

Date:

To the Chair of the Scientific Research and Publication Ethics Committee,  
Beykoz University,

I hereby submit for your review, in terms of scientific research and publication ethics, the scientific research study entitled “.....” for which I serve as the Project Director.

Sincerely,

**Project Director**  
**Title, Name, Surname**  
**Academic unit**

**PROJECT TITLE**

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**APPLICATION TYPE**

<b>New Application</b>	
<b>Revision</b> (Major / Minor)	

**PROJECT TEAM**

*Briefly describe the duties of each person who will take part in the project. If the study is a master's term project, a master's or doctoral thesis, an undergraduate/associate graduation project, or a course project, specify the relevant student(s).*

(Title) Name Surname	Academic Unit	Role (If student, Department/Program)

**OTHER STAKEHOLDERS OF THE PROJECT**

*If more than one option applies, tick all that apply.*

Institution Name	Type (Private, Public, Other)	Role (Project Partner, Participant, Other)

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Bu dokümanın güncelliği sadece “**BASIM TARİHİNDE**” geçerlidir.

**\*\* GÜNCEL DOKÜMAN İÇİN AĞA BAKINIZ \*\***

Type of Project/Study (Mark with an X) If there is more than one option, you can mark all that apply.

Internally Funded Research Project	
TÜBİTAK-Funded Project	
European Union Project	
Other Externally Funded Research Projects	
Master's Term Project	
Master's Thesis	
Scientific Publication Study	
Doctoral Thesis	
Associate Degree Graduation Project	
Bachelor's Degree Graduation Project	
Graduate/Undergraduate/Associate Course Project	
Other (Please Specify)	

If the study is a term project / thesis / graduation project / course project, specify the relevant student(s):

Name Surname	Program

#### PROJECT DIRECTOR

If the study is a master's term research project, master's or doctoral thesis, undergraduate/associate degree graduation project, or master's/undergraduate/associate degree course project conducted under the direction of an Project Director or faculty member, please indicate the relevant faculty member.

(Title) Name Surname	
Academic Unit	
Date / Signature	

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**PROJECT BUDGET**

Funding Organization	Budget Amount	Purpose of Use

**PROJECT SUMMARY**

Summarize your project in non-technical language and within the necessary scientific context, not exceeding 300 words.

**DATA COLLECTION START AND END DATES**

Please specify approximate dates, taking into account issues such as the application approval process.

Start Date	
End Date	

**DATA COLLECTION TOOLS AND METHODS TO BE USED IN THE RESEARCH**

Please mark all that apply.

Survey	
Interview	
Observation	
Computer-Aided Testing	
Video Recording	
Audio Recording	
Scale Development Studies	
File Review	
Data Source Review	
System Model Development Study	
Other (Please Specify)	

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**THEORETICAL FRAMEWORK AND OBJECTIVES**

Please write the theoretical framework of your research project (including a list of references only as specified in this form), its purpose, significance and, if applicable, its hypothesis/hypotheses, in no more than 600 words.

**METHODS AND PROCEDURE**

Describe the method and procedure you will follow in your project. Also explain how you will evaluate and use the results (e.g., project output, journal article, conference presentation).

**PARTICIPANT CHARACTERISTICS AND SELECTION METHOD**

Describe the characteristics of the participants (number, age range, gender, membership in sensitive/vulnerable subgroups), the method used to select them (e.g., voluntary participation by Beykoz University undergraduate students), and how they will be reached. If data will be collected in state schools, provide documentation of your permission request to the Ministry of National Education.

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**PARTICIPATION**

*Will participants be offered a fee or other reward for participating in the project? (If participants are university students and will be rewarded with credit for any course if they participate, this must be clearly stated.)*

**BENEFITS TO PARTICIPANTS**

*Please explain the benefits and advantages (learning, information, awareness, etc.) that the research project will provide to the participants (other than the monetary reward, if any).*

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**BENEFITS TO SOCIETY AND/OR SCIENCE**

*Briefly explain the contributions of your research project to society and/or science.*

**POSSIBLE RISKS OF THE STUDY**

*Please specify the nature and extent of the risks and problems your study may pose to participants. Assess and explain all potential risks, including psychological, physical, sociological, legal, and economic. If you did not foresee a potential risk, explain in detail why not.*

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**MEASURES FOR POSSIBLE RISKS**

*Explain how you will minimise the risks your study may pose to participants and what measures you will take. (In studies where participants belong to a vulnerable group, a specialist capable of dealing with potential trauma should be present alongside the researcher during interviews. Please bear this in mind.)*

