Form 1

**Check Sheet for "Ethical Review of Research Involving Human Subjects at Ritsumeikan University" (Revised in April 2019)**

Date: 20YY/MM/DD

|  |  |
| --- | --- |
| Applicant (Principal investigator)Affiliation/Title/Name |  |
| InvestigatorAffiliation/Title/Name\*Fill out only when the applicant is not the principal investigator.  |  |
| Research Title |  |

1. This check sheet can be used for self-assessment of whether the research is subject to ethical review by the "Ethical Review Board for Researches Involving Human Subjects at Ritsumeikan University."
2. **Researches by undergraduate students are not subject to review by the Ethical Review Board.** For application by graduate students (equivalent to those in the master's program, the first term of the doctoral program, the first term of the integrated doctoral program), **the research supervisor will be the applicant for ethical review of research (principal investigator) in principle**, and graduate students will be investigators.
3. Ritsumeikan University considers application for ethical review of research by the "Ethical Review Board for Researches Involving Human Subjects" as the right of researchers; and, **application by researchers is voluntary**. **Application for ethical review will require a preliminary review in principle. Application must be submitted before the start of the research.**

**<Risk>**

|  |  |  |
| --- | --- | --- |
| 1. | Is the research expected to cause you any mental or physical risks or disadvantages exceeding the possible scope in daily life?  | [ ]  [x]  |
| 2. | May the research cause discomfort, confusion, or mental or psychological burden or harm to research subjects exceeding the possible scope in daily life?  | [x]  [ ]  |
| 3. | Will the research cause physical pain, endurance, or inconvenience to research subjects exceeding the possible scope in daily life through exercise/training, restriction of meals, sleep, or other actions, or provision of physical stimuli, etc.?  | [ ]  [ ]  |
| 4. | Will the research cause potential disadvantages to research subjects, such as discrimination of individual research subjects or groups or collection of information which may cause damage to their economic situation, employment/professional relationship or personal relationship?  | [ ]  [ ]  |
| 5. | Will the research involve participation of students in experiments, surveys, etc., in classes, which may cause mental or physical risk, pain, or disadvantages exceeding the possible scope in daily life?  | [ ]  [ ]  |

**<Informed Consent>**

|  |  |  |
| --- | --- | --- |
| 6. | Is it impossible to obtain informed consent from research subjects?  | [ ]  [ ]  |
| 7. | Are the research subjects under 18 years old ?  | [ ]  [ ]  |
| 8. | Are the research subjects people with disabilities (intellectual, mental, physical, others)?  | [ ]  [ ]  |
| 9. | Will the research be conducted in people who live by receiving physical assistance from others, such as people staying in hospitals, nursing facilities, and welfare facilities and people requiring nursing care?  | [ ]  [ ]  |
| 10. | Will the research use information that is collected without clear consent to the use in the relevant research? However, cases using data of surveys conducted based on the laws or anonymized information (limited to personally unidentifiable information without a correspondence table) will be excluded.  | [ ]  [ ]  |

**<Privacy Issue>**

|  |  |  |
| --- | --- | --- |
| 11. | Will the research collect information related to the personal nature which can identify individuals?  | [ ]  [ ]  |

**<Fallacious Research Method>**

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| --- | --- | --- |
| 12. | Will the research deceive research subjects, albeit temporarily, by adopting a fallacious or deceptive research method, etc.?  | [ ]  [ ]  |

**<Conflict of Interest>**

|  |  |  |
| --- | --- | --- |
| 13. | Is there conflict of interest with research subjects? For example, are you a teacher, colleague, employer, or a relative of a research subject? Is there any power relationship or blood relationship with research subjects?  | [ ]  [ ]  |
| 14. | Is there any clearly anticipated conflict of interest with people other than research subjects (e.g., family members or deceased family members of research subjects, readers of research outcome, related organizations)?  | [ ]  [ ]  |

**<Reward>**

|  |  |  |
| --- | --- | --- |
| 15. | Will the research pay a reward money or other monetary incentives (excluding transportation fee and other actual expenses) to research subjects, etc., which substantially exceed the base amount? \*See the "base amount" described in the research execution guidebook of Ritsumeikan University.  | [ ]  [ ]  |

**<Procedures>**

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| --- | --- | --- |
| 16. | Is the research requested to receive approval of the ethical review board for researches, etc., by an external institution? * Research fund provider (e.g., public research fund such as science research fund, private organization)
* Article submission guidelines of academic journals where the research will be published
 | [ ]  [ ]  |

That’s all for the questions.

⇒ If "Yes" is chosen for any one of the above questions, the research may be subject to ethical review of research. Please consult the secretariat of the Ethical Review Board first. If application for ethical review is needed, submit this "Check Sheet" (Form 1), "Application Form for Ethical Review of Research" (Form 2), "Research Plan" (Form 3), and "Informed Consent Check Sheet" (Form 4) to the secretariat of the Ethical Review Board before the start of the research.

**\*\*\* For application, attach this check sheet to the application. \*\*\***

⇒ If "No" is chosen for all questions, the research may not be subject to review. If you have any questions, please consult the secretariat of the Ethical Review Board first.