

Requirements on the Establishment of the Institute of Human and Social Sciences
(IHSS) Ethics Committee, Kanazawa University

(Establishment)

Article 1. Based upon Article 10 of the *Human Subject Research Ethics Guidelines, Institute of Human and Social Sciences, Kanazawa University* (hereafter referred to as the "Ethics Guidelines"), the Institute of Human and Social Sciences (hereafter referred to as the "Institute") has established a human subject research ethics review committee (hereafter referred to as the "Committee").

2 Based upon applications filed by researchers that conduct human subject research within the Institute, the Committee shall review research plans, including planned publication methods for research results (hereafter referred to as the "Research Plans"). The Committee will also plan and implement educational activities promoting the principles of the Ethics Guidelines.

(Review Standards)

Article 2. Review standards shall be based upon the Ethics Guidelines, generally accepted ethics guidelines, related laws, and the guidelines, etc. of the relevant authorities.

(Organization)

Article 3. The Committee shall consist of the following members:

- (1) One Advisor to the Dean of the Institute of Human and Social Sciences (hereafter referred to as the "Dean") designated by the Dean himself
- (2) One instructor selected from each faculty of the Institute
- (3) In the event that no specialist in law and ethics is appointed within the committee as stipulated in (1) and (2), one instructor specializing in law and ethics

2 In addition to the members stated in the previous clause, it is possible to add to the Committee additional experienced scholars from inside or outside of the university.

3 The committee chair (the selection of which is stipulated in Article 4) shall commission experienced scholars specified in Clause 2

4 The term of appointment of committee members shall be two years, with no restrictions on re-appointment. However, the term for a committee member filling a vacancy shall be the period remaining in the previous appointee's term.

(Committee Chair)

Article 4. The Committee shall have a committee chair to be staffed by the member that Clause 1-(1) of Article 3 stipulates.

2. The committee chair will convene and preside the Committee.

3. In the event the committee chair is involved in an emergency, the work shall be carried out in proxy by a committee member selected beforehand by the committee chair.

(Quorums and Vote Tallies)

Article 5. A valid committee is established through the attendance of two-thirds of the committee members, and review judgments are made by a two-thirds or greater majority of the attendees. However, attendance via proxy is permitted.

2 Committee members shall not be involved in reviews, if the Committee reviews research plans and related documentation for which the members in question themselves are a research representative, a joint researcher, or a cooperative researcher (including research by students to which they provide research guidance and other assistance as the principal advising instructor).

(Application Procedures)

Article 6. Researchers who want to receive a review of their research plans and related documentation (hereafter referred to as the "Applicants") must submit a human research review application form using Form 1 or Form 2 (available separately) (hereafter referred to as the "Application Form") to the committee chair.

2 Students shall make their applications under the guidance of their advising instructor.

3 Except for the existence of special circumstances, applications from instructors in other departments or areas shall be accepted only if one instructor affiliated with the Institute is acting as a joint researcher in the research.

(Review Method)

Article 7. Reviews shall be conducted quickly, with methods including document reviews, consultation reviews, and other reviews conducted through Article 10. On the other hand, procedures on applications made by students shall be specified separately from the aforementioned procedures.

2 When necessary, the Committee can have the Applicant attend the committee meeting to review the relevant research plan and other considerations. At this meeting, the committee can request the Applicant to explain contents of their application and other matters.

3 Judgments of review shall be made in terms of the following classifications.

- (1) Approved
- (2) Approved with Conditions
- (3) Not Approved
- (4) Not Applicable
- (5) Held (Further Review)

(Document Review)

Article 8. The Committee shall conduct a document review of the Application Form.

2 An "approved" judgement described in Clause 3 (1) of Article 7 shall be given in the case of document review when two-thirds of the committee members give approval.

(Consultation Review)

Article 9. In the event that an "approved" judgment is not acquired through document review, the committee chair shall convene the committee and reevaluate the relevant application through a consultation review.