**CONFIDENTIALITY AND SECURITY (PROTECTION) OF PARTICIPANT INFORMATION**

*What personal/identifying information will you request from participants? Explain separately why each piece of information is necessary and specify the measures you have taken to protect the confidentiality of this information (e.g., creating a coding system, collecting anonymous data). Furthermore, it must be clearly stated whether participants' names or other personally identifiable information will be used in any publications or presentations based on the research findings after the study has concluded.*

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**SAFETY (PROTECTION) OF WORKING MATERIALS**

*Explain in detail how study materials (Participant Information and Consent Forms, Survey Results, Written Records, Audio and Video Recordings, Field Notes, Transcripts, etc.) will be recorded, how they will be stored (written surveys, online surveys, data entry tables, etc.), how their security will be ensured (on a personal computer, in a locked filing cabinet, in a locked office, etc.), and who will have access to these materials. Also, provide information about what will be done with the materials after the study concludes, and if the data will be destroyed, how this will be done.*

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*This application form is for Ethics Committee review of **non-clinical human research** in the social and human sciences, science and engineering sciences, and health sciences.*

Please do not begin data collection and/or research without obtaining Ethics Committee approval. The Ethics Committee's application review time may vary depending on the volume of applications. Therefore, consider the timing of your application, as the Ethics Committee may be busy and may request revisions (corrections).

After completing this form, you must combine all your documents (Application Form, Participant Information and Consent Form, surveys to be used in the research, planned interview questions, experimental setups, etc.) into a single PDF file, email them, and submit hard copies of your documents. The hard copy of the Application Form must be signed by the Project Director.

Before you apply, please go through the following points:

- For your application to be considered, the application form must be completed completely and all supporting documents must be included. Applications lacking methodological details will be returned with a request for major revision.
- The methodology to be used in your study should be explained in detail, and the task, scale, and questions to be used should be clearly stated. For all studies that involve face-to-face interviews, a detailed outline of the questions to be used in the interviews (including unstructured formats) should be presented, considering the ethical implications of possible answers. When presenting the methodological approach, the reason for collecting all data and the purpose for which it will be collected should be clearly stated.
- It should be stated who will collect the data, how these individuals were selected, and how the study was communicated to these individuals. It should be noted that participation in the study is entirely voluntary and that participants should not be forced to participate. Utmost care should be taken in studies based on participation. In cases where vulnerable participants must be included in the study, consideration should be given to how their anonymity will be protected and explained to them. It should be noted that when data is collected from children (including students aged 18 and under), parental consent must be obtained.
- It should be explained how the data will be stored anonymously and under what conditions, including cloud systems, and how data security will be ensured.
- If the application is related to any project call, this must be clearly stated in the application.
- If the project is a joint project with another institution or if data will be collected at another institution (for example, if data will be collected from students during classes at another university), institutional permission forms stating that there is no objection to collecting data from that institution must be attached to the application.
- In cases where there is a possibility that certain traumas may be re-experienced/recalled as a result of asking sensitive questions to participants during the data collection process, the consent form should provide contact information for experts that they can contact at any time regarding their trauma.
- Institutional contact information must be included in the application and consent forms. Participants should be informed that they can contact the Project Director directly with any questions they may have about the project, and that they can also direct any potential complaints about the project to the Ethics Committee.
- In projects supported by an organization other than Beykoz University, TÜBİTAK, or the European Union, a letter of support from the other institution/organizations that are stakeholders in the research must be attached to the application form, stating that they agree to comply with the matters specified in the consent form.
- If the project/study is a master's term project, master's or doctoral thesis, undergraduate/associate degree graduation project, or graduate/undergraduate/associate degree course project conducted under the supervision or direction of a faculty Project Director, the relevant faculty member should be designated as the Project Director, and the relevant student/students should be designated as the project team.

