(Form no. 1)

Nanzan University Ethical Screening Application Form for Research Involving Human Subjects

 Date submitted:

Date/Month/Year

To: Chair of the NN University Committee for Research Screening

Affiliation:

 Position:

 Applicant name:

 Signature:

|  |  |
| --- | --- |
| 1. Matter for Screening | Research Plan　　Research Progress　　Changes to Research Plan　　Other |
| 2. Title (Also mention the type of research funding) |
| 3. Research Organisation　① Name of the research organisation:　　 　　　　 　 ② Name of the person conducting the research: 　 　  (Affiliation:　　　　　 Position: 　　 　　)　③ Name of the person responsible for the research (name of the academic staff member supervising the research): 　　　　　  (Affiliation:　　　　　 Position: 　　 　　) |
| 4. Research summary (Attach the research plan to be screened) (1) Goals (2) Research method（Research design, method of collecting, managing, and analysing data, etc.) |
| 5. Method of release of research results, etc. |
| 6. Scientific rationality and ethical appropriateness of the research (1) Method of securing the understanding and consent of the participants involved in the research (Attach the Explanatory form and the Consent form) (2) Protection of the rights and safety of the participants involved in the research (Provide a detailed explanation of any physical or mental impact the research will have on the participants and what measures are to be taken to minimize the risk of disclosure of personal information)(3) Overall judgment of the scientific benefits and risks of this research |
| 7. Planned duration of the research　　　　　　　Date Month Year to Date Month Year |

Points to note:

1. When conducting joint research with other institutions, specify whether this application is for screening for the entire project or only for the part to be carried out at Nanzan University.
2. Please submit this form to the Office of Education and Research Support in the Division of Educational and Research Administration.
3. Refer to the ‘Nanzan University Regulations Governing the Protection of Personal Information’ and the ‘Nanzan University Ethical Guidelines for Conducting Research Involving Human Subjects’ for any clarifications.

(Form no. 1)

Nanzan University Ethical Screening Application Form for Research Involving Human Subjects

 Date submitted:

Date/month/year

To: Chair of the NN University Committee for Research Screening

**(If the applicant is a student): Provide the name of the academic advisor.**

**(If the applicant is not affiliated with NN University): Provide the name of a collaborative researcher in NN University, if any.**

Affiliation:

 Position:

 Applicant name:

 Signature:

|  |  |
| --- | --- |
| 1. Matter for Screening
 | Research Plan　　Research Progress　　Changes to Research Plan　　Other**If the applicant is applying using the sheet titled ‘Changes to research plan’, include the previous acceptance number and underline any details that have changed compared to the previous document.** |
| 1. Title (Also enter the type of research funding)

**If the applicant is an academic staff member, examples of filling this are: ‘A collaborative research with Corporation X’, ‘Research project Y’, or ‘Individual research’.** **If the applicant is a student, examples of filling this are: ‘Research project (directed by Professor XX)’ or ‘Individual research (master’s thesis)’.** |
| 1. Research Organisation

　① Research organisation name:　　 　　　　 　 ② Name of the person conducting the research: 　 　  (Affiliation:　　　　　 Position: 　　 　　)　③ Name of the person responsible for the research (name of the academic staff member supervising the research): 　　　　　 **If the applicant is a student, provide the student’s name, the name of the department, and the academic year in the columns for the investigator’s name, the affiliation, and the position name respectively under heading ②.** (Affiliation:　　　　　 Position: 　　 　　) |
| 4. Research Summary (Attach the research plan which is to be the object of the screening) **Briefly state the research objectives. Explain the concepts and the findings obtained from previous research in the sheet titled ‘Research Plan’.**(1) Goals **Specify the methods of data collection to be used and the characteristics of the data to be collected. If the applicant will collect data in more than two ways, specify all the methods that will be used.**(2) Research Method（Research design, method of collecting, managing and analysing data, etc.)**If the applicant will keep data transcribed from audio tapes or retain questionnaire sheets in an information device, such as a personal computer, state this.****・Clearly state whether the applicant will save data that includes the participants’ real names or if pseudonyms will be used.****・Specify how the participants will be recruited and their expected number.****・Explain in detail how the data will be managed in section 6(2).** |
| 5. Method of release of research results, etc. |
| 6. Scientific rationality and ethical appropriateness of the research (1) Method of securing the understanding and consent of the participants involved in the research (Attach the explanatory form and the consent form) **Describe to whom the explanations will be provided. (Show the explanation sheet provided to the participant). State that the applicant will ensure that he or she will obtain a signed consent form from each participant.** **Mention who the participants will be. For instance, if the applicant is planning to conduct an interview survey as part of fieldwork, specify whether the applicant will obtain consent only from the participants or from all the people who happen to be in the observed area in which the survey will take place.****If the applicant is conducting research in an institution, association, or school, obtain written approval from the head of the association, the director, or the headmaster, and attach it to the application form.**(2) Protection of the human rights and safety of the human subjects of the research (Provide a detailed explanation of any physical or mental impact the research will have on the participant and what measures are to be taken to minimize the risk of disclosure of personal information)**Anticipated mental/physical burdens and how to mitigate them:** **Describe the possible influences on and the burden for the participants, and state how to take them into consideration and deal with them.****The applicant has to retain the data used in papers submitted to journals or research presentations outside the university for at least 10 years from the date of publication or presentation.** **Keep the data anonymous as much as possible. If the applicant does not keep it anonymous, explain the reason. Describe the reason again in the sheet titled ‘Explanation Form’ and get the participants’ consent.** **Methods used to keep data safe and ensure privacy protection:** **Describe in detail how the data will be managed and deleted.**  **Outline these methods in as much detail as possible; explain where and how the data will be kept (for instance, stored using information media, kept in a locked drawer in the applicant’s house, or saved in a password-protected personal computer equipped with anti-virus software).****The applicant has to delete the data in an appropriate way once it becomes unnecessary. Explain when and how the data will be deleted. If the applicant is a student, state that the data will be deleted under the supervision of the academic advisor.**(3) Overall judgment of the scientific benefits and risks of this research**The date on which the applicant obtains approval from the NN University Research Screening Committee.** |
| 7. Planned duration of the research　　　　　　　Date Month Year to Date Month Year**If the applicant is taking an examination for their master’s thesis, fix the period so that it covers that date.** |

Points to note:

**Delete the items under the title ‘Points to note’ before submitting this application form.**

1. When conducting joint research with a separate facility, specify whether this application is for screening of the entire project or only for the part to be carried out at Nanzan University.
2. Please submit this form to the Office of Education and Research Support in the Division of Educational and Research Administration.
3. Refer sufficiently to the ‘Nanzan University Regulations Governing the Protection of Personal Information’ and the ‘Nanzan University Ethical Guidelines for Conducting Research Involving Human Subjects’.