

TÚSLA

An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

National Research Office

Research Dissemination Policy and Procedure

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1.0 Introduction

Tusla, the Child and Family Agency, was established on 1st January 2014 and is responsible for improving wellbeing and outcomes for children. One of the specific functions of the Agency, as set out in the *Child and Family Agency Act, 2013* Part 2 Section 8 (1(f)) is to “Undertake or commission research relating to its functions.”

Tusla practice, policy and decision making strives to be underpinned by the best research and practice evidence available. This enhances the quality of the services we provide, facilitates better outcomes and builds trust with the public. Investment in research aligns with our Public Sector Duty and our duty of care to service users to use public funds to drive change and implement better services in an equitable way. Tusla endeavours to commit to research that is in the public interest, brings new knowledge, empowers staff and builds confidence of service users in Tusla as an Agency that values learning from experience and feedback. In addition, all research undertaken or commissioned by Tusla should align with our values of trust, respect, kindness and empowerment.

1.1 Context

This policy and procedure document supports objectives set out in *Tusla’s Research Strategy 2024 – 2029: Driving Innovation and Continued Service Improvement*.

The purpose of the Research Strategy is to develop the necessary understanding within Tusla around a knowledge cycle and a knowledge management programme. *This will enable the Agency to realise the knowledge held by staff members, externally published research and Tusla commissioned research to identify ways to translate that knowledge into policies and practice* (Tusla Research Strategy 2024 – 2029, page 4). Tusla’s Research Strategy sets out five core objectives:

1. **Development of a Knowledge Framework:** Developing and embedding a Tusla knowledge cycle process.
2. **Capacity building:** Strengthening the research framework around enabling and facilitating and ensuring it is appropriate for the new organisation structure.
3. **Coordination and Oversight:** Developing coordination for all Tusla research through the National Research Office for oversight, funding, dissemination of results, etc.
4. **Open Research:** Providing a framework for Tusla to respond and actively co-operate with plans described within *Impact 2030* to ensure that all Research, Information and Data is openly and immediately disseminated and shared.
5. **Inclusive Research:** Being an essential champion and partner for inclusive research both internally and nationally to ensure that research which embeds the voice of children, young people and their families is integrated into health and social care systems.

An implementation plan for these objectives is also set out in the Research Strategy.

The work of the National Research Office contributes to developing the Agency as a learning organisation. The National Research Office is seeking to develop and embed a culture of using research to inform and improve services and functions under Tusla's remit including:

- Child Protection and Welfare
- Alternative Care
- Birth Information Tracing and Adoption
- Family Support
- Children's Services Regulation
- Tusla Education Support Services

(For more information on each of these please see <https://www.tusla.ie/services/>)

To promote the visibility and use of research in achieving Tusla's Research Strategy objectives, an effective dissemination policy and procedure is essential.

This policy and procedure document is limited to the output that is generated by research that has been approved by Tusla's Independent Research Ethics Committee. It also applies to other relevant research activities carried out pertaining to Tusla services (for example, literature reviews, evaluations and so forth) that have been made available to the Agency for dissemination.

This policy takes cognisance of Tusla's requirement to recognise and incorporate legislation and actions with Tusla's Corporate Plan 2024 – 2026 into Tusla's services and ways of working. Tusla's Corporate Plan outlines the key actions that Tusla will take, in partnership with Government Departments, other state agencies, and funded services, to ensure that children and young people are safe and protected, and that individuals and their families have timely access to consistent and integrated services.

This policy is also informed by the European Code of Conduct for Research Integrity Section 2.7 Publication and Dissemination adopted by the National Policy Statement on Ensuring Research Integrity in Ireland and the Ensuring Value in Research funders forum principle that findings are appropriately and effectively disseminated.

2.0 Purpose

The purpose of this policy and procedure is to provide a mechanism for the dissemination of research to all relevant stakeholders.

To support and facilitate the objectives of Tusla's Research Strategy and the development of a research culture and use of evidence from research across the Agency, this document describes the specified procedure for the dissemination of research, approved by Tusla's Independent Research Ethics Committee and other research activities carried out pertaining to Tusla services.

This policy

- Sets out the requirements for the dissemination of research, approved by Tusla's Independent Research Ethics Committee and other research activities carried out pertaining to Tusla services (e.g. literature reviews, evaluations etc).
- Establishes the processes for the delivery of key messages from research to the relevant audiences through appropriate formats and channels of communication.
- Aligns with the National Research Office approach to knowledge sharing / translation and mentoring.
- Complies with the objectives and practices of Tusla's Communications Office.

