

## Science Gallery Dublin Research Ethics Protocol

### Research at Science Gallery Dublin

Science Gallery at Trinity College Dublin is a dynamic, sociable, free-entry space where science and art collide through exhibitions, events, workshops and performances. Since opening in 2008, Science Gallery has attracted more than 2 million visitors, and is recognised internationally as a leader in public engagement at the interface between science and the arts.

Trinity College Dublin is one of the world's leading research-intensive universities, so an important component of Science Gallery's work is connecting members of the public with the university's current research and researchers. A key part of the Science Gallery programme is the 'Lab in the Gallery' series, in which we facilitate real research being carried out in the gallery. Visitors are invited to take part in this research - contributing data, samples, opinions, etc. - and, in doing so, contribute to important research across a range of scientific disciplines. This is a compelling experience for the visitor because they gain a unique insight into the scientific process. It is also useful to the researcher, who gains access to a large cohort of willing subjects eager to contribute and to learn about their work.

### Research Ethics at Science Gallery Dublin

Many research projects hosted in Science Gallery as part of an event or exhibition are existing projects that we are presenting in a public context for the first time. For these projects, researchers usually request an amendment to their existing approval from the Research Ethics Committee (REC) that first granted it. The Science Gallery team usually assist with the amendment requests, to help explain why the project might benefit from direct public involvement.

Some research projects hosted in Science Gallery are new projects, developed for or in response to an exhibition theme. For these projects, researchers can now apply for ethics approval from the Science Gallery Dublin Research Ethics Committee.

### The Science Gallery Dublin Research Ethics Committee

The Science Gallery Dublin Research Ethics Committee (REC) was established to ensure that all research and data collection at Science Gallery Dublin is done to the highest ethical standards. Since 2008, Science Gallery Dublin has hosted many research projects that have culminated in peer-reviewed publications. We have also established an international network of peers who are leaders in the area of the overlap between research and public engagement. This was an opportunity to combine that experience and expertise, and form a novel REC designed specifically for members of the public taking part in leading-edge research at Trinity College Dublin.

The Science Gallery Dublin REC process will reflect the high standards set out by the university, and also incorporate models of best practice for research in a public engagement context. We will also draw from the fact that Science Gallery Dublin is one of 19 national hubs contributing to the development of a Responsible Research and Innovation (RRI) toolkit as part of a European Commission (EC) funded project that will be central to Horizon 2020 (2014-2020), the new EC Framework Programme for Research and Innovation.

Science Gallery produces public engagement and education programmes across a range of scientific themes. The research facilitated by Science Gallery Dublin is therefore based in multiple fields of study (for example, health, psychology, neuroscience, social geography, etc.) and always includes a public engagement component. The members of the Science Gallery Dublin REC therefore span multiple research disciplines, with specific members invited in to reflect the projects being reviewed. Members also represent the legal, data protection, and public engagement aspects of the applications. Each meeting will be chaired by Science Gallery Dublin.

**When is research ethical approval needed?**

Ethical approval is required before any research involving humans can begin. This could include a survey on members of the public, a project that requires they contribute data or biological samples, or a project that requires they take part in a physical or psychological task. The Science Gallery Dublin REC accepts only Level 1 submissions. Research involving minors or requiring expert legal input requires a Level 2 REC.

If ethical approval has already been granted from another department, university or institution, the original application and notice of approval can be submitted to the Science Gallery Dublin REC and a new application will not be required. If external approval has not been granted, then you will be required to submit a new application.

**Application process**

Once the application form is complete, attachments have been attached and the checklist has been checked, the application can be sent to [ethics@dublin.sciencegallery.com](mailto:ethics@dublin.sciencegallery.com). This is also the best point of contact for any questions you might have before or after the submission of your application. Upcoming submission deadlines, meeting dates, and decision dates are available at [dublin.sciencegallery.com/ethics](http://dublin.sciencegallery.com/ethics).

Applications are considered on their own merits. Key principles include:

- Prospective participants should be fully informed about the research, and what taking part will involve
- Participants should be given enough time to consider the risks and benefits of taking part
- Participants should be informed of any conflicts of interest
- Participants should receive details on how they can withdraw their data from the study
- Anonymity of participants should be maintained

All research projects considered by the Science Gallery Dublin REC must reflect the Trinity College Dublin Policy on Good Research Practice: <http://www.tcd.ie/about/policies/assets/pdf/TCDGoodResearchPractice.pdf>

**Science Gallery Dublin Research Ethics Application Checklist**

Please include the following in your application:

Completed and signed Science Gallery Dublin Research Ethics Application Form	
Participant information sheet	
Participant consent form (if applicable)	
Existing research ethics approval from external committee (if applicable)	
Intended survey (if applicable)	

# Science Gallery Dublin Research Ethics Application Form

## Part A

Project Title	
Is this a student project? (Y/N)	
Name of Lead Researcher (Student in case of project work)	
Email	
Phone	
Name of Supervisor	
School / Institute	
Course (if student project)	
Estimated start date of research	
Estimated finish date of research	

