



**RESEARCH AND AUDIT APPROVALS COMMITTEE
(RAAC)**

FREQUENTLY ASKED QUESTIONS

CORK UNIVERSITY MATERNITY HOSPITAL

Before You Apply

To avoid delays, please make sure you have everything ready before submitting your application.

Review the [HSE Nomenclature Glossary of Terms for Clinical Audit](#)

Complete the [REDCap online application form](#)

Include supporting documents:

- Ethics application and approval letter (CREC/SREC/NREC)
- DPO approval letter
- Data collection instrument (survey/interview form)
- Participant information sheet & consent form (if applicable)
- Recruitment materials (if applicable)
- Confirm your project won't disrupt clinical care or services
- Secure departmental awareness or approval.

Submission deadline:

Before 12pm on the first Tuesday of each month (September–June)

Frequently Asked Questions

What is the Research Audit Approvals Committee (RAAC)?

The RAAC ensures a consistent and transparent process for reviewing and approving research, audits, and service evaluations at CUMH. It safeguards patient safety, data protection, and research governance. This committee replaces the role of the LIGG.

Who needs RAAC approval?

All individuals conducting research or audit activity involving CUMH data, patients, or staff must apply including staff-led, student, and collaborative projects with UCC, INFANT, or NPEC.

What types of projects are reviewed?

- **Research:** Generates new knowledge or evidence.
- **Clinical Audit:** Compares care against agreed standards.
- **Service Evaluation:** Reviews current service delivery without comparing to a standard. ([HSE Nomenclature Glossary of Terms for Clinical Audit](#))

Submission Process (Step-by-Step)

1. Complete the REDCap application: <https://redcap.link/applications>
2. Attach all required documents (ethics approvals, DPO letters, tools, recruitment materials).
3. Submit by 12pm on the first Tuesday of the month (September–June).
4. RAAC Administrator reviews application completeness.
5. Committee reviews applications at monthly meeting; outcomes recorded as Approved, Approved with amendments, Not approved, or Referred to EMC.
6. Applicants are notified by email after review.
7. Progress reports are required at 12 months and completion.
8. Final reports may be shared via the CUMH website.

Data Protection and Governance

All projects must comply with GDPR, the Data Protection Act 2018, and institutional governance policies. Data must be anonymised where possible, and accessible only to authorised individuals.

RAAC does not provide data for projects; it reviews governance and feasibility only.

When are applications due?

All applications must be received by 12pm on the first Tuesday of each month (September–June). Late or incomplete submissions will be deferred to the next review cycle.

When does the committee meet?

The RAAC meets on the **second Tuesday of each month**, aligned with the academic calendar.

How long does approval take?

Most applications receive feedback within one month.

Projects referred to the **Executive Management Committee (EMC)** may require more time.

What are the possible outcomes when my application is reviewed by the RAAC?

- Approved
- Approved subject to amendments (resubmission)
- Not approved
- Referred to EMC for further review

Notifications are sent to applicants via email following each meeting.

What happens after approval?

The RAAC administrator will contact you:

- **After 12 months** for a progress update.
- **At project completion** for your final report.

Final reports may be shared internally or published on the CUMH website where appropriate.

Does the RAAC offer help with research design or statistics?

No. The RAAC reviews governance and feasibility only.

For methodological or academic support, please consult your supervisor, UCC academic lead, or departmental mentor.

Does the RAAC provide data for projects?

No. Applicants are responsible for sourcing, managing, and storing their own data in compliance with CUMH and UCC data governance policies.

What are the data protection requirements?

All projects must meet GDPR and institutional standards. Your application must describe:

- Data anonymisation and security measures
- Storage method and access controls
- Retention period (minimum 10 years post-completion)



How do I minimise disruption to clinical services?

Outline your mitigation steps — for example, scheduling data collection outside of peak hours, informing ward managers, or coordinating with clinical leads. Departmental awareness or approval may be required.

Who does the RAAC report to?

The committee reports to the Executive Management Committee (EMC) and provides biannual updates to the Research, Innovation, Training, and Education Oversight Group.

Contact Information:

For administrative queries regarding submissions or meeting dates contact the **RAAC Administrator, Cork University Maternity Hospital:**

CUMH.RAAC@hse.ie

For academic or methodological queries, please contact your supervisor or departmental research lead.

Useful Links:

[REDCap Application Form](#)

[HSE Nomenclature Glossary of Terms for Clinical Audit \(PDF\)](#)

[GDPR and Data Protection Guidance – HSE](#)