3.0 Scope

This policy and procedure apply to all research that has been ethically approved by Tusla's Independent Research Ethics Committee, and which has been made available to the Agency for dissemination which includes:

- Research undertaken by Tusla employees either as part of their role or for academic award.
- Research undertaken by external researchers (encompassing both commissioned and non-commissioned studies).
- Other relevant research activities carried out pertaining to Tusla services (e.g., literature reviews, evaluations etc).

4.0 PPPG and Related Legislation and Regulations

Relevant Child and Family Agency PPPGs

- Child and Family Agency Business Plan (2023)
- Child and Family Agency Tusla Corporate Plan 2024 -2026
- Child and Family Agency Research Strategy 2024 – 2029 : Driving Innovation and Continued Service Improvement
- Child and Family Agency Research and Information Mentor Strategy 2022 - 2026 Guidance Document
- Child and Family Agency Research Ethics Committee Standard Operating Procedures (2019)
- Child and Family Agency Research Ethics Review Standard Application Form
- Child and Family Agency Brand Guidelines (for internal use only)
- Child and Family Agency National Strategy for Continuing Professional Development (2016)

Other relevant Legislation and Regulations

- Data Protection Act (2018)
- General Data Protection Regulation (2018, 2023)
- Code of Professional Conduct and Ethics for Social Workers, Social Workers Registration Board: CORU (2019)
- Health Research Regulations (2018)

5.0 Roles and Responsibilities

The National Research Office has the lead role in providing support and guidance for dissemination of research pertaining to Tusla services across the Agency. However, the process is a collaborative one, with responsibility being multi-faceted with specific obligations for various stakeholders including the **National Research Office, researchers, commissioners / sponsors, Tusla Communications Office** and **Tusla's Independent Research Ethics Committee**.

The **National Research Office** (NRO) has a role in providing research dissemination support and guidance to any research and commissioner / sponsor of research in the adherence to the relevant dissemination processes. The NRO can advise key stakeholders regarding their responsibility under this policy and procedure. The NRO has developed comprehensive guidance on the *Roles and Responsibilities of Tusla staff in Research* and this is accessible on the Tusla Hub. The NRO provides additional supports through the Tusla Library and Information Service, the Research and Information Mentors and Regional Points of Contacts.

National Research Office responsibilities in relation to research dissemination include:

- Establish and provide oversight of the processes for the dissemination of research within the Agency.
- Coordinate research dissemination through working with other Agency functions and services.
- Receive and review, where required, research outputs that have been generated through the access to and use of Agency research, information and data in advance of dissemination to the Agency and wider public.
- Comply with Tusla branding guidelines and consult with Tusla Communications Office if required.
- Advise, support and signpost researchers where to target their research findings within Tusla.
- Offer networking/connection opportunities for researchers who have been granted approval through the Research Ethics Committee to disseminate their research via various Tusla channels.
- Work with Tusla Independent Research Ethics Committee to ensure completed summaries which have been returned are disseminated through appropriate channels.
- Work with Tusla's Communication Office to relay research and findings internally for example on the Tusla Hub, via Newscast, through Research&Information@lunchtime sessions etc.

The **Tusla Library and Information Service** has a role in cataloguing published research on the library catalogue and alerting staff to its availability.

Tusla Library and Information Service responsibilities in relation to research dissemination include:

- Catalogue published research on the library catalogue.
- Promote recent research published by Tusla staff via a quarterly library email to library users and the broader organisation.

The **Research and Information Mentors** and **Regional Points of Contacts** have a role in the dissemination of research outputs. These responsibilities include:

- Disseminate research outputs to local, regional and national staff and teams as relevant and required.
- Provide feedback to the National Research Office about their dissemination of relevant research to Tusla teams/staff.

Researchers have a role in the design, notification and dissemination of their research outputs and in making these available to the National Research Office for dissemination within Tusla.

Researcher(s)' responsibilities in relation to research dissemination include:

- Provide information on their dissemination plan as part of their REC application to Tusla's Independent Research Ethics Committee.
- On completion of their research, return a research summary to Tusla's Independent Research Ethics Committee for governance purposes and for dissemination via National Research Office channels.
- Inform and consult with line management (where the researcher is a staff member) about dissemination plans and adhere to this policy and procedure.
- Comply with Tusla branding guidelines where they apply and consult with Tusla's Communications Office accordingly.
- Provide feedback to the NRO about their dissemination of relevant research to Tusla teams/staff.

