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SOCIAL AND HUMANITIES RESEARCH ETHICS COMMITTEE

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APPLICATION FORM

All studies conducted within Halic University (HU) and/or conducted by HU employees/students that require the collection of information from human participants are subject to the review of the Halic University Ethics Committee. After filling out this application form, an application should be made to Halic University Ethics Committee together with other necessary documents. Studies should be actively initiated after the approval of the Ethics Committee.

**A. APPLICATION DETAILS**

**1. Status of the Application**

New Application

Revised Application

Continuation of Previous Project

**2. If the application is a continuation of a previous project, does the work carried out differ in any way from the previously approved work?**

Yes

No

If yes, please explain

**3-Principal Researcher's**

Name-Surname

Unit/ Department

Phone (Work/Mobile)

Address

Email



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**4. Other Researcher(s)**

Name-Surname

Unit/ Department

Phone(Work/Mobile)

Address

Email

**5. Consultant (if any)**

Name-Surname

Unit/ Department

Phone(Work/Mobile)

Address

Email



## B. RESEARCH

### 1. Title of the Study

### 2. Purpose and Importance of the Study

### 3. Brief Summary and Methodology of the Study

3- (In this section, issues related to the research method such as the type of research, population, sample size, data collection method, hypothesis, measurement tools to be used in the research, possible outputs and contributions should be explained in a simple and understandable language not exceeding 300 words. **Write your data collection process, including the methods, scales, tools and techniques to be used. A copy of any scale, questionnaire, observation-interview form to be used in the research MUST BE SUBMITTED IN ADDENDUM).**



**4. Type of Research (Check the appropriate option)**

- Master Thesis
- Doctoral Thesis
- Faculty Member Research (Scientific Research)
- BAP Project
- TUBITAK Project
- Research Conducted within the Scope of Graduate Course
- Other (Please specify)

**5. The basic science field of the project/research topic:**

**6. Data Collection Tools and Methods to be Used in the Research (A copy of any scale, questionnaire, observation-interview form to be used in the research MUST BE SUBMITTED IN ADDENDUM) (You can select more than one option)**

Questionnaire	Scale	Test
Interview	Observation	Computerized Questionnaire /Test
High Level Stimulation (Light, Sound etc.)	Exposure to Radioactive Material	Video/Film /Image Recording
File Scanning	Data Source Scanning	Image/Drawing Analysis
Developing a New Scale	System/Model Development	Analysis of Phone Record Review
Voice Recording Analysis	Other(Please specify)	

**\* In a new scale development study, a total of 2 forms, including the signed form of two experts of the subject indicating the suitability of the scale items for the purpose and the expert form that has made the Turkish language validity, and if there are digital media to be used within the scope of the study, their specifications (such as video-audio recording or computerized test) MUST BE SUBMITTED IN ADDITION.**

**7. Data Collection Period**

Start

End



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**8. The copyright or usage permission of the questionnaires and scales to be used must be obtained and the relevant permission must be declared (THIS MUST BE SUBMITTED IN ANNEX).**

**9. Locations/places, institutions and organizations where data collection is planned**

**10. If there will be an investigation on cultural heritage, history and nature related research, its characteristics: (MUST BE PRESENTED IN THE ANNEX).**

**11. Supporting Information**

**Is this research supported by an organization?**

Yes

No

Supporting Institution/Organization

University

TUBITAK

International (Please specify)

Other (Please specify)



**C. INFORMATION ON VOLUNTEERS PLANNED TO BE INCLUDED IN THE RESEARCH**

**1. Select the options that best describe the group of volunteers (participants) planned to be included in the study.**

Preschool Children	Working Adults
Primary School Students	Unemployed Adults
High School Students	Child Laborers
University Students	Elderly
Persons with Disabilities	Public Officials
Prisoners and/or Convicts	Housewives
Pregnant or Nursing Women	Foreign Nationals
Individuals with Chronic Diseases	Individuals with Mental Health Problems
Family Members	Persons Receiving Social Assistance
Migrants and Refugees	Other (Please specify)

**2. The number of participants envisaged in the data to be collected from human participants**

**3. Will a control group be used?      Yes      No**

**4. Does the study require giving biased/false information to volunteers/participants in any way, keeping the purpose of the study completely confidential?**

Yes                      No

If yes, please explain

**5. Does the study include questions/materials, procedures or manipulations/practices that threaten the physical or mental health of volunteers/participants?**