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**CONSENT PROCEDURE**

- The Participant Information and Consent Form you will receive from research participants should be prepared in accordance with the examples provided.
- At the top of the Participant Information and Consent Form, you must identify yourself as the "Project Director." Additionally, the contact information you provide for the Project Director must be your corporate contact information (corporate email address, office phone number, etc.).
- You should address the Participant Information and Consent Form to the person who will participate in the study. (For example, if your participants are teachers, you should begin the Consent section by writing "Dear Teacher" and adjust the language accordingly.) If the participants are minors (under the age of 18), the Participant Information and Consent Form should be addressed to the parent, not the participant. (In this case, you should begin the Consent section by writing "Dear Parent" and adjust the language accordingly, taking into account that you are asking the parent for permission for their child to participate in the study).
- If participants are offered a fee or other reward in exchange for participating in the study, this must be explained in detail in the Participant Information and Consent Form. If no fee or other reward is offered, this must also be clearly stated.
- If any scale is used within the scope of the study and the results obtained from the scale contribute to the participants in any way or do not affect them in any way, this should be clearly stated.
- The Participant Information and Consent Form should state that participants have the right to withdraw from the project at any time and that this will not negatively impact them in any way. Furthermore, if a participant withdraws from the study at any point during the process, it should specify what will be done with the data collected from the participant up to that point (whether it will be stored, destroyed, etc.), and if so, how this will be done.
- The Participant Information and Consent Form should state that participants can contact the Project Director and Researcher if they have questions about the study. It should also state that participants can consult about their rights related to the project.
- A letter of support must be attached from private organizations that are stakeholders in the research, stating that they agree to comply with the matters specified in the consent form. (As ....., we hereby agree to comply with the matters specified in the consent form for the project titled ....., led by Beykoz University faculty member ....., of which we are a stakeholder.)

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- 1) As the Project Director for the research/project study specified above in terms of type and title, I hereby declare the following matters within the context of the Beykoz University Scientific Research and Publication Ethics Guidelines and relevant legislation, as well as the TÜBİTAK Ethics Committee Approval Certificate Information Note:

	YES	NO
Does the research project involve collecting data from people through surveys, interviews, focus group studies, observation, experiments, discussions and similar methods, or does it involve the use of data pertaining to people?		
Are retrospective studies covered by personal data protection within the scope of research project?		
Within the scope of research project, does the use of drugs and compounds, medical and biological products, cosmetic products and raw materials, and medical devices for scientific research purposes constitute a randomised controlled trial requiring direct intervention on humans, even if any treatment methods or tools have been licensed or authorised?		
Are tests, experiments, training and other procedures on laboratory animals involved in the research project?		

- 2) I hereby declare and undertake that I shall immediately inform the Research Support Committee Chairmanship of any changes in the matters stated above during the course of the research project.

**Any other issues you would like to mention, if any:**

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- 3) As the Project Director for the research/project study specified above in terms of type and title, I hereby declare the following matters within the context of the Beykoz University Scientific Research and Publication Ethics Guidelines and relevant legislation, as well as the TÜBİTAK Legal/Special Permit Certificate Information Note.

	YES	NO
Does this study involve collecting non-public information, documents, or similar data from public or private institutions or organizations?		
Does the study involve conducting any part of the project (such as surveys, interviews, focus group studies, experiments, applications, etc.) in public or private institutions or organizations?		
Does the study involve collecting samples such as minerals, plants, animals, microorganisms, etc., whose collection is subject to authorization by competent public institutions and organizations under the relevant legislation (laws, regulations, directives, and other legislation)?		
Does the study involve activities requiring authorization by competent institutions and organizations for research to be carried out in areas such as historical artifacts, archaeological sites, military zones, or protected underground, above-ground, or underwater areas as defined by the relevant legislation?		
Does the study involve collecting data from students or teachers in preschools, primary schools, or secondary schools, or conducting experiments or application-based activities in these schools?		
Does the study involve collecting data from university students, academics, or other university personnel, or conducting experiments or application-based activities within universities?		
Does the study involve collecting data from public institutions or organizations or their employees, or conducting experiments or application-based activities in these institutions?		
Does the study involve obtaining any commercial, legal, or other private data belonging to private institutions or banks, or obtaining any personal data belonging to bank customers?		

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Does the study involve collecting data related to crime or offenders, collecting data from detainees or convicts, or conducting experiments or application-based activities with these individuals?		
Does the study involve collecting data from private institutions or their employees, or conducting experiments or application-based activities in these institutions?		
Does the study involve conducting research in areas falling under military or law enforcement jurisdiction?		
Does the study involve research that may require protecting national interests or security at the international level?		

- 4) I hereby declare and undertake that if any changes occur regarding the matters I have stated above during the course of the research / project study, I will immediately inform the Chair of the Research Support Committee.

Apart from the situations stated above, are there any matters that may require an additional permit or any additional points you would like to specify? If so, please indicate them.

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<b>Title, Name, Surname of the Project Director Academic Staff</b>	
<b>Academic Unit of the Project Director Academic Staff</b>	
<b>Signature of the Project Director Academic Staff</b>	
<b>Date</b>	

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