When a research study is commissioned/sponsored by Tusla, the Tusla Research Commissioners / Sponsors have a key role in dissemination of commissioned research outputs. The research commissioner / sponsor, or delegate, should oversee the contracts for the delivery of the specified research project, and adhere to this policy in relation to any research outputs. The commissioner / sponsor should develop an action plan for the implementation of research findings or recommendations where applicable and appropriate. It is their responsibility to ensure the research findings are communicated to all relevant stakeholders.

Commissioner / Sponsor responsibilities in relation to research dissemination include:

- Identify and take responsibility for the initiation, management and financing of a proposed research study.
- Review their responsibilities for research initiation and dissemination as outlined in the Research Commissioning pages on the Tusla Hub.

- Sign off on a proposed research study on behalf of the Agency.
- Adhere to the checklist provided in the appendices for the dissemination of any outputs arising from the commissioned research.
- Comply with Tusla branding guidelines where they apply and consult with Tusla Communications Office accordingly.
- Develop an action plan for the implementation of research findings and / or recommendations where applicable and appropriate.
- Notify the Tusla Library and Information Service of finalised research projects to be included on the library catalogue.
- Champion, raise awareness of and ensure the research findings are communicated to all relevant stakeholders,
- Provide feedback to the National Research Office about their dissemination of relevant research to Tusla teams / staff.

Tusla's Communication Office has a role in providing guidance on the appropriate use of Tusla branding and where appropriate, provide support and guidance where any research may present reputational concerns for the Agency. The Communications Office also has a role in communicating research findings which can support best practice across the Agency.

Tusla Communications Office responsibilities in relation to research dissemination include:

- Provide information, advice and guidance on the use of Tusla branding to Tusla staff, researchers and research commissioners / sponsors on relevant research outputs.
- Provide support and guidance where any research may present reputational concerns for the Agency.
- Communicate research findings externally as deemed appropriate by the Communications Office. Any media appearances by Tusla staff in relation to commissioned research should be arranged and approved via consultation with the Communications Office.
- Advise on, coordinate and support any approved media appearances by Tusla staff stemming from published research.
- Provide support to researchers and the National Research Office to communicate research findings internally e.g. on the Tusla Hub, via Newscast etc and externally through social media, media outlets, websites etc in collaboration with the National Research Office.

Tusla Independent Research Ethics Committee (REC) has a responsibility to assess and review researcher(s) proposed dissemination plans which is included as part of their REC application. When a researcher is granted REC approval, they are provided with a copy of the Research Dissemination Policy and Procedure and made aware of their responsibility under this policy. This includes making a research summary available to the REC as part of its governance procedures. The REC

Administrator subsequently makes this summary available to the National Research Office for dissemination via appropriate channels.

The Research Ethics Committee responsibilities in relation to research dissemination include:

- Review information on researcher(s)' dissemination plan as part of their REC application to Tusla's Independent Research Ethics Committee
- On approval of REC application forward this policy and procedure to the researcher informing them of their dissemination responsibilities as per their approval. Provide researcher with the research summary template to return to the REC for governance purposes on completion of the study.
- On receipt of the research summary forward to the National Research Office for dissemination via NRO channels.

6.0 Research Dissemination Procedure

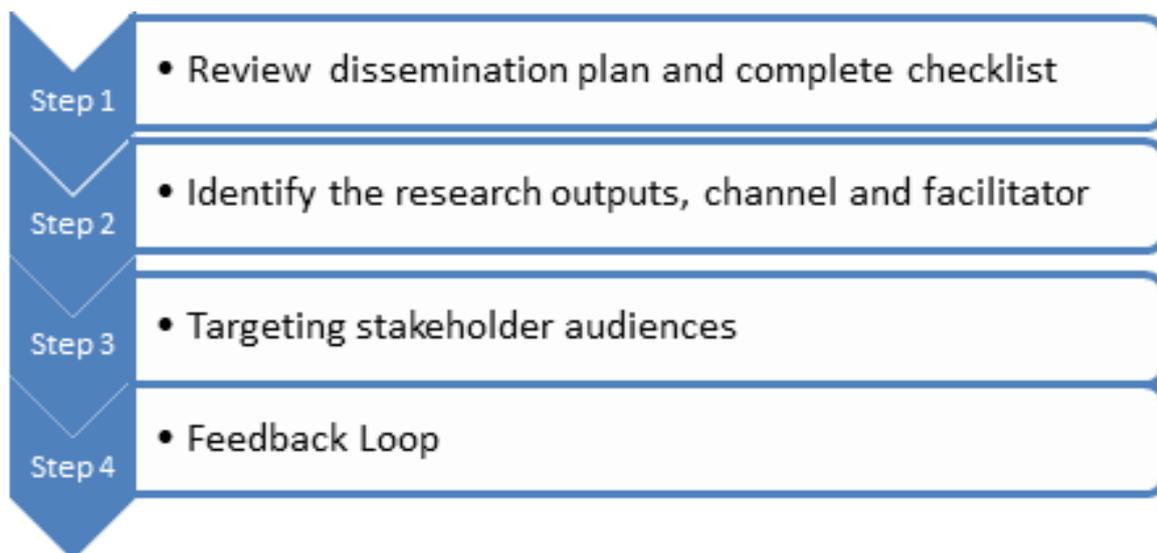
This research dissemination policy and procedure align with procedures approved by the Tusla Independent Research Ethics Committee and must be adhered to by:

