

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” (Appendix Form No. 1-1) and receive sufficient guidance from your academic advisor when filling out the form, if necessary.

(2) Submission

- Email the preliminary checklist, an application form, related document(s), and the pre-submission checklist as attached files to the General Affairs and Planning Section (総務企画係: thereafter “Section”) at int-som@grp.tohoku.ac.jp
- You may omit the seal or signature by submitting via Tohoku University e-mail address (...@tohoku.ac.jp /...@dc.tohoku.ac.jp). Furthermore, you may also omit the seal or signature of the person in charge of implementation or your academic advisor by stating in the email that approval has been obtained from them and sending a copy (cc) to them via their Tohoku University e-mail address.
- 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.
- Once you have completed the application form and related document(s), check the items on the “Pre-submission Checklist” for the final confirmation. Please note that the “Pre-submission Checklist” must be submitted together with the application form and related document(s).

(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. Only the revised document(s) should be resubmitted. When resubmitting, attach a response letter (stating how each question or comment from the IRB was addressed).

(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).