

Points to Note when Preparing and Reviewing an Institute of Human and Social
Sciences Human Subject Research Ethics Review Application Form

April 28, 2017

Institute of Human and Social Sciences Ethics Committee

Applicants are required to adhere to the following points when they apply for the review by the Committee. The advising instructors are also highly expected to review and check the contents of the application submitted by the student applicants in reference to the points shown below. To the extent that it does not interfere with the implementation of the research, please write in detailed terms for each item on the Application Form. Entry boxes for each item may be enlarged to accommodate all the necessary information.

Name of Information Manager

*The name of the manager of personal information and data must be written (in particular, the name of the actual person serving as the manager must be clearly stated, when there is more than one joint researcher). (-> Check Item 7 of the Form)

Research Overview

*In addition to the purpose and goals of the research, the accumulation and extraction methods for personal information or data must be written in detailed terms. (-> Check Item 2 of the Form)

*When collecting personal information or data using questionnaires or other means, describe the research plan in as detailed terms as possible so that reviewers can properly evaluate the validity and reliability of the constructive concepts on question items and other considerations. Additionally, if possible, the questionnaire sheet(s) should also be submitted. (-> Check Item 2 of the Form)

Test Subject Particulars

*Numbers, age, sex, and other information of subjects must be clearly stated in detailed terms. In particular, when providers are less than 15 years old or have a physical or mental disability, such facts must be added.

Ethical Considerations and Other Issues Related to the Possible Types of Invasiveness that May Arise Through the Research as well as the Presence of Disadvantages and Dangers (*) (Including Information and Data Storage and Management Methods)**

*Methods of collection and extraction of personal data and information described in the Research Overview must clearly state whether they include the possibility of physical, mental or social harm to the providers, and, if they do carry such a risk, whether it is socially permissible to implement them. (-> Check Item 4 of the Form)

*By rule, research goals and contents, disadvantages and dangers, the anonymization or lack of anonymization of information and data, etc. must be fully explained to providers in writing or orally before obtaining the consent form (in the case of a questionnaire, it must be written that the providing of answers is automatically seen as providing consent). Furthermore, in the event that providers are less than 15 years old or have physical or mental disability, it may, as needed, be necessary to obtain a consent form from that individual's proxy. (-> Check Items 5 and 6 of the Form)

*In investigative research utilizing interviews, participant observation, and questionnaires, researchers must explain verbally, in documentation, or in the questionnaire that research participation is conducted through the free will of providers, that providing answers is voluntary, that it is possible to withdraw or refuse to provide answers midway, and that no disadvantageous consequences will result for providers.

(-> Check Item 5 of the Form)

*In the event that questionnaires require the participants to write down their name, explanations must be provided verbally, in document form or on the questionnaire stating the reason for including written names, and also no damage will be suffered by providers as a result of providing one's name. (-> Check Item 5 of the Form)

It must be clearly stated whether the collected and extracted personal information or data will be anonymized (if anonymized, whether it is linkable anonymizing or non-linkable anonymizing**). (-> Check Item 7 of the Form).

*The required period and appropriate storage management method for collected or extracted personal information and data must be clearly stated. (-> Check Item

7 of the Form)

*When implementing joint research with companies, local governments or similar entities, the collection and handling of personal information must be clearly specified in the Joint Research Application, Joint Research Plan and Joint Research Contract. (-> Check Item 8 of the Form)

(*Linkable Anonymizing: Information that makes it possible to identify a particular individual is removed from the original data, and is anonymized by assigning new codes or numbers. In retaining and managing a correspondence table of symbols and relevant individuals, linking is possible.)

(*Non-Linkable Anonymizing: Anonymization utilizing a method in which a correspondence table of relevant individuals and their new assigned codes or numbers is not retained, making it impossible to discern a particular individual from the original data.)

Notes:

*Remuneration to providers, when it is given, must not be excessive in terms of money or goods, and a statement must be included saying that payment and receipts are managed appropriately. (-> Check Item 9 of the Form)

*When a student makes an application, it must be written that the student has read and understood the Human Subject Research Ethics Guidelines of the Institute of Human and Social Sciences, Kanazawa University.