1. Researchers who are Tusla Employees (see Appendix 1)
2. Researchers external and not commissioned by Tusla (see Appendix 2)
3. Tusla Commissioners / Sponsors of research (see Appendix 3)

There are different requirements depending on which category the researcher falls into, and this is outlined in the checklists provided.

Figure 1 identifies the steps in the Research Dissemination Process. What is required at each step is outlined in further detail below.

Figure 1: Research Dissemination Process



6.1 Step 1 Review dissemination plan and complete checklist

All researchers and Tusla commissioners / sponsors of research must review the dissemination plan that was described in the Standard Application Form at time of ethical review and approval. All researchers and Tusla commissioners / sponsors should complete the relevant checklists in the appendices. All researchers who have had research approved by the Tusla Independent Research Ethics Committee must complete a research summary and return this to the REC for governance purposes. This summary will then be shared with the National Research Office for dissemination across various channels as deemed appropriate / relevant. Where the research has been commissioned by Tusla or the research has been requested or funded by Tusla

and/or the researcher/sponsor of research is presenting the research on behalf of Tusla, The Tusla Child and Family Agency Brand Guidelines must be used.

6.2 Step 2 Identity the research outputs, channel and facilitator

All researchers, commissioners / sponsors of research, using the dissemination plan that was described in the Tusla Standard Application Form for ethical review and approval will; identify the desired research outputs, the appropriate channel for disseminating the research outputs, and the Tusla facilitator if required. Potential outputs, channels and appropriate facilitators are outlined in Table 1 below.

Table 1: Research outputs, channel and facilitator

Potential Research Outputs	Potential Channels	Potential Facilitators
Written outputs		
Research reports	Tusla Research Centre	Sponsor
Key messages	Tusla Newscast	National Research Office
Literature reviews	Seminars	Communications Office
Presentation slides	Conferences	Research and Information Mentors
News bulletins	Promotional presentations	Operational staff
Infographics	Press release	Line Manager
Posters	Social media	Gatekeeper
Brochures	Recognised repositories	Practice Managers
Advertisement flyers	Tusla Hub	Support Managers
	Research&Information@lunchtime sessions	
Oral outputs		
Conference presentations	Submission of abstracts	National Research Office
	Conferences	Communications Office
Conference workshops	Training events	Research and Information Mentors
Training input	Academic links	Operational staff
Academic presentations		Practice Support Managers
Curriculum and course delivery		

The researcher must decide the most appropriate output for their research, identify the channel and the supports required. Different outputs will require distinctive and bespoke channels, and these will require support or facilitation from various personnel within Tusla. For example, a student researcher may wish to present at a conference or seminar and require support from their supervisor to prepare this output. While a sponsor / commissioner of research may request that a Tusla webinar be organised

to disseminate research findings and may require support from the National Research Office or Tusla’s Communications Office to achieve this. More than one output and channel may be chosen depending on the breadth of the dissemination plan. The National Research Office will advise on appropriate and available channels for research dissemination such as – Research&Information@lunchtime sessions, research seminar, National Research Office webpages and/or link with Tusla Communications Office to determine best fit. Tusla Communications Office, upon request, may become involved in disseminating findings into the public domain for example, through news channels social media and/or press release.

If, or when, research has been determined to be of insufficient quality or couldn’t be completed, the researcher(s) should contact the National Research Office for advice.

6.3 Step 3 Targeting stakeholder audiences

All researchers and commissioners / sponsors of research should identify specific audiences to communicate the key messages from the research. It is the responsibility of the researcher to summarise key findings and key messages. This may be done in collaboration with others as detailed in the checklist in Appendix.

Findings must have relevance for the targeted audience. Examples of potential stakeholders and their interests are outlined in Table 2 below.

