★Please submit it after having deleted all the text boxes in the template.★

・This is a template to use for the explanation sheet. Please enter the explanation as you check the points to note for each item.

・This template is in keeping with the Nanzan University Ethical Guidelines for Conducting Research Involving Human Subjects and comprises the minimum range of items that must be explained. While you can add items in order to explain your research plan, it is not possible to delete items 1-5 within this format.

・If you do add explanation items beyond this, please clearly explain the reason why in 10(1) ① of the application form. Please ensure that the items in the consent form match those in the explanation sheet.

・Please ensure that there are no discrepancies in content between the explanatory sheet and the application form.

・The explanatory sheet is for the subjects of the survey so please draft it in ‘desu/masu’ polite form.

Research into \*\*\* [enter the title of the research topic]

Department of \*\* Faculty of \*\* Nanzan University

Name of your position or your year of study/student ID number and name

１．Research outline

　（1）Why and how the research will be done

‣Please enter why and how the research will be done in clear, easily understandable language.

・For the explanation of the method, please ensure that you enter the total amount of time the research project will take.

（2）How the results will be released

・Please enter How the results will be released and the timing of that in clear, easily understandable language.

・Please ensure that there are no discrepancies in the Ethical Screening Application [9 (1) Method and timing of the release of results etc.]

（3）The information and data etc. to be provided from this research

・Please enter the type and content of the information and data etc. to be provided by the subjects of this research in clear, easily understandable language.

・Please ensure that there are no discrepancies in the Ethical Screening Application [8 (2) ② Type of data to be collected]

・Please clearly state that the information and data to be provided will not be used beyond this research.

２．Methods of protecting my personal information

　（1）Collection of personal information

・Please state in clear, easily understandable language that the personal information collected from the subjects of the survey is necessary in terms of the research’s goals and plan.

（2）Storage and management of data

・With regard to the data collected from the subjects of the research, for each type or medium of data please state in clear, easily understandable language how it will be stored and managed, and how long it will be stored for.

・If the data is to be anonymized, please explain the method in clear, easily understandable language.

・Please ensure that there are no discrepancies in the entries in the Ethical Screening Application for [10 (2) ① Period of storage of data and the timing of its deletion], [10 (2) ② Where and how the research data will be stored] and [10 (2) ③ Whether or not the data will be anonymized during storage].

（3）Disposal of the data collected

・With regard to the disposal of the data collected, please give specific details of how this will be done for each medium of data.

・Please give the date by which the data will be disposed of.

・Please ensure that there are no discrepancies in the entries in the Ethical Screening Application for [10 (2) ① Period of storage of data and the timing of its deletion] and [10 (2) ④ Method of deletion of data]

３．Safety management

（1）Any possible physical or mental impact or pain and any risks involved

・In addition to specifically entering any possible physical or mental impact or pain and any risks involved, please also state how that will be mitigated.

・Please ensure that there are no discrepancies in the stated content with regard to「10（2）⑤ Anticipated mental/physical burden and how to mitigate it」of the Ethical

Screening Application.

４．Informed consent

Use these【】to select the content in question and delete the part that is not required.

（1）Participation in the research plan is voluntary.

（2）If you do not choose to participate in this research plan you will not be disadvantaged in any way.

（3）Even after you agree to participating in this research plan you are able to withdraw that consent at any stage if you submit something in writing to that effect.

（4）If there is a request from that person, we will release 【the data in question/data in which the individual can be identified】.

（5）You will not be disadvantaged in any way by withdrawing your consent.

（6）If you withdraw your consent, 【the data in question/data for which the individual can be identified】 will be disposed of without delay.

（7）The data etc. collected will not be provided to any third party without the consent of all those who were subjects in the research.

５．Inquiries

・With regard to the contact details entered, from the point of view of the protection of personal information, it is preferred that you enter a Nanzan University domain email address. However, if for research-related reasons you enter a non-Nanzan University domain email address, in addition to writing it in where it states [enter the e-mail address here of the person carrying out the research], please also state the reason why a non-Nanzan University domain email address is being used.

　Name of Person Responsible for the Research：[Enter your affiliation position name contact details]

Name of People Conducting the Research：[If the person conducting the research is a student, please state their student ID number, year of study and name]

　Date and time of explanation　：Explanation was carried out on \*\* \*\* \*\*\*\*

If you have any questions or comments please contact us.