

# Adverse Childhood Experiences International Questionnaire (ACE-IQ) Ethical Approval Overview

**Introduction** Every ACE-IQ proposal should undergo technical and ethical review and approval. This is to ensure that the ACE-IQ:

- is conducted in a technically and ethically sound manner
  - recognizes and protects the rights of participants
  - obtains access to information used in the sampling frame.
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**Process** Ideally, ethical approval should be sought by submission of a proposal and application to a national ethics review committee or other relevant body.

Where no such established process exists, it is recommended that an application for ethical review be prepared and submitted through an ad hoc local mechanism within the Ministry of Health.

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**Informed consent** Informed consent needs to be obtained from every survey participant before conducting the interviews. Use the ACE-IQ "Consent Form" and "Participant Information Form" for this purpose.

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**Making a submission** Follow the steps below to make a submission.

Step	Action
1	Determine if the ethics committee has a template for proposals which they require researchers to use.
2	Draft a formal submission (see the ACE-IQ "Ethical Approval Form" for guidance on what to include in an ethical clearance submission).
3	Identify and contact the relevant committees, seeking guidance on rules, submission processes and procedures, and committee sitting times.
4	Adapt submission as necessary and submit to the appropriate committee, requesting guidance on expected timeframe for approval.
5	Follow up with the committee to gain clearance.

**Note:** The WHO (Prevention of Violence Unit) Geneva ACE-IQ team can provide further advice on making a submission. Contact Dr Alex Butchart (butcharta@who.int).

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**Expected timeframes** Preparing and obtaining approval for submissions to ethics committees can take weeks and even months depending on their rules of operation in the site and how often the committees sit.

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