Table 2: Targeting stakeholder audiences

Potential Stakeholders	Potential Interests
Agency Executive Management Team Regional Chief Officers Service Managers	Effectiveness, Value for Money, strategic planning, sustainability, engagement, service improvement, implementation and impact on outcomes.
Frontline practitioners	Service delivery, professional and service development, sustainability.
Service users including children and families and public contributors	Service efficiency, accessibility and sustainability. Quality of service provision and experience as a service user. Outcomes. Understanding the functions and operation of the Agency.
Workforce Learning and Development	Research evidence to inform/update training provision
Policy makers to include the Department of Children, Disability and Equality.	Research evidence that can inform or guide legislation, policy development, cost information, Value for Money, further research activities, outcomes, quality and governance.
External organisations	Research evidence that informs wider knowledge base on child and family issues.
Funders of research	Value for Money, fidelity, contract fulfilment

Media	Service delivery, service user experiences, policy developments.
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For example, if research findings have relevance for training and upskilling Tusla staff then these should be communicated to Workforce Learning and Development so that these can be used to inform/update training programmes. If the research has relevance for the design and delivery of services including value for money, then this should be communicated to the Executive Management Team. If the findings have relevance for policy, then this should be communicated to the relevant Department to inform policy and legislation developments.

Sponsors should be aware of research findings and their potential impact on service users. A bespoke communication strategy should be developed by the researcher and sponsor in conjunction with the National Research Office and with advice from the Tusla Communications Office keeping this target audience in mind.

The National Research Office will advise on appropriate and available channels or opportunities for research dissemination, for example, research seminar, Research&Information@lunchtime sessions, National Research Office webpages and/or work with the Tusla Communications Office to determine best fit. In the event the National Research Office requests that commissioned research results be promoted externally, Tusla Communications Office will make use of a variety of external channels including owned media (social media, Tusla website) and earned media (print and broadcast, podcasts etc).

6.4 Step 4 Feedback loop

Feedback to the Research Ethics Committee that dissemination had been completed is required via a summary report completed and returned to the REC Administrator. The researcher is also required to complete a checklist to report on completed dissemination activities (see Appendices 1 and 2). The researcher is responsible for this feedback loop to be completed.

When a researcher is granted REC approval, they are provided with a copy of this Research Dissemination Policy and Procedure and made aware of their responsibilities under this including making a research summary available to the REC as part of the REC's governance. The REC Administrator makes the summary available to the National Research Office for dissemination via appropriate channels. Opportunities can then be offered by the NRO to researchers who have completed their research for relevant and appropriate dissemination activities.

For research commissioned by Tusla, it is the responsibility of the commissioner / sponsor to ensure that dissemination has been completed as per the approved dissemination plan approved by Tusla's Independent Research Ethics Committee in the REC Application Form. The sponsor must ensure that the dissemination plan is completed and complete the checklist in Appendix 3.

Any research related activity which has not required REC approval must be fed back to the National Research Office through the sponsor / service lead and opportunities for dissemination discussed. If neither the REC nor a commissioner/sponsor are involved then the lead researcher should seek advice from the NRO about possible dissemination opportunities.

7.0 Monitoring and Evaluation

The National Research Office can provide support and welcomes the opportunity to discuss with researchers and applicants to Tusla's Independent Research Ethics Committee on how to disseminate research findings and recommendations at any stage (including the pre application support and post research completion stages).

The National Research Office will maintain a record of all research disseminated under this procedure. Compliance with the policy and procedure will be tracked and monitored, that is, the percentage return of summary reports and checklists and the overall completion of dissemination plans will be logged.

The National Research Office will review this policy and procedure every three years and submit to National Policy Oversight Committee (NPOC) for approval.

8.0 Glossary of Terms and Definitions

External Research

Research undertaken external to the Agency identified by the National Research Office and/or others as having relevance to and significance for the practice, policy and governance of the Agency.

Internal Research

Research that has accessed and used Agency data to generate research findings including: all research approved by Tusla's Independent Research Ethics Committee including research undertaken by agency staff as practitioner research or for an academic qualification, and Tusla commissioned research.

Key messages

Key messages highlight the significance of research findings within the context in which the research has occurred and the issues which need present and future consideration. Key messages identified jointly from research by a researcher and/or the National Research Office and/or the Tusla Communications Office and/or other stakeholders and are subsequently disseminated to specific audiences.

Open Research

The National Open Research Forum (NORF) defines open research as making all parts of the research process – including publications, data, software, methods and peer reviews – openly available, accessible, and reusable for everyone, aligning with the principles of UNESCO's Recommendation on Open Science. This approach aims to increase collaboration, improve research integrity, transparency and reproducibility, and broaden the impact of research for the benefit of society.

