**ATILIM UNIVERSITY HUMAN RESEARCH ETHICS BOARD APPLICATION DOCUMENT CHECKLIST**

After filling all information in the application form, please check your documents through below given Application Document Checklist and attach the form as the first page of the Application Form in an envelope, and submit your application file to President’s Office Human Research Ethics Board.

**Note:** The document must be filled in as a soft copy and printed out afterwards. Hand written documents shall not be accepted.

**Application Document Checklist:**

[ ] [ ]  Ethics Board Application Form

[ ] [ ]  Voluntary Participation Form

[ ] [ ]  Post-participation Information Form (if available)

[ ] [ ]  Parent Approval Form (if available)

[ ] [ ]  A sample of written data collection means (survey, scale, test, etc.)

Applicant:

Full Name:

Date:

Signature:

**ATILIM UNIVERSITY HUMAN RESEARCH ETHICS BOARD APPLICATION FORM**

Atılım University staff/students or third parties may apply to Atılım University Human Research Ethics Board for the studies requiring data collection from human participants. Researchers are required to apply to Atılım University Human Research Ethics Board with this application form and other necessary documents. Studies must be initiated after the approval of the Ethics Board. Among the research studies carried out within the scope of undergraduate courses, the ones which are not included in the scope of Undergraduate Research Project (LAP) are supervised by relevant instructor and department and not subject to the approval of the Ethics Board.

|  |
| --- |
| **NAME OF RESEARCHER:**  |
| **ADVISOR RESEARCHER\*:**  | **SIGNATURE** |
| **ASSISTANT RESEARCHERS**  |  |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |
| **TO BE CARRIED OUT AT:**  |

**ADVISOR RESEARCHER:**

|  |  |
| --- | --- |
| **DEPARTMENT** |  |
| **TITLE**  |  |
| **PLACE OF DUTY**  |  |
| **TELEPHONE** |  |
| **E-MAIL** |  |
| **ADDRESS** |  |

\*Academic advisors must be included in the researchers in thesis research studies.

**ASSISTANT RESEARCHERS:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **TITLE** | **NAME/SURNAME** | **PLACE OF DUTY** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |

**Type of Research**

[ ] [ ]  ScientificResearch Project

[ ] [ ]  Undergraduate Research

[ ] [ ]  Master’s Thesis (Thesis Advisor):

[ ] [ ]  Doctoral Thesis (Thesis Advisor):

[ ] [ ]  Other (Specify):

**Method of Research:**

[ ]  Survey

[ ] [ ]  Observation

[ ]  Scale preparation study

[ ]  Archive review

[ ]  Data source review

[ ]  System-model development study

[ ]  Other (Specify):

**Research fund support:** **[ ]** Not supported **[ ]** Supported

**Supporting institution:**

[ ]  University

[ ]  TUBITAK

[ ]  DPT (State Planning Organization)

[ ]  Other (Specify):

**Data collection period:**

Beginning: End:

**Places, venues, institutions and organizations to collect data:**

|  |
| --- |
| **1.** |
| **2.** |
| **3.** |
| **4.** |
| **5.** |

If there are more places to collect data, write the items in the last line by separating with a comma.

**Application status:**

[ ]  New application

[ ]  Re-application, Project No:

[ ]  Protocol change

[ ]  Continuation of a previously approved project, Project No:

**Summary of research (brief and simple introduction)**

|  |
| --- |
| **Subject:**  |
| **Objective:**  |
| **Method:**  |
| **Expected Results:**  |
| **Selected Resources:**  |

**Does the research require giving biased/incorrect information to participants or keeping the purpose of the study confidential?**

 [ ]  Yes [ ]  No

If yes, please explain:

**Are there any questions threatening physical or mental health of the participants?**

 [ ] Yes [ ]  No

If yes, please explain:

**Does the research protect private information of participants?**

 [ ]  Yes [ ]  No

If yes, please explain:

**Does the research include underage children or disabled people?**

 [ ]  Yes [ ]  No

If yes, please explain:

**Does the research provide clear and understandable information about the research?**

Explain:

**Are the participation and exclusion conditions clearly defined?**

Explain:

**Expected number of participants:**

**Select the items which define the participants of your research best (multiple options can be selected).**

[ ]  Pre-school Children

[ ]  Primary School Students

[ ]  High School Students

[ ]  University Students

[ ]  Child Workers

[ ]  Employed Adults

[ ]  Unemployed Adults

[ ]  Men

[ ]  Women

[ ]  Elderly People

[ ]  Mentally Challenged People

[ ]  Physically Challenged People

[ ]  Arrested People

[ ]  Other (Specify):

 **Methods to be used in the study:**

[ ]  Survey/questionnaire form

[ ]  Interview

[ ]  Observation

[ ]  Computed application

[ ]  Video record

[ ]  Voice record

[ ]  Other Specify):

**PLEASE SIGN ALL PAGES OF THE APPLICATION FORM!**