 18

When conducting research with children (defined in Ireland as people under the age of 18), the following principles should apply:

- The research should only involve children where the relevant knowledge cannot be obtained by conducting research involving adults
- The research should not pose more than minimal risk unless there is a prospect of direct benefit for the participants
- The research should be designed to minimise pain, discomfort, fear and any other foreseeable risk to the child or their stage of development
- Consent for the child's participation must be obtained from a parent/legal guardian
- Whenever they have sufficient competence to provide it, the child's assent must be sought in a child appropriate manner; and
- A child's refusal to participate or continue in research should be respected.[2]

Research involving young people under 18 will require the informed consent of parents, carers or guardians. Alongside consent forms, information sheets for parents, carers and guardians should indicate how the study will affect the child at home, school or other activities. Parents, carers or guardians who provide consent on behalf of a child should be given opportunity, where reasonable and appropriate, to observe the research.

Good practice also requires a child-centred, inclusive approach to research, which includes seeking children's agreement or assent to participate in the research[3]. In order to assist in making decisions about their participation in the research, children should be as fully informed as possible. Appropriately accessible and understandable information about the research aims, methods and potential outcomes should be provided to them. Information sheets should be provided in a manner which is developmentally appropriate to the age of the child. This may include providing pictorial information. Information sheets for children should explain briefly and in simple terms the background and aim of the study, so the child can consider assent. It will also contain an explanation that their parents will be asked for consent. Notwithstanding the fact that parental consent has been obtained, primary responsibility for safeguarding the rights of the young person remains with the researcher.

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[2] Health Service Executive (HSE), National Consent Policy. July 2022. https://media.childrenshealthireland.ie/documents/consent-policy-national.pdf.

[3] [3] Tusla Research Office, Guidance for Research Participants Under the Age of 18. https://www.tusla.ie/research/tusla-research-office/guidance-for-research-participants-under-the-age-of-18/, Department of Children and Youth Affairs (DCYA). *Guidance for developing ethical research projects involving children.* 2017. https://www.gov.ie/en/department-of-children-equality-disability-integration-and-youth/publications/children-first-national-guidelines-for-the-protection-and-welfare-of-children-2017/.

Researchers must carry out their work in accordance with Children First: National Guidance for the Protection and Welfare of Children (2017), published by the Department of Children and Youth Affairs. Researchers must:

- Ensure that Garda-vetting and employment checks are carried out on all members of the research team
- Develop a risk assessment before starting their research within a research ethics review framework
- Ensure that all research team members have adequate skills, training and access to relevant expertise in relation to child protection issues
- Have a trusted adult, or third party, present during the course of the research activities, or conduct research in an environment where there is passive surveillance by a third party[4]

7.2. **Confidentiality, Data Protection and Data Reuse**

The collection, storage, disclosure and use of personal data by researchers must safeguard individual rights to privacy and comply with the Data Protection Acts 1998 to 2003, and General Data Protection Regulations (GDPR), as set out in the Data Protection Act 2018.

Collection and processing of personal data should be lawful, fair and transparent. At the time of collection, participating individuals should understand what personal data is being collected about them, the purposes it will be used for and the format and time limit for storage. Researchers should take care to distinguish between anonymity and confidentiality when explaining data collection methods to participants.
Researchers should consider the ethical implications of data reuse, particularly in cases where:

- their research purpose substantially differs from the original purpose for which data was collected
- their research purpose was not anticipated by users when generated
- researchers are accessing data without interacting with those who originally produced the data

This may apply to public datasets, as well as to data generated in online spaces and on social media platforms. In all cases during data collection, storage, analysis and dissemination, the rights and wellbeing of those from whom the data has originated should be considered, and the risk to benefit ratio should be weighed.[5]

Researchers should be aware of the risks of identification and breach of privacy and confidentiality posed by all kinds of information storage and processing, including computer, cloud and paper files, e-mail records, photographic material, audio and videotapes, social media posts, and any other

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[4] DCYA, Guidance for developing ethical research projects involving children. 2017.