I confirm that, where relevant, I will:

- Familiarise myself with the [Data Protection Act](#).
- Familiarise myself with the [Trinity College Dublin Policy on Good Research Practice](#).
- Tell participants that any recordings (audio, video, photo) will not be identifiable unless prior written permission has been given and obtain permission for specific reuse (in papers, talks, etc.).
- Provide participants with an information page that describes the main procedures (must be included with this application).
- Obtain informed consent for participation (a copy of the informed consent form must be included with this application)
- Tell participants that their participation is voluntary.
- Tell participants that they may withdraw at any time and for any reason without penalty.
- Give participants the option of omitting questions they do not wish to answer if a questionnaire is used.
- Tell participants that their data will be treated with full confidentiality and that, if published, it will not be identified as theirs.
- Give participants an explanation of the study at the end of their participation.
- Verify that participants are 18 years or older and competent to supply consent.
- Explain all physical risks.
- Declare any potential conflict of interest to participants.
- Inform participants that in the extremely unlikely event that illicit activity is reported to me during the study I will be obliged to report it to appropriate authorities.
- Act in accordance with the information provided to the participant.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Lead Researcher / Student in case of project work

## Part B

Please answer the following questions:

	YES / NO
Has this project received ethical approval from another another Research Ethics Committee at Trinity College Dublin, or any other institution? <sup>1</sup>	
Has this research application, or any similar application connected to this research been <i>refused</i> ethical approval by another Research Ethics Committee at Trinity College Dublin, or any other institution?	
Will your project involve capturing photographs, video, or audio of your participants?	
Will your project involve deliberately misleading participants in any way?	
Does this study contain commercially sensitive material?	
Is there a risk of participants experiencing physical or psychological distress or discomfort?	
Does this study involve participants under the age of 18?	
Does this study involve people with intellectual or communication difficulties?	
Does this study involve collecting biological samples?	
Does this study involve a survey or questionnaire?	

<sup>1</sup>*If you have already received ethical approval from another Research Ethics Committee, please attach the original application and acceptance letter. For Part C, please complete any sections not covered in the attached application. Please also complete Part D, Part E, and Part F (if applicable).*

## Part C

Please complete the following sections in as much detail as possible:

### TITLE OF PROJECT

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### PURPOSE OF PROJECT

Please explain the goal of this research, including academic rationale.

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**METHODOLOGY**

Please include a brief description of the research methods, experiments, measurement, and analyses you will be using.

**PARTICIPANTS**

Please include recruitment method (for example, visitors to an exhibition, visitors to a specific event, inviting specific cohorts, etc.), exclusion / inclusion criteria, number of participants you are aiming for, any demographic targets (gender, age, etc.).

**DEBRIEFING ARRANGEMENTS**

Please explain how prospective participants will receive information about the research, have an opportunity to ask questions, and any relevant privacy measures.

**PRIVACY CONSIDERATIONS**

Please state the privacy considerations raised by the project, and how you intend to address them. You should include your method for anonymising and storing data, as well as your method for retrieving data for a participants who decides to withdraw from the study.

**ETHICAL CONSIDERATIONS**

Please state the ethical considerations raised by the project, and how you intend to address them.

**RELEVANT LEGISLATION**

Please cite any legislation relevant to the project, along with you intend to comply with it (for example, Data Protection Act and how you will anonymise and store data).

**PUBLIC ENGAGEMENT**

Please explain why it's useful to you for members of the public to participate in your study, and also what they might find interesting about the research.

## Part D

I confirm that the materials I have submitted provide a complete and accurate account of the research I propose to conduct and any associated ethical considerations.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Lead Researcher / Student in case of project work

*Please note: There is an obligation on the lead researcher to let the Science Gallery Dublin REC know of any ethical considerations not clearly covered here.*

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## Part E

If ethics approval has already been granted from another TCD Research Ethics Committee or from an external committee, please complete the following:

Ethical approval has been received from \_\_\_\_\_ and no further ethical approval is required from the Science Gallery Dublin Research Ethics Committee. I have attached a copy of the original external application and ethical approval for Science Gallery Dublin's records.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Lead Researcher / Student in case of project work

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## Part F

If the research is proposed by an undergraduate or postgraduate student, please complete the following:

I confirm, as the academic supervisor of this student lead project, that the documents provided are complete and accurate.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor

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## Part G

Please attach the following documents:

- Participant Information sheet or screen to be given to participants before consenting to take part in the research.
  - Participant Consent Form (if applicable).
  - Research Ethics Approval from external REC (if applicable). Include original application and letter of approval.
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Completed application forms should be submitted along with supporting documentation to [ethics@dublin.sciencegallery.com](mailto:ethics@dublin.sciencegallery.com). You will receive an email notification when the application has been received by the committee, and when a decision has been reached. For more information on the Science Gallery Dublin Research Ethics Committee, including dates of upcoming application deadlines and decision dates, please visit [dublin.sciencegallery.com/ethics](http://dublin.sciencegallery.com/ethics)