**HUMAN RESEARCH ETHICS COMMITTEE**

**APPLICATION FORM**

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| **Name of Project** | Name of the project should be indicated**.** |
| **Project Manager** | The name of the researcher who will carry our project, will be primarily responsible for should be given. |
| **Contact Information, Title, Instution of Project Manager** |  |
| **Title, Name of Project Supervisor** | If there are, the names of the supervisor should be given. |
| **Thesis/Project Thesis** |  |
| **Other researchers participated in the project** | If there are, names of other participated researchers should be given. |
| **Duration of the Project**  **(start and end date)** |  |
| **Purpose and Summary of the Research** | *Explain the project in general terms. Indicate the goal of research, fundamental question that is wanted to be analyzed and motivation of researcher with a short paragraph.* |
| **Method of Research** | *Explain the method(s) of research in details. Elaborate on which measuring instruments in what way, who will carry out the measuring and what type of data will be collected. It should be elaborated on with the details of method data storage and with methods of using, how to protect the privacy of participants, too. Note: In this section, methods related to the human factor should be explained with all details. If the methods of research are more comprehensive, the parts that are not related to human factor can be described as a summary.*  Important Note: Information which are the Ethics Committee particularly interested in, requested in this and next section. Rather than efficiency of research methods, it is noticed that in what way the participants will be affected. Therefore, rather than repetition of method parts that are used in funds or resources application, this form should include following information:   1. data will be collected from who, 2. the methods for access to these participants, 3. how the participants will be affected physically, emotionally or cognitively, 4. how will the participants be informed of these effects prior to , 5. voluntary participation and it will be fixed with consent form, 6. if there is a benefit to be gain by the participants, what it is, 7. after participation feedback content (especially if there is information will be hidden from participants, how this will be explained after participation), 8. how to protect privacy rights of participants 9. how the information obtained by the research will be record by whom, in which way it will be used. |
| **Characteristics of Participants** | *Expected/required number of participants, the targeted profile, the selection or exclusion criteria must be stated. If the targeted profile is from a vulnerable group, the information in this part is especially important. It is possible that participants from vulnerable groups underage participants, participants with certain weaknesses or with sensitive willingness. The most common example of this at the university is the research that done with students. If the participants of the research are students, willingness/voluntariness and privacy are especially important. If participation is provided within a course, the alternatives that will be offered to students who are reluctant to participate must be stated.* |
| **Research Budget and Resources** | *Please indicate estimated total budget of the research and sources from which you will receive support.* |
| **Additional Documentation** | *Related documents should be attached.*  *1. Participant call material (ads, banners, e-mail, etc.),*  *2. Voluntary Informed Consent Form,*  *3. If the project contains child/underage participants or participants without legal capacity, “certificate of good conduct” taken form the prosecutor’s office for researchers who are not university personnel including students,*  *4. If the project contains child, MEF University Ethics Approval Form of Child Participated Researches that is signed by project manager,*  *5. All surveys, tests and interview instruments which will be used,*  *6. After participation information form,*  *7. Approval forms of other relevant organizations,*  *8. Project budget and possible financial resources,*  *9. If there is a support sponsor, letter that states this support,*  *10. Application Checklist (as signs are completed).* |