Ethics Committee on Research at the Faculty of Social Sciences

Authority

Ethics Committee on Research at the Faculty of Social Sciences (ECRFSS) examines applications for ethical assessment of research studies and projects undertaken within the Faculty of Social Sciences, which include research work that encroaches on the privacy of people or research where people are the subject of research. It examines the applications of educators, researchers and research associates employed at the Faculty of Social Sciences, as well as students on the proposal of a mentor. The committee gives opinions on proposals for research projects involving research work with people, using the methods of the humanities and social sciences.

Types of applications

Depending on the nature of ethics review, the ECRFSS distinguishes three types of applications, to which the ethics review process is adapted.

Research studies that do not require ethics review, but it is required by the tender terms. The selected ECRFSS member checks compliance with the requirements in the *Background and Criteria for Ethics Review*, and the ECRFSS issues an appropriate certificate to the applicant.

Minimal risk research studies. The ethics review is entrusted to a selected member of the committee who verifies that the application meets the criteria, reviews the application and gives his or her opinion.

Research studies posing more than minimal risk are subject to review by all ECRFSS members. The ECRFSS's decision on the such studies is based on the opinion of the majority of the committee members. In the event of a conflict of interest (mentor, project promoter or research team member), the member is excluded from the assessment.

Review procedure

The application for ethics review is submitted by the lead and / or responsible investigator. In the case of student research assignments, the application is submitted by the student in agreement with the mentor. Applications are submitted electronically to professional services a) for national projects; b) for EU and European projects; or c) an organizational unit of study activity. The application received is recorded by the professional service of the ECRFSS, which provides the applicant with an acknowledgment of the application received. Depending on the nature of the application, it is considered by one of the ECRFSS members (the "reviewer") and, where appropriate, the other ECRFSS members and external consultants also give their opinion. Any remarks and comments shall be sent to the applicant by e-mail, no later than 30 days after receipt of the application, on the basis of which the applicant shall prepare a new version of the application and supporting documents and resubmit them by e-mail. When the application complies with ethical rules and standards, the applicant shall receive a notification within 14 days, on the basis of which he / she shall get the certificate and the approved forms for obtaining informed consent.

Timeline

The estimated processing time for the first application is up to 30 days, and the processing time for any subsequent revisions is up to 14 days. This time may be extended in the case of a large number of applications submitted over a shorter period.

Elements of an application for ethics review

The application for ethics review of the research work consists of three documents. The first document provides background information on the application and research, defining the type of treatment and justifying it. The second document sets out the text of the application outlining the design of the research project with all the essential elements relevant to its ethical judgment. The third document is the informed consent form, which is received and signed by each participant upon completion of the survey.

In addition to the documents listed, the application may include additional attachments such as:

- non-standard measuring instruments used
- written protocols of participant pool
- written protocols of exceptional cases treatment
- forms of advertising used
- written protocols and debriefing content (interview with the participant after the intervention)
- stimuli used

More detailed document preparation instructions and sample documents are available on the website.

Forms

Informed consent

The standard informed consent form has been prepared by the ECRFSS. The **form** is prepared as a Microsoft Word document. When drafting consent, use a prepared document in which you add or change text in the places marked in yellow. Do not change the format of the document except in exceptional cases (e.g. international project requirements), where the form must contain the required elements.