

Children's Health Ireland Research Ethics Committee monthly meetings 2025

Monthly meeting 2025	Submission deadline	REC meeting date
January	16 th December 2024	21 st January
February	20 th January	18 th February
March	10 th February	11 th March
April	3 rd March	8 th April
May	7 th April	13 th May
June	19 th May	24 th June
July	No Meeting	No Meeting
August	21 st July	26 th August
September	18 th August	16 th September
October	15 th September	14 th October
November	13 th October	18 th November
December	10 th November	9 th December

If you have not previously applied to the CHI REC the notes below are particularly important to read:

1. The CHI REC reviews all research applications which involve the recruitment of patients, their families, or staff or the use of their data or biological material, at any CHI site. All research projects must have REC approval prior to starting. **Retrospective approval for a research study will not be granted by the CHI REC.**
2. The above dates may be subject to change. If meeting dates change substantially (ie by more than 1 week) and your project was scheduled for a REC review, you will be notified by the CHI Research Ethics Office of the delay, and when you should expect your review to take place.
3. The CHI REC is always very busy, applications are reviewed on a first come first served basis. If you are submitting an application for a non-low risk study, you are advised to do so a number of months in advance of when you intend to start your research. There is a limit to the number of applications that can be reviewed in a given month.
4. Please note in CHI we use shorter application forms for low risk research projects such as retrospective chart reviews (RCR) and anonymised surveys. Before you start to complete an application you should contact the office for additional advice at ethics.committee2@childrenshealthireland.ie.
5. For all projects which are (a) recruiting participants, or (b) retaining personal data, you should submit the commonly used Research Ethics Committee Standard Application Form (REC SAF).

6. In CHI we have starting templates for participant information leaflets, consent forms, assent forms etc. When a study requires the use of these documents, you should aim to use the CHI REC templates as guides as this will typically speed up your review. Contact the office for advice and to get the latest versions of templates.
7. In CHI, low risk studies using irrevocably anonymised data typically do not require separate Data Protection Office (DPO) reviews. However, if the Committee feels that the study is not sufficiently anonymised you may be requested to consult the DPO prior to approval being granted. **For all retrospective chart review studies the principal investigator (PI) must be a permanent member of staff at CHI and they must sign the application form.**
8. You should ensure that all content is aligned between the application form, the participant information leaflet (PIL) and the consent form. Nothing should be in the PIL that is not fully explained in the REC SAF. Nothing should appear on the consent form that has not been adequately explained in the PIL.
9. Please note that all researchers named on an ethics application submitted to the CHI REC, will also need to provide evidence that they have completed some form of data protection training eg HSELand course.
10. All research ethics applications submitted to the CHI REC, which are being coordinated by an organisation (eg University) outside of CHI, must have at least one permanent member of CHI staff listed on the application. That person will be responsible for all research activity that occurs locally in CHI.