**BEYKOZ UNIVERSITY**

**SCIENTIFIC RESEARCH AND PUBLICATIONS ETHICS COMMITTEE**

**SCIENTIFIC RESEARCH ETHICAL EVALUATION APPLICATION FORM**

*This application form is for applying for Ethics Committee Evaluation* ***for non-clinical research on humans*** *in social sciences and humanities, science and engineering and health sciences.*

Do not start data collection and/or your research before obtaining Ethics Committee approval. Time needed for the evaluation of the applications by the Ethics Committee varies with the volume of applications. Therefore you should make your application timely, taking into account that the Ethics Committee may be heavily loaded and that the Committee may request a revision (correction) for the application.

Once you complete the application form you should compile all the related documents (Application Form, Participant Information and Consent Form, questionnaires to be used in the research, questions to be asked in the interviews, experiment set ups etc) in a single pdf file and should be sent by email. The printed copies of the files should also be submitted. The printed copy of the application form should be signed by the project manager.

**RESEARCH CATEGORY**

*If more than one category is applicable, then specify all of them*

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| **Internally Funded Research Project** |  |
| **Project Supported by TÜBİTAK** |  |
| **Project Supported by the European Union** |  |
| **Other Externally Funded Research Project** |  |
| **Master’s Thesis/PhD Thesis** |  |
| **Master’s Term Project** |  |
| **Graduation Project (Undergraduate/Associate Degree)** |  |
| **Course Project (Graduate/Undergraduate/Associate Program Course)** |  |
| **Other** *(Specify)* |  |

**PROJECT MANAGER/SUPERVISOR**

*Specify the related academician instead if the research is a master’s term project, master’s thesis, PhD thesis, undergraduate/associate degree program graduation project or graduate/undergraduate/associate degree program course project.*

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| **(Title) Name** |  |
| **Academic Unit** |  |
| **Date/Signature** |  |

**PROJECT TEAM**

*Explain briefly the roles of the persons taking part in the project.Specify the related student(s) if the research is a master’s term project, master’s thesis, PhD thesis, undergraduate/associate degree program graduation project, or graduate/undergraduate/associate degree program course project.*

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| **(Title) Name** | **Academic Unit** | **Role** *(Specify Department/Program instead if student)* |
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**PROJECT TITLE**

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**APPLICATION TYPE**

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| **New Application** |  |
| **Correction** (Revision) (Major / Minor) |  |

**OTHER PROJECT PARTICIPANT ORGANİSATIONS**

*Indicate all if more than one is applicable.*

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| **Name of Participant Organisation** | **Type** *(Private, Public, Other)*  | **Role** *(Project Partner, Project Participant, Other)* |
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**PROJECT BUDGET**

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| **Supporting Organisation**  | **Budget Amount** | **Purpose of Use** |
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**PROJECT SUMMARY**

*Summarize the project work within its scientific context in non-technical terms using at most 300 words.*

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**DATA COLLECTION START AND END DATES**

*Specify the approximate dates taking into account the time for the ethics evaluation process.*

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| **Start Date** |  |
| **End Date** |  |

**DATA COLLECTION TOOLS AND METHODS TO BE USED**

*You may indicate more than one.*

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| **Questionnaire** |  |
| **Interview** |  |
| **Observation** |  |
| **Testi in Computer Environment** |  |
| **Image Recording** |  |
| **Sound Recording** |  |
| **Scale Development Work**  |  |
| **Search of Files and Documents** |  |
| **Search of Data Sources** |  |
| **System Model Development Work**  |  |
| **Other** *(Specify)* |  |

**THEORETICAL FRAMEWORK AND GOAL**

*Explain the theoretical framework (giving the list of references referred to in this form), the goal, the significance and any hypothesis (es) using at most 600 words)*

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**METHOD AND PROCEDURE**

*Explain the method to be used and the procedure to be followed in your work. In addition, explain how you will utilize the results of your work (use for the project work , publish in a journal, present in a conference etc)*

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**PROFILES OF PARTICIPANTS AND METHOD OF SELECTION**

*Explain the profiles of the participants (number of participants, age range, gender, being in a vulnerable/unprotected group), the method of selecting the participants (for instance, volunteer Beykoz University undergraduate students) and how to reach the participants. If you will collect data from state schools you should attach the application form for permission of the Ministry of National Education.*

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**PARTICIPATING IN THE RESEARCH**

*Will you offer payments or other benefits to the participants in return for their participation in the research? (If the participants are university students and if they will obtain credits for a course this should definitely be stated clearly.)*

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**BENEFITS OF RESEARCH TO THE PARTICIPANTS**

*Explain the benefits and the advantages (learning a subject, obtaining knowledge, awareness etc) of the project to the participants (other than payments), if any.*

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**BENEFITS OF THE RESEARCH TO SOCIETY AND TO SCIENCE**

*Explain briefly the benefits of your project work to society and to science.*

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**PROBABLE RISKS OF THE WORK**

*Explain the characteristics and the levels of the risks and the problems of the work for the participants. Explain and evaluate all possible risks including psychological, physical, sociological, legal and economical. In case you do not foresee any risks, explain in detail the reasons why you do not.*

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**MEASURES TO BE TAKEN AGAINST POSSIBLE RISKS**

*Explain how you will minimize the possible risks of your work to the participants and what measures you will take. (If the work involves participants from a vulnerable group then an expert capable of dealing with possible traumas should attend the meetings with the participants. You should take this into account.)*

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**PRIVACY AND SECURITY (PROTECTION) OF PARTICIPANT DATA**

*What personal data of the participants will be collected? Explain one by one what specific data is needed and what measures are taken to protect the privacy of this data (to develop a coding system, anonymous data collection etc). State explicitly whether the names and other personal identification data will be used in publications and presentations upon the completion of the work.*

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**SECURITY (PROTECTION) OF WORK MATERIALS**

*Explain in detail how the work materials (Participant Data and Consent Forms, Questionnaire Replies, Printed Records, Sound and Image Recordings, Field Notes, Transkriptions, etc) will be recorded, stored (printed questionnaire, online questionnaire, data entry table etc), how it will be stored (in personal computers, in locked file cabinets, in locked rooms etc), how its security will be protected and who will have access to the material. In addition, explain what will be done with the materials upon the completion of the work and how the data will be destroyed( if it will be).*

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