[5] franzke, aline shakti, Bechmann, Anja, Zimmer, Michael, Ess, Charles and the Association of Internet Researchers (AoIR). Internet Research: Ethical Guidelines 3.0. 2020. https://aoir.org/reports/ethics3.pdf.

information in which an individual could be identified, and should seek to minimise risk of data breaches through robust security measures.

7.3. **Environmental Impact**

Researchers should fully consider the impact of their research on the environment, both in the course of undertaking the research and in the afterlife of the research. Harm and risk in research should not be considered in anthropocentric terms alone,[6] and researchers should consider the effects of research frameworks and methodologies which uphold a dualism between ‘human’ and ‘natural’ worlds. Research should be conducted in a way which is based on a commitment to the wellbeing of the planet and its future, as well as the future of those who occupy it. In the face of climate emergencies, species extinction and the depletion of natural resources, researchers must consider their responsibilities to the ecologies of which we are a part.

7.4. **Animal Rights**

Researchers should show respect for animals as fellow beings and avoid animal suffering of any kind. Researchers studying or interacting with animals in non-captive environments should seek to minimise negative interference with individuals, as well as the populations and ecosystems of which they are a part.

7.5. **Conflicts of Interest**

Conflicts of interest may arise when a researcher’s actions could be influenced by private interest in the outcomes of the research, resulting in financial, personal, or professional gains. Conflicts of interest may affect a researcher’s professional judgement, and therefore the integrity of the research conducted. Conflicts of interest may be both real and perceived. A conflict of interest is not unethical in itself, and in some instances may be unavoidable. Where it is impossible to avoid conflicts of interest, it is important for researchers to be transparent in disclosing potential conflicts of interest. Conflicts of interest must be explicitly disclosed to the NCAD Research Ethics Committee when a project is undergoing ethics review, and should be declared during the course of the research in a way that is accessible and understandable to individuals and communities engaged with the research.

7.6. **Uneven Relationships and Distributions of Power**

Researchers should engage in research as a situated contextual practice, and be sensitive to ethical issues related to personal disparities in legal, civil, and financial positions between themselves and those they engage with in the course of research, which may include participants, students and supervisees, and collaborators. This should include an awareness of differences in research environments when engaging in research in international contexts. Researchers should maintain an awareness of their status as a researcher, and how this may create inherent power positions between themselves and others.

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[6] Samuel G, Richie C. Reimagining research ethics to include environmental sustainability: a principled approach, including a case study of data-driven health research. J Med Ethics. 2023 Jun;49(6):428-433. doi: 10.1136/jme-2022-108489.

7.7. **Research undertaken in public spaces**

Researchers should be cognisant of and sensitive to the values and cultures of any location where research is being undertaken. Researchers should consider the balance of academic freedom and free speech with their responsibilities to the community.

7.8. **Contractual Responsibilities**

The terms of any contract relating to research must not compromise the principles of beneficence and non-maleficence, nor any legal obligations or pre-existing rights.

The terms of research undertaken on behalf of a sponsor must be agreed in advance. Terms will include the specification of the research project and its scope, the roles and responsibilities of the researchers, the College, and the sponsor, and agreement on the dissemination and exploitation of associated research outputs. The need for confidentiality or non-disclosure agreements must be negotiated in advance. There should be a clear agreement on intellectual property rights, including distinguishing between background and foreground IP (refer to NCAD Policy on Intellectual Property). Terms and conditions of research contracts should be clarified with all participants with particular regard to copyright, rights to publications, prior disclosure and disclosure of information, remuneration and any other benefits.

Funding sources, and any particular requirements associated with research funders should be communicated to research participants and disclosed when research is disseminated.

Procedures for Ethics Review at NCAD

Research Ethics Committee

The NCAD Research Ethics Committee is established as a sub-committee of the Research Strategy Committee, which reports to Academic Council.