Research Dissemination

Research Dissemination can be defined as follows: "as a planned process that involves consideration of target audiences and the settings in which research findings are to be received and where appropriate, communicating and interacting with wider policy and health service audiences in ways that will facilitate research uptake in decision-making processes and practice" (Wilson, Petticrew, Calnan and Nazareth, 2010).

As it relates to this policy and procedure, research dissemination is the dissemination of research that has been generated through access to and use of Agency research, information and data to generate research findings. Research dissemination involves specified procedures, methods and audiences to communicate key messages from research.

Research, Information and Data

As it relates to this policy and procedure, any research that involves the collection and collation of information and data including the access to agency staff, past or present

service users or administrative data through the use of research methodologies such as interview, focus group, survey, observation or any other means of data collection and the subsequent use of that data to generate research findings and outputs to include academic dissertations, research publications research reports, journal articles, posters, conference and training presentations and workshops.

Research and Information Mentors

The Research and Information Mentors Strategy is a whole Agency approach to develop a research culture and to strengthen research and information capacity through mentoring for research and information skills development. Research and Information Mentors work with their Agency colleagues locally, regionally and nationally to assist and facilitate the development of research and information skills and knowledge. Research and Information Mentors are trained and supported by the National Research Office.

Research Commissioner

A research commissioner is a budget holder or someone with the authority to provide budget approval for research expenditure. The research commissioner considers the proposed research project, the rationale for the project and its relevant to business and corporate plans. The research commissioner can approve the proposed research project and budget amount required.

Research Sponsor

The research sponsor identifies the research need, establishes the rationale for the research project and estimates the budget required. The research sponsor champions, raises awareness and ensures the research findings are communicated to all relevant stakeholders.

Regional Points of Contact

QRSI Managers in the regions will be the point of contact with the National Research Office.

Stakeholders

Stakeholders include all those to whom the research applies, is relevant to and any consumer of research for personal, professional or academic purposes, including children and families and any agency staff who benefits from the research to inform practice decisions, policy and governance. Stakeholders can be internal and/or external to the Agency.

Tusla Research Centre

The Tusla Research Centre is a set of webpages within the main Tusla website (www.tusla.ie/research) which provides all agency staff with access to a range of free and open access resources as well as subscription databases and full text electronic journals through the Open Athens username and password system. All Tusla commissioned research and associated relevant research reports are available through these pages and maintained via the Tusla Library and Information Service.

Tusla Hub

The Tusla Hub is an internal platform where all staff can access Tusla resources, documents and news items. The Tusla newscast or eBulletin is the weekly communication to staff about key updates, requirements and opportunities. The Hub also includes outputs of the Evidence Informed Practitioner Programme.

Tusla National Research Office

The Tusla National Research Office (NRO) leads on coordinating all research activity of the Agency, contributes to the Agency's learning organisation objectives by strengthening the research capacity and skills of the workforce, promoting a greater understanding of the relationship between research, information, knowledge and evidence, ensuring the Agency's research needs are addressed through the undertaking and commissioning of specific research studies and providing a range of electronic based resource to Agency staff.

Gatekeeper

The gatekeeper is an individual staff member who has been invited by the researcher to act as a gatekeeper for the research study. The usual role of the gatekeeper is to identify potential research participants using a set of clearly defined inclusion and exclusion criteria. The gatekeeper provides information about the research to potential participants on the behalf of the researcher.

9.0 Document Control

Date Policy Approved:

Date of next Review:

10.0 Policy Author

Policy author on behalf of National Research Office and the Dissemination Policy & Procedure Working Group Members	Dr. Edel Tierney National Research Officer
Policy Sponsor	Anthony O’Leary Director of Quality and Regulation
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Tusla Research Ethics Committee	<ul style="list-style-type: none"> ● Dr. Virginia Minogue Chair ● Lynn Hirtes Administrator
Office of Chief Social Worker and Trinity College Dublin	<ul style="list-style-type: none"> ● Sinead Tobin
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Tusla Communications Office	<ul style="list-style-type: none"> ●Joyce Matthews

Any feedback or issues arising on implementation of this policy should be communicated to trc@tusla.ie

The National Research Office are responsible to ensure that the Policy Sponsor and working group is aware of any feedback when reviewing this document.

11.0 Revision History

Version Number	Nature of Changes	Author of Change	Date	Approved by	Next Review date
V1.0	New policy and procedure	National Research Office	12 / 12 / 2019	NPOC	Q4 2025
V2.0	Full review	Dr. Edel Tierney			2029

12.0 Appendices

APPENDIX 1 Research Dissemination Procedure – Checklist of requirements for Researchers who are Tusla employees.

