

Application for a research review by the academic research ethics committee [example]¹

INFORMATION ABOUT THE RESEARCHER	
Name and surname	
Academic title/degree	
Field of science	
E-mail address	
Faculty, university, other institution, unit	

INFORMATION ABOUT OTHER RESEARCHERS	
Name and surname	
Academic title/degree	
Field of science	
E-mail address	
Faculty, university, other institution, unit	

INFORMATION ABOUT THE RESEARCH PROJECT	
Project title	
Project duration	
Information about the project (summary)	
Indicate concrete project research aims	
<p>Give a short research description with a particular focus on research methods and tools.</p> <ul style="list-style-type: none"> Describe the research tools, a short justification of their application, tool authors, tool sources, the right to use the tools (e.g. the author's consent), competences of the researcher(s), authorisation to use the tools, adaptation of the tools. Attach the research tools (in the case of pre-existing tools, provide the title, publisher and year of publication). 	
Briefly describe the research sample/target group (it is important to provide: an estimated number of people participating in the research, sex, age, other important data – e.g. type and degree of disability, incapacitation, other sensitive issues)	

¹ Source: Example based on the application [in Polish] of the Faculty of Education of the University of Warsaw 2021.

Describe the method of recruitment of research participants (provide criteria for the selection of the sample, strategies and methods of communicating with research participants etc.)
Explain what informed consent to participate in the study looks like: will it be collected from research participants or legal guardians (in the case of individuals without legal capacity), including – if the projects involve the following – consent to audio, video recording and photographing? If not – why? Attach the draft of informed consent form or describe a concept of such consent.
Indicate if there is a dependence between the researcher(s) and research participants. If so, how will voluntary participation in the research and expression of informed consent be guaranteed?
Describe how the right to resign from participating in the research (at all research stages) will be guaranteed.
Explain what physical, psychological or social burden is involved in participation in the study. What efforts will you make to minimize it?
Provide information on whether the research involves negative consequences for the participants or their surroundings.

In what way is the well-being of the participants protected (e.g. providing the possibility to release the stress, psychological help, conversation)? Negative consequences involve e.g. pain, suffering, shame, violation of privacy, nervousness, fear, tiredness, change in intra-familial or intra-group relations, modification of the perception of certain people.

Indicate whether the research participants can benefit from participation. How?

Tick in the box on the right whether the project requires that the participants be unaware of the project aims?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

If yes, write below how do you intend to explain the real research aims after its completion?

Attach the draft of information about the project that the participants will receive. Explain in what language and how the information will be presented

DATA SAFETY, CONFIDENTIALITY AND ANONIMITY

How do you intend to ensure data safety of both the personal data and the research material (interview transcription, questionnaires, observation notes)? Proposed solutions: locker in a room at the Faculty, Institution, Department, password-secured laptop, coded files, etc.

How do you intend to ensure the confidentiality and anonymity of personal data (with a particular focus on audio and video recordings and photographs)? Provide existing, adequate legal regulations.

APPENDIX LIST

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