**Tusla Child and Family Agency Research Ethics Committee**

**Expression of Interest Application Form – Tusla Staff**

**Eligibility Criteria / qualifications and / or experience**

**Tusla’s Board** i**nvites those interested and eligible to submit an Expression of Interest (EOI) to join the Tusla Child and Family Agency Research Ethics Committee.**

**Please read the Tusla Child and Family Agency Research Ethics Committee Standard Operating Procedure and review Tusla REC webpages prior to completing this EOI application form.** [**https://www.tusla.ie/uploads/content/REC\_SOP\_Version\_2\_May\_2022.pdf**](https://www.tusla.ie/uploads/content/REC_SOP_Version_2_May_2022.pdf)

[**https://www.tusla.ie/research/tusla-research-office/research-ethics-committee**](https://www.tusla.ie/research/tusla-research-office/research-ethics-committee)

**Please complete this application in full and include a short supporting statement. The supporting statement can be in narrative or bullet points.**

**Eligibility Criteria / qualifications and / or experience**

* Be a direct employee of Tusla the Child and Family Agency. Applications from all grades are welcome
* Be a direct employee of a Tusla funded Agency
* Have experience of applying for ethical approval for academic or other research requirements.
* With line manager approval, be available to allocate 16 hours within their substantive post to REC duties and attendance at REC meetings every 6 week rolling period.

We are seeking representatives from all Services across the Agency.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | | | | | |
| **Forename:** | . | | | | **Surname:** | | . |
| **Tusla work title:** | | . | | | | | |
| **Tusla email address:** | | | . | | | | |
| **Tusla work mobile number:** | | | | . | | | |
| **I am employed directly by Tusla. Please tick** | | | | | |  | |

**Statement to support your application for the role of Tusla member of Tusla’s Research Ethics Committee (500 words)**

Please detail why you want to become a member and include any specific contribution that you would make to the Research Ethics Committee. Specific contribution may relate to your professional background and/or related knowledge of your service discipline/area.

Demonstrate your knowledge of research ethics principles and best practice and indicate your experience if any in the area of research ethics and making applications for research ethics approval.

Please add any other information that is relevant to the role.

**Please enter your supporting statement in no more than 500 words below:**

|  |
| --- |
| Click or tap here to enter text. |

**Declaration**

I confirm that:

|  |  |
| --- | --- |
|  | The information that I have provided on this application has been honestly and accurately expressed to the best of my knowledge and belief. |
|  | I do not know, or am aware of any conflict or potential conflict of interest, which would prevent my participation on the Research Ethics Committee. |
|  | **My line manager has agreed to authorise my release for up to 16 hours per six week rolling period to attend Research Ethics Meetings to prepare for same should I be selected.** |

**Signatures:**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of applicant: |  | Date: | . |
| Signature of line manager\*: |  | Date: |  |

\*If it is not possible for your line manager to approve your application by signature at this time, please attach an email from your line manager which states their approval of your application when forwarding this completed application form to [recadmin@tusla.ie](mailto:recadmin@tusla.ie)

Please note that all personal data shall be treated as confidential in accordance with the Data Protection Act 2018 and General Data Protection Regulations (GDPR). All documents (applications and Line Manager Approval will be held by Lynn Hirtes, REC Administrator for the purpose of the selection process. If applicant is not suitable or the membership is not taken up, documents will be deleted (paper and electronically) at the end of the selection process. Successful member details, and those panelled, will be held for the duration of the committee (three years).

Please submit completed EOI’s to the REC administrator Lynn Hirtes at [recadmin@tusla.ie](mailto:recadmin@tusla.ie)

Informal queries can also be directed to recadmin@tusla.ie

**Please note: The closing date for applications is 09th May no later than 5pm. Late and/or incomplete applications will not be accepted.**