

## Pre-submission Checklist

Before submitting the application form and related document(s), please check the following items and mark the box with ✓ if there are no problems, or mark it with × if it does not apply. Please submit this checklist together with the application form and other document(s).

(1) Are the following points stated accurately, appropriately, and specifically?

- (1-1) Research Period (If the research start date is undecided or has been set prior to approval, write “Upon approval,” “After ethics committee approval,” etc.
- (1-2) Research funding source(s).
- (1-3) Reason(s) for setting the compensation amount higher than the standard rate (1,000 JPY per hour based on GSICS regulation).
- (1-4) Duration of the survey/experiment and the time required to conduct it.
- (1-5) Language(s) used for interviews and oral explanations.
- (1-6) Methods for confirming and obtaining informed consent in interviews other than face-to-face interviews.
- (1-7) Place(s) where data collection may take place (including the name of building[s] and room number[s]).
- (1-8) Attributes, number, and recruitment methods of research participants.  
Also, if participants are narrowed down to specific attributes, the reason(s) for doing so.
- (1-9) Gender selection in questionnaires, etc. (in addition to “male” and “female”, add options such as “no answer” or “non-binary,” etc.).
- (1-10) Nationality of research participants (in some cases, it may be more appropriate to specify the country of origin rather than choosing from the options as “Japanese” and “foreign”).
- (1-11) Data management methods (person[s] with access rights, storage locations, methods, etc.) including the management of personal information on external platforms for online experiments and surveys.
- (1-12) Data retention period (avoid vague expressions such as “data will be deleted after a certain period of time”)

(2) Are there any problems with the text or formatting?

- (2-1) Are there any typos, grammatical errors, or unnatural or inappropriate expressions in the submitted documents?
- (2-2) Are documents written in foreign languages checked by native speakers or properly verified?

- (2-3) Are the explanatory text and consent form not included in the application form, but submitted as attachments in the form in which they will be presented to participants?
- (2-4) Does the content and information in the application form match the explanation? Does the explanatory text contain all the necessary information? (Purpose and significance of the study, its content and duration, voluntary participation, handling of personal information and results, compensation and benefits, contact information, etc.)
- (2-5) Is the consent form addressed to the Dean?
- (2-6) Are sample questions submitted?
- (2-7) If the questionnaire or interview is conducted in a language other than Japanese or English, is a Japanese or English translation attached?

(3) In the case of resubmission, have you confirmed the following points in addition to the above?

- (3-1) Are the revisions and corrections to the resubmitted documents clearly indicated with highlights or red lines? Are the resubmitted documents limited to the revised versions?
- (3-2) Do you attach a response letter (stating how each question or comment from the IRB was addressed)?

Date : \_\_\_\_\_

Name : \_\_\_\_\_

(Misc.)

- In order to reduce the burden on participants, it may be desirable not to collect unnecessary data for experiments and research projects. In particular, you should avoid the collection of personal information that is not necessary for conducting research (e.g., asking participants about their gender when it will not be reported in the paper or used in the research theme or analysis).
- Our role is to review the ethical aspects of research, and it is not our primary task to check the wording of applications and accompanying documents. Therefore, we only point out typos, grammatical errors, and inappropriate expressions that we notice. However, if there are many such errors and there is a risk that participants may misunderstand the content of the questionnaire, consent form, or explanatory document, or if the expressions may be perceived as offensive, we may request revisions.

IRB / GSICS