

COMMITTEE CHECKLIST

COMMITTEE CONTACT DETAILS:

Name of Committee: **Royal Victoria Eye & Ear Hospital
Ethics & Medical Research Committee**

Contact Person: **Ms Úna Nugent
Education & Research Coordinator**

Address: **Royal Victoria Eye & Ear Hospital,
Adelaide Road,
Dublin 2**

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Website: **<http://www.rveeh.ie/ecc/ethics-medical-research-committee>**

COMMITTEE REMIT:

Reviews applications to conduct research in:

1. **Royal Victoria Eye & Ear Hospital**

LOCAL REQUIREMENTS:

The supervisor of the study must be an employee of the Royal Victoria Eye & Ear Hospital and must either be a consultant or a department head.

All forms must be completed in layman's terms; please simplify your answers, keeping in mind that the majority of committee members are non-medical professionals. Failure to adhere to this request will result in the application being returned.

DOCUMENTS REQUIRED:

The following documents should be submitted **BOTH** by email and by hard copy.

Documents Required:	Number of Copies Required:	Yes / No / N/A	Document Version / Date
Local Checklist	1		
Standard Application Form (RECSAF Version 5.5)	1		
Declaration and Signatory Page	1		
Research Protocol	1		
CV of Principal Investigator (max 2 pages)	1		

If applicable:			
Information Leaflet(s)	1		
Consent Form(s)	1		
Letter to GP's	1		
Letter to Consultants	1		
Questionnaire / Interview Prompts	1		
Recruitment Material	1		