

Notes on filling out the document titled 'Explanatory Form'

Researchers carrying out 'Research involving human participants' must provide an easily understandable and clear explanation of the research plan and matters concerning the collection of personal information and data. However, depending upon the nature of the research, matters for explanation can be added, deleted, or abbreviated as appropriate. The explanation should preferably be given in a written/printed form beforehand.

1. Research outline

- (1) Provide the goals, significance, and methodology in the ethical screening application.
- (2) Describe the method of releasing the results.
- (3) Describe the method of collecting information and data, its type and volume, and the duration for which it will be retained (Make it clear so that the participant can know when the data will be deleted.).

2. Methods for protecting personal information

- (1) Explain that collecting personal information is necessary to accomplish the research plans and goals.
- (2) State that the data will be appropriately saved and managed.

3. Impact and safety management

- (1) Explain any possible physical or mental burden or potential risks that could be borne by the participants in the process of collection of information and data.

4. Informed consent

- (1) State that participation in the research is voluntary.
- (2) Explain that the participants will not have any disadvantages by choosing to not participate in the research.
- (3) State that the participants can withdraw their agreement at any stage through a written/printed form, even after agreeing to participate in the research.
- (4) State that the data will be disclosed by request of that person.
- (5) Explain that the participants will not have any disadvantages by withdrawing from the research.
- (6) State that the data will be erased upon withdrawal from the research.

(7) State that the collected data will not be provided to a third party without the permission of the participants.

* Informed consent should be itemized and consistent with the corresponding part in the consent form.

5. Other matters

(1) Mention the name of the person providing the explanation and the time, date, and location.

(2) Provide the contact details of the person providing the explanation in case of inquiries or complaints.