



Research and Interview Request Policy

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Review Cycle	3 years	Next Review Date	16/09/2023
Policy Area	Information	Responsible Dept.	Administration

1 Purpose

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.

2. Limitations

- A. 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:
- The protection of the dignity, privacy and identity of our clients and staff
 - The possible time and work burden on staff

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

- (i) 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	

- (ii) If a request is deemed eligible to be considered, its merits are to be assessed considering the following criteria:
- a) Is the research area relevant to Exchange House Ireland?
 - b) Does the research fit well with our Vision & Missions and Objectives?
 - c) Is the respect of the dignity, privacy and identity of our clients and staff guaranteed?
 - d) Is the expected amount of time and work required by staff to participate in the research too burdensome?
 - e) Will Exchange House Ireland be correctly accredited in the research?

- f) Will Exchange House Ireland receive a copy of the published research?
- (iii) 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.
- (iv) Only when all these steps have been completed to a satisfactory level can the research be given permission to proceed.
- (v) 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.