Yes                      No

If yes, please explain

**6. In the applications to be made, the consent of the participant must be included as an article or appendix in the study/survey/research. Will the consent of the participant be obtained in the study/survey/research?**

Yes                      No



**D. RISKS OF THE RESEARCH**

**1. Please select the appropriate box or boxes below.**

Use of deceptive techniques

Review of personal or sensitive data in surveys or interviews

Detection of child, spouse or elder abuse

Presenting material that may be considered sensitive and offensive by volunteers/participants

The privacy of the volunteer/participant or his/her family may pose a social and economic risk

Use of private records

Psychological or social status's being affected in areas such as emotional deprivation and psychological stress

Injury and bodily harm

Detection of Illegal Activities

Other risks (Please specify)

No risk

**2. If the content of your research has the potential for one or more of the above types of risk to occur, describe the nature and degree of potential harm.**

**3. Explain what measures you have taken to minimize the above risks and potential harms.**

**E. PRIVACY**

**4. Will researchers collect or have access to any of the following information**

Yes

No

**5. If yes, please select the appropriate box(es) below.**

Name

Signature, Handwriting Sample

T.R. Identity Number

Date of Birth

Address, E-mail, Phone Number

Place of Birth

Health Records

Driver's License, Registration or Vehicle License Plate

Photographs, Images, Sound Recordings

No one from the research team will have access to any personal information

Other (Please specify)



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6. If you will need access to one or more of the above personal information, explain why you need it.

7. Explain how you will store and protect the above information.

Computerized Digital Document  
Recording

Locked File Cabinet

Mobile Phone Recording

Record in Cloud System

Locked Office

Coding System

Encrypted Protection

Other(Please Specify)

8. If the data will be destroyed, please indicate when.





#### **F. INFORMATION ON ETHICAL EVALUATION**

For research in which people are used as subjects and/or data sources, the nature of the research should be briefly and concisely stated in terms of the following points:

**1- Is it foreseen to obtain written or verbal consent from the participants (guardians, parents or responsible organizations where necessary) for the research?**

**2- Have necessary measures been taken to inform the participants about the purpose, subject, scope, activities involved, duration, how the data will be collected and how it will be used?**

**3- Are the methods to be used in the collection of audio-visual and digital data, if any, in the project/research compatible with the current legal legislation?**

**4- Have necessary measures been taken to protect the privacy and confidentiality of participants' information in the collection and use of research data? If so, what are they?**

**5- If personal data (identity information, audio, video, etc.) to be collected in the project/research will be used publicly, is it envisaged to obtain written permission from each of the persons concerned, clearly defining the conditions of use?**

**6- Is it envisaged to obtain the necessary legal permissions from the institutions where the research will be conducted? If yes, from which institutions and what is the scope of this permission?**

**7- Have necessary measures been taken to ensure that the questions to be asked and the activities to be implemented in the research do not harm the physical or mental health of the participants?**



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**8- In research in which persons under the age of eighteen participate;**

- From which institutions or persons are the permissions for participation in the research obtained?

- Is there any violation of children's rights regulated by national legislation and international conventions?

**9- In research conducted in the field of education:**

- Have the rules and regulations set by the Ministry of National Education for research to be conducted in schools and other educational environments been complied with?

- For research to be conducted at the university with the participation of faculty members or students, have the rules and regulations set by the university administration been complied with?

- Have measures been taken to prevent research activities from negatively affecting the educational environment?

- If the research sample includes risk groups (such as mentally disabled, physically disabled, substance addicts, patients, elderly), what are the measures taken to protect the physical and mental health of these people during the research process?

**10- If the research sample includes risk groups (such as the mentally disabled, physically disabled, substance abusers, patients, elderly), what are the measures taken to protect their physical and mental health during the research process?**



**11- Do the practices to be carried out within the scope of the research comply with the constitution, laws and other legislation?**

**12- Financial relations between researchers and participants:**

- Is there any purchase or sale of goods or services or any commercial or financial relationship in any form or under any name for the participants in the research? If so, what is it and what are its justifications?

- Is there any in-kind or cash payment or gift given to the participants in return for their participation in the research? If yes, what is it and what are the justifications?

- Are the participants in the research used in activities with commercial and financial purposes?

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**G. SIGNATURES**

**Principal Researcher's;**

Name-Surname

Signature

Date

**Other Researcher's**

Name-Surname

Signature

Date

**Consultant's (if any)**

Name-Surname

Signature

Date