Function of the Research Ethics Committee

The function of the NCAD Research Ethics Committee is to:

- Oversee good practice in relation to research ethics across all members of the NCAD community engaged in research
- To provide guidance on the College's research ethics policies and procedures in line with best practice and according to the needs of a small, specialist institution
- To review and give guidance on ethical considerations for research projects in accordance with NCAD's Research Ethics Policy & Code of Good Practice

Composition of the Research Ethics Committee

The composition of the NCAD Research Ethics Committee will be as follows:

- Head of Research (Chair)
- Two research active members of academic staff

- At least one other member of the Research Strategy Committee, who can be drawn from academic or non-academic staff

Membership of the Committee will be drawn from academic staff and the membership of the Research Strategy Committee, whose function, composition and terms are set out in the NCAD Research Strategy Committee Terms of Reference. When necessary, additional staff members or external experts may be invited to the Committee on the basis of expertise relevant to the particular research proposal under consideration.

The quorum for the Committee shall be three. The Head of Research shall act as convenor of the Research Ethics Committee.

Procedures for Ethics Review

This Code of Good Practice applies equally to staff and students. It is the responsibility of all researchers to ensure that their research meets the requirements of the Code. When students are the primary researchers, the responsibility for ensuring that due consideration is given to the ethical implications of their research rests with the student's supervisor.

Undergraduate & Taught MA Students

In most cases, applications for ethical approval for undergraduate and taught masters' research projects can be reviewed by the student's supervisor at the Department level, taking into consideration this Policy and Code of Good Practice. There may be instances where based on the risk profile, research projects are required to undertake a full Ethics Committee Review. Students should be referred to the 'Research Ethics Guidelines for Undergraduate and Taught Postgraduate Students' for further consideration of the ethical implications of their project.

Postgraduate Research Students & Staff

Ethics reviews for postgraduate research students and staff research will be conducted at the College level by the NCAD Research Ethics Committee.

For any research activity which requires an ethics review, the applying staff member shall submit required material:

    - A completed Application for Research Ethics Review for Staff and Postgraduate Researchers
    - Any supporting documentation required by the proposal and related to the research, which may include Informed Consent Form(s) and Plain Language Statements.

- The Head of Research shall call meetings, and all necessary information shall be processed through the Head of Research and presented to the Committee for each hearing.
- The meeting dates of the NCAD Research Ethics Committee shall coincide with the dates of the NCAD Research Strategy Committee, which are published annually in the NCAD Academic Calendar. Researchers must submit material one week in advance of a meeting to have their materials reviewed.

- The Research Ethics Committee will meet formally three times per year, and will adjudicate at that time on proposals presented to it which require a full ethical review.
- After consideration of the application, the Research Ethics Committee may make the following decisions:
  - Approved: The Ethics Committee grants ethical approval and authorises the research to proceed. There may be very minor changes required to materials but no resubmission is needed. If substantial amendments are made, the Ethics Committee will need to be informed.
  - Not Approved, Resubmission Requested: Additional information may be requested from the researcher and the proposal must be revised. For minor changes, the Chair of the Research Ethics Committee may approve resubmitted materials. For more substantial changes, the full Research Ethics Committee will need to approve changes. Approval to proceed with research activity is withheld until recommendations made by the Committee have been addressed through appropriate revisions.
  - Denied: The proposed research project is not suitable/includes an unjustifiable level of risk or capacity to cause harm. Research may not proceed.
- The Research Ethics Committee shall inform applicants in writing of their decision. Evaluations will be reached by consensus. If a consensus cannot be reached, a majority decision will apply.
- Proceedings of the Research Ethics Committee shall be strictly confidential.
- In exceptional circumstances, extraordinary meetings of the Research Ethics Committee will be called outside of the published calendar to accommodate researchers working to deadlines set by external funders or partners.
- Researchers will have the right to appeal the decision of the Research Ethics Committee, the matter will then be referred to Academic Council whose decision will be final and binding.
- The adjudication of the Research Ethics Committee will be reported to Academic Council as part of the report of the Research Strategy Committee.

Acknowledgements

The following policies were consulted and used as models for adaption while drafting the NCAD Research Ethics Policy & Code of Good Practice:

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