

Procedures for Submitting an Application for Ethical Review of Research and Experiments Involving Human Subjects and Receiving the Results

If a research ethical review is required by the “Preliminary Checklist for Ethical Review in Survey or Experiment on Human Participants/Subjects,” the process from application to acceptance is as follows. **Please note that research ethics review after the survey/experiment has been completed will not be accepted for any reason, so please be sure to apply in advance.**

(1) Preparation

- Download the “Application for Ethical Review of Research and Experiments Involving Human Subjects” from the GSICS website and fill in the required information.
- If you are a Master’s or PhD student, please use the application form for “graduate school students” and receive sufficient guidance from your academic advisor when filling out the form, if necessary.

(2) Submission

- Email the preliminary checklist, application form, and related document(s) as attached files to the General Affairs and Planning Section (総務企画係: thereafter “Section”) at int-som@grp.tohoku.ac.jp
- If you are unable to affix your seal or signature, the reason should be notified to the Section by e-mail at the time of application.
- If your academic advisor is unable to affix his or her seal or signature, ask the advisor to send an e-mail to the Section from his or her Tohoku University e-mail address (. . . @tohoku.ac.jp) stating the reason and the agreement to the contents of the application.
- The “related documents” may vary depending on the nature of the application, but the main ones are explanatory letter, consent form, questionnaire/survey form, interview questions, etc.
- The application form and supporting documents should be thoroughly reviewed. If they are to be prepared in a foreign language, it should undergo a thorough language check by a native speaker of that language prior to submission.

(3) Review period

- The review process usually takes about 2~3 weeks. But, during the screening process, you may be asked to revise your application and/or other documents, which may take more than one month. So please submit documents in sufficient time.
- When requested to revise and resubmit document(s), review the committee’s comments thoroughly and make any necessary corrections and/or additions. When resubmitting the document(s), clearly indicate corrected and/or added parts by highlighting them or putting them in red. If possible, a separate document may be attached that briefly explains the applicant’s response to the comments. Only the revised document(s) should be resubmitted.

(4) Results

- In principle, the results will be hand-delivered at the Section or posted in your mailbox (for faculty members) / in your advisor’s mailbox (for students).