(Review Procedure Simplification)

Article 10. In the event the committee chair acknowledges any of the following items in the research plan, it is possible to simplify the review procedures in order to conduct a faster review (hereafter referred to as the "Fast Review").

(1) Review of research plans that needs minor changes

(2) Reviews of research plans patterned on research plans that have already been approved by the Committee.

(3) Reviews of research plans (including graduate thesis research and academic dissertation research) that do not exceed minimal danger (danger that is not in excess of the limits for the possibility of physical, mental or social harm to everyday life, and is of a type that is socially acceptable) to subjects who provide personal information or data for the research (hereafter referred to as the "Providers").

2 In the event that the research plan for joint research has already been approved by the ethics committee of a major research institute and another partner research institute seeking to engage in the research, a fast review can be undertaken upon receipt of the approval documentation from such research institutes.

3 Fast reviews shall be conducted on documentation by two committee members selected beforehand by the committee chair. Approvals and conditional approvals shall be decided upon through an agreement between the two members.

4 When a fast review has been conducted, the committee chair shall report the review results to all committee members.

(Review Results)

Article 11. Following the conclusion of the review, the committee chair must immediately report the review result to the Dean, using the human subject research review result notification form (Detached Form 4).

2 Based on the report from the preceding clause, the Dean shall immediately notify the applicant of the review result, using the human subject research review notification form (Detached Form 5).

(Review Exceptions)

Article 12. In the cases described in the following items, the Dean may decide whether to give approval without a committee review upon consultation with the committee chair.

(1) When the relevant review requires particular urgency.

(2) Unsigned (anonymous) questionnaire investigations in which answering is left to the will of Providers and the results are used exclusively for statistical analysis.

(3) When the review result can be clearly inferred from review precedents.

(4) In other cases with special circumstances.

2 In the event that a decision on approval or disapproval without a committee review was made according to the preceding clause, the committee chair shall report the result to all committee members immediately following the decision.

3 In the event that a decision on approval or disapproval was made through clause 1, the Dean shall immediately notify the applicant of the decision made.

(Review Exemptions)

Article 13. Research that corresponds to one of the following shall not require an ethics review.

(A) Research that does not involve personal information or data.

(B) Research that only uses generally obtainable information or data for which the academic value has already been determined, that is widely used for research purposes

(C) Research that only uses information or data which is non-linkable anonymized, or even if it is linkable anonymized, information and data for which the relevant research institute does not possess a correspondence table.

(Additional Reviews)

Article 14. In the event the applicant has an objection to the judgment result of the review, a request for an additional review can be made during a two-week period from the day after the Review Results Notification was received.

2 Requests for additional reviews must be conducted using the Human Subject Research Additional Review Application Form (Detached Document Form 6). However, if the applicant is a student, submissions shall be made together with a consent from the advising instructor (no specified format).

3 When a request for an additional review is filed, the committee chair shall convene the committee and conduct an additional review.

(Office Work)

Article 15. Committee work shall be administered within the Human and Social Administration Department.

(Miscellaneous Provisions)

Article 16. Other items necessary to the Committee than those set forth within these requirements shall be specified separately.

Article 17. The English name of the committee shall be the "Institute of Human and Social Sciences Ethics Committee, Kanazawa University."

Supplemental Provisions

1. These requirements are effective from July 29, 2016. However, they shall be applied to student applicants from April 1, 2017.

2. Regardless of the stipulations of Article 3-4, committee members selected for their first appointment term shall serve until March 31, 2018.

3. *The Kanazawa University Institute of Human and Social Sciences Faculty of Human Science Human Subject Research Ethics Committee Establishment Requirements, Kanazawa University Institute of Human and Social Sciences Historical Linguistic Culture Science Faculty of Letters Human Subject Research Ethics Committee Establishment Requirements and Kanazawa University Institute of Human and Social Sciences Faculty of Education Human Subject Research Ethics Committee Establishment Requirements are hereby abolished.*