



Protocol for Accessing Undergraduate/Postgraduate Students attending the Department of Nursing & Midwifery at University of Limerick by all Internal/External Parties for the Purpose of Empirical Research

This protocol provides guidance in relation to the processing of requests from both internal and external parties seeking access to nursing and midwifery undergraduate or postgraduate students for the purposes of conducting empirical research. The protocol is intended to apply to research initiated/supervised both internal and external of the Department of Nursing and Midwifery.

The rationale for this protocol is to ensure that access to students is managed by the department in a consistent and fair manner and that students are not oversaturated by requests to participate in research.

In order to seek access to students a formal request must be made to the department Research committee and such requests will be considered by the committee subgroup. Each request must include the following documents in its electronic submission:

1. **Completed Appendix 1** providing details of your plan to access students:
2. A clear **research protocol** detailing the rationale for conducting the research and the methodology to be undertaken (**≤ 2 pages**)
3. Copies of **data collection instrumentation**/interview guide.
4. A copy of **ethical approval** from the appropriate research ethics committee/board.

Applications for access to Department of Nursing & Midwifery students should be made by the principal investigator (PI), or in the case of post-graduate research, the research student with a covering letter from the student's research supervisor.

Applications directly from students undertaking postgraduate research projects will not be processed. Please submit the application to nmresearch@ul.ie Department of Nursing & Midwifery, who will submit to the Research Committee for consideration.

Please allow a minimum of two weeks for your application to be processed.

Appendix 1 Plan to access Students

Question	Response
What programme of study and year will be accessed?	
How will students be notified about the study and by whom?	
How much notice will be given between information provided on the study and data collection?	
Does access involve email distribution? If yes by whom?	
Who will collect the data?	
Is access planned during lecture time? If yes how much lecture time needed?	
How much of students' time is involved in participation in this study? <ul style="list-style-type: none">- Start and end dates for data collection- Will a reminder be issued and at what stage- Will additional time be allocated to data collection if a reminder is issued	

Checklist for documents / process for accessing Undergraduate/Postgraduate Students attending the Department of Nursing & Midwifery at University of Limerick by all Internal/External Parties for the Purpose of Empirical Research

Checklist	Complete (Y/N)
Appendix 1: plan to access students	
A clear research protocol detailing the rationale for conducting the research and the methodology to be undertaken (≤ 2 pages)	
Copies of data collection instrumentation/interview guide.	
A copy of ethical approval from the appropriate research ethics committee/board.	
Application to be submitted by principal investigator (PI), or in the case of post-graduate research, the research student with a covering letter from the student's research supervisor. Email to nmresearch@ul.ie Confirmation email to be sent by researcher to nmresearch@ul.ie to state that access has been completed	

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