All items should be ticked and the completed checklist submitted to Tusla's Independent Research Ethics Committee along with summary report once research has been completed.

If NO is ticked for any item, please contact NRO for discussion prior to submitting.

Item	Yes	No
Approval received from Tusla Independent Research Ethics Committee for research to be conducted on or about Tusla services, Tusla staff or people who avail of services provided by Tusla.		
Summary report provided to the National Research Office for uploading to Tusla Research Centre should include the following: Name of researcher, study title, name of academic course (if applicable), year of research, abstract and list of references. Researcher to indicate consent if agreeable to uploading to public Tusla Research Centre website.		
Review dissemination plan in Tusla research ethics application.		
Research participants have been informed and have consented to dissemination of research.		
Researcher has identified the research output, channel and facilitator.		
Researcher has identified the targeted stakeholder audience.		
Researcher has informed and consulted their Tusla line manager about the dissemination plan.		
Researcher has sought advice or guidance from the National Research Office if required.		
Researcher, if presenting work on behalf of Tusla, to adhere to Child and Family Agency Brand Guidelines.		
Declaration of intellectual property and copyright information.		
Costs of dissemination are borne by the researcher unless otherwise agreed by line manager.		
The researcher is cognisant of Agency policy and practice and if applicable, where research challenges existing policy, the rationale for change is clearly articulated.		

APPENDIX 2 Research Dissemination Procedure – Checklist of requirements for Researchers external and not commissioned by Tusla.

All items should be ticked and the completed checklist submitted to Tusla’s Independent Research Ethics Committee along with summary report once research has been completed.

All items should be ticked. If NO is ticked for any item, please contact NRO for discussion.

Item	Yes	No
Approval received from Tusla Independent Research Ethics Committee for research to be conducted on or about Tusla services, Tusla staff or people who avail of services provided by Tusla.		
Summary report provided to the National Research Office for uploading to Tusla Research Centre should include the following: Name of researcher, study title, name of academic course (if applicable), year of research, abstract and list of references. Researcher to indicate consent if agreeable to uploading to public Tusla Research Centre website.		
Review dissemination plan in Tusla research ethics application.		
Research participants have been informed and have consented to dissemination of research.		
Researcher has identified the research output, channel and facilitator.		
Researcher has identified the targeted stakeholder audience.		
Researcher has sought advice or guidance from the National Research Office if required.		
Declaration of intellectual property and copyright information.		
Costs of dissemination are borne by the researcher unless otherwise agreed by line manager.		
The researcher is cognisant of Agency policy and practice and if applicable, where research challenges existing policy, the rationale for change is clearly articulated.		

APPENDIX 3 Research Dissemination Procedure – Checklist of requirements for Tusla commissioners / sponsor of research.

All items should be ticked and the completed checklist submitted to Tusla’s Independent Research Ethics Committee along with summary report once research has been completed.

All items should be ticked. If NO is ticked for any item please contact NRO for discussion.

Item	Yes	No
Approval received from Tusla Independent Research Ethics Committee for research to be conducted on or about Tusla services, Tusla staff or people who avail of services provided by Tusla.		
Review dissemination plan in Tusla research ethics application.		
Research participants have been informed and have consented to dissemination of research.		
Research commissioner / sponsor has identified the research output, channel and facilitator.		
Research commissioner / sponsor has identified the targeted stakeholder audience.		
Research outputs and dissemination plan approved by Tusla EMT.		
Full suite of research outputs including reports, summaries and leaflets provided to the National Research Office for uploading to the Tusla Research Centre.		
Research commissioner / sponsor has sought advice or guidance from the National Research Office if required.		
Research commissioner / sponsor to adhere to Child and Family Agency Brand Guidelines in dissemination of any research outputs.		
Confirmation and declaration of intellectual property and copyright information stated within the related Service Level Agreement.		
Costs of dissemination identified by the research commissioner / sponsor are borne by the research commissioner / sponsor.		
The researcher is cognisant of Agency policy and practice and if applicable, where research challenges existing policy, the rationale for change is clearly articulated.		

APPENDIX 4 Guidance for Summary Reports and communication of research

Where research has been ethically approved by the Tusla Independent Research Ethics Committee, the researcher on completion of the research should submit a summary report to the Research Ethics Committee. This summary report will then be shared with the National Research Office and uploaded to the Tusla Research Centre.

This report will be made available to Tusla staff, and external audiences, for the purpose of shared learning and developing Tusla's knowledge and information base.

