



Research and Interview Request Policy

1st February 2016

This policy relates to requests from individuals or organisations that send in requests to assist with research, whether it is for personal academic achievement or organisational research or state/statutory bodies’ research.

1. Exchange House Ireland welcomes requests to provide assistance in research projects, however, the number and level of positive responses will be limited, taking into account the following:
 - a. The protection of the dignity, privacy and identity of our clients and staff
 - b. The possible time and work burden on staff

2. In light of these, the CEO with the assistance the Management team and with referral, if necessary, to the EU, Policy and Research Sub-Committee of the Board of Directors, must evaluate all requests received using the following steps:

a. Determine where the request is coming from, using the following table:

Can be considered	Cannot be considered
Government Ministries	Individual post-graduate research
Government Departments	Individual under-graduate research
State bodies	Individual second level research
Statutory bodies	Second level educational bodies
Universities / Educational Institutes	
Funders	

- b. If a request is deemed eligible to be considered, its merits are to be assessed considering the following criteria:
 - i. Is the research area relevant to Exchange House Ireland?
 - ii. Does the research fit well with our Vision & Missions and Objectives?
 - iii. Is the respect of the dignity, privacy and identity of our clients and staff guaranteed?
 - iv. Is the expected amount of time and work required by staff to participate in the research too burdensome?
 - v. Will Exchange House Ireland be correctly accredited in the research?
 - vi. Will Exchange House Ireland receive a copy of the published research?
- c. If all these criteria are met, and the CEO/Management Team feel that there are no other reasons to not proceed with assisting in the research, a meeting with the researcher is to be organised to agree acceptable levels of activity and time expected from clients and/or staff in the research.
- d. Only when all these steps have been completed to a satisfactory level can the research be given permission to proceed.
- e. If at any step the research is deemed to be ineligible for our assistance a letter/email is to be send to the researcher informing them they that have not met our policy criteria and that we are unable to assist them.