FINAL INTERNATIONAL UNIVERSITY

ETHICS COMMITTEE APPLICATION CHECKLIST

Researchers applying to the Final International University (FIU) Ethics Committee to conduct a research that requires data collection from people must have completed all the documents listed in the Application Checklist. Please review the Application Checklist below. Fill this form and attach it to the beginning of your application file.

Ethics Committee Application Form ☐

Project Information Form ☐

Informed Consent Form ☐

Parent/Guardian Consent Form ○ Yes ○ Not needed

Debriefing form ○ Yes ○ Not needed

An example of data collection tools (including online forms, applications, etc.) ☐

Checklist (this form) ☐

Title:	
Name and surname:	
E-mail:	
Date:	
Signature:	

(*In case the applications are made through the address ***@final.edu.tr, the e-mail address and name appearing replaces the electronic signature.*)

POINTS TO BE CONSIDERED DURING ETHICAL ASSESSMENT

THE N/A OPTION SHOULD BE USED FOR THOSE QUESTIONS NOT APPLICABLE

(For example, if archival records are not to be used, N/A should be marked in Question 1.)

		Yes	No	Partly	N/A
1.	If archival records are to be used in the research, has the relevant legal regulations been complied with and permission has been obtained?	○	○	○	○
2.	**Random assignment**				
	(a) Is it clear that the selection/assignment of the research participants will be done randomly?	○	○	○	○
	(b) If one or more control groups are used, is it clear that the assignment of the participants to different groups (experimental and control groups) will be done randomly?	○	○	○	○
3.	**Does the informed consent form contain the following items?**				
	(a) the purpose of the research	○	○	○	○
	(b) anticipated time for data collection	○	○	○	○
	(c) what the participants are expected to do during the data collection process (for example, filling out a questionnaire, computer-based application, etc.)	○	○	○	○
	(d) participation was on a voluntary basis	○	○	○	○
	(e) the participant's right to opt out after the research has begun	○	○	○	○
	(f) possible consequences of giving up	○	○	○	○
	(g) potential risks, discomfort, or adverse effects	○	○	○	○
	(h) how and for what purpose the information obtained will be used	○	○	○	○
	(i) how the participant's identity and institution information will be based on confidentiality (anonymity) or how this information will be used and protected by researchers in cases where identity/institution information is required	○	○	○	○
	(j) incentives (if any) for participation	○	○	○	○
	(k) by whom the research was conducted and how to reach them (for large teams, only the name of the lead person may be written.)	○	○	○	○

4. Does the researcher have a dual role in the research that will create a conflict of interest? ○ ○

5. If the information is to be collected in the research on sensitive issues (sexual orientation, substance use, illegitimate behaviors, etc.), are measures taken to protect the rights of the participants and ensure confidentiality? ○ ○ ○ ○

6. If any audio or video recording is to be taken, is it stated that prior permission will be obtained? ○ ○ ○ ○

7. Will research be conducted with students or people working for the researchers? If the answer is no, or there are no incentives and no negative consequences of their refusal to participate, skip to question 8. ○ ○

   (a) Are measures taken to protect participants against the negative consequences of their refusal to participate in the research or their withdrawal? ○ ○ ○ ○

   (b) If participation in the research will provide extra points as required by the course; are different options offered to those who may choose not to participate? ○ ○ ○ ○

   (c) Are the economic or other incentives (extra points for the course) to be provided to the participants for participation in the research in amounts that make participation compulsory? ○ ○ ○ ○

8. Will ***deception*** be used? If your answer is **no** skip to question 9. ○ ○ ○

   (a) Will deception be used in a situation where it can be predicted to cause physical pain or severe emotional distress to the participant? ○ ○ ○

   (b) Is it stated that any deception necessary for the healthy conduct of the research will be disclosed to the participants at the end of the participation and as early as possible (debriefing)? ○ ○ ○

   (c) Has a debriefing form been submitted in the case of deception in the research? ○ ○

   (d) Does the Debriefing Form contain the following items (i-iii)?

      i. The real purpose of the research ○ ○ ○ ○

      ii. Reason for deception ○ ○ ○ ○

      iii. The participant's potential questions or ideas can be forwarded to the researcher or FIU Ethical Committee. ○ ○ ○ ○

9. If there are possible risks that may arise during the research, have necessary measures been explained to minimize or compensate for the harm done to the participant if it is realized? ○ ○ ○ ○

10. Is it specified how research data will be recorded (consistent with the principle of confidentiality)? ○ ○ ○ ○

11. Is it specified how research data will be stored (locker or encrypted electronic file)? ○ ○