Summary reports have garnered interest from a wide audience, including journalists, interested in learning about Tusla's work and new knowledge that can be shared in the public sphere. This guidance applies when external communication of research findings in public spheres occurs when research is circulated more widely.

As the Agency has facilitated access to Agency data and human participants for research projects through the research ethics approval process, there are requirements of researchers when submitting a summary report as follows below.

- The summary report is made available to Child and Family Agency staff and external audiences for the purpose of shared learning and developing the Agency's knowledge and information base. It will be stated on the Tusla Research Centre that the research findings are the researcher(s)' own and have not been endorsed by the Child and Family Agency and that the Agency has not had a role in determining the quality of the research in its entirety and the validity and reliability of the findings within it.
- If the research project is a component of an academic qualification, the researcher should discuss external communication of research findings with the academic supervisor in the first instance and adhere to any requirements of the academic institution in this regard.
- If the research has not been funded by the Agency, the researcher must not act as a spokesperson for the Agency when communicating findings in external settings. Child and Family Agency branding should not be used in this regard. All research findings should be disseminated in accordance with the Agency's Research Dissemination Policy and Procedure. Researchers who have been ethically approved by Tusla should read the policy, discuss the dissemination of research findings with line management in the first instance and consider the dissemination checklist for the type of research study undertaken.
- If the research has been funded or part-funded by Tusla, this will need to be declared and the policy guidance in Tusla's Research Dissemination Policy and Procedure followed. If the research has been funded by the Agency, a joint position on communicating the findings should be developed in accordance with

the Agency's Research Dissemination Policy and Procedure and Tusla's Communications Office guidelines.

- If asked to share the research findings with external media, the impact of external communication of research findings on participants who engaged in the research project should be considered. Re-consent may need to be sought prior to communicating research findings in the public arena through traditional or new media channels, if this has not already been captured in the information sheet and consent form for the study. If this is not feasible, every attempt to anonymise and de-identify participant(s) data should be made.

APPENDIX 5 Related Documents

Roles and Responsibilities of Tusla staff in Research

<https://tusla.sharepoint.com/sites/home/SitePages/Roles-and-Responsibilities-of-Tusla-staff-in-Research.aspx>

Driving Innovation and Continued Service Improvement: Tusla Research Strategy 2024 – 2029

https://www.tusla.ie/uploads/content/Tusla_Research_Strategy_2024-2029.pdf

Guidelines on the functioning of Tusla’s Research Ethic’s Committee Standard Operating Procedure

https://www.tusla.ie/uploads/content/REC_SOP_Version_2_May_2022.pdf

When is Research Ethics Approval Required: Guidance for Tusla Child and Family Agency Staff

<https://tusla.sharepoint.com/sites/InternalCommunications/Documents/Forms/AllItems.aspx?id=%2Fsites%2FInternalCommunications%2FDocuments%2FResearch%2FGuidance%20for%20Tusla%20Staff%20on%20When%20Research%20Ethics%20Approval%20is%20Required%20Approved%20May%202024%2Epdf&parent=%2Fsites%2FInternalCommunications%2FDocuments%2FResearch>

Tusla Research Centre

<http://www.tusla.ie/research>

Tusla Internal Research page on Tusla Hub

[https://tusla.sharepoint.com/sites/home/SitePages/Research\(1\).aspx](https://tusla.sharepoint.com/sites/home/SitePages/Research(1).aspx)

Research Commissioning in Tusla

<https://tusla.sharepoint.com/sites/home/SitePages/Research-commissioning-closed.aspx>

European Code of Conduct for Research Integrity (2017)

<https://allea.org/code-of-conduct>

HSE National Policy for Consent in Health and Social Care Research (V2.1)(2025). Dublin: Health Service Executive

<https://www2.healthservice.hse.ie/organisation/national-pppgs/hse-national-policy-for-consent-in-health-and-social-care-research/>

National Policy Statement on Ensuring Research Integrity in Ireland, National Research Integrity Forum

<https://www.iaa.ie/wp-content/uploads/2021/04/National-Policy-Statement-on-Ensuring-Research-Integrity-in-Ireland.pdf>

Tusla Corporate Plan 2024 – 2026

Impact 2030: Ireland’s Research and Innovation Strategy (2022) Department of Further and Higher Education, Research Innovation and Science.

<https://www.gov.ie/en/department-of-further-and-higher-education-research-innovation-and-science/publications/impact-2030-irelands-research-and-innovation-strategy/>

Ensuring Value in Research

<https://evir.org/>

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