

Reception Number

Application for Research Ethical Review

YYYY MM DD

To: Dean of the Graduate School of Humanities and Social Sciences (School of Law)

Applicant (Principal Researcher)

Department \_\_\_\_\_

Job Title \_\_\_\_\_

Name \_\_\_\_\_

I hereby submit the following application pursuant to the provisions of Article 8, Paragraph 1 of the Guidelines for the Ethics Review Committee of the Graduate School of Humanities and Social Sciences/School of Law, Okayama University.

1. Title of research project
2. Researchers <ul style="list-style-type: none"> <li>○ List all researchers engaging in the research project, including the principal researcher</li> <li>○ Include their departments and positions</li> </ul>
3. Research period: From _____ to _____ <ul style="list-style-type: none"> <li>○ The research commencement date shall be the date of commencement of the date the research or experiment will start. (If data obtained in a preliminary research/experiment will be used, the date when the preliminary research/experiment begins shall be the research commencement date.)</li> <li>○ The research end date shall be the date analysis will be completed for the data obtained from the research/experiment.</li> </ul>
4. Purpose and significance of the research
5. Outline of research content, research methods, and other matters <ul style="list-style-type: none"> <li>(1) Participants in the research <ul style="list-style-type: none"> <li>○ Number of participants in the research</li> <li>○ Methods to obtain cooperation from research participants (with or without honoraria or rewards)</li> <li>○ Measures and considerations to be taken for research participants under 18 years of age, cases where consent of participants is difficult to obtain for some reason, or cases where linguistic communication is difficult with any participant</li> </ul> </li> <li>(2) Procedures for conducting research <ul style="list-style-type: none"> <li>○ Frequency, duration, and hours of participation of research participants</li> <li>○ Place of research</li> <li>○ Type and nature of information and data to be collected and the method to record the collected information and data</li> <li>○ Research assistants</li> <li>○ Equipment and instruments used in research</li> </ul> </li> <li>(3) Procedures to manage collected personal information and data <ul style="list-style-type: none"> <li>○ Place and procedures to store collected personal information and data</li> <li>○ Owners of access to the collected personal information and data</li> <li>○ Retention period and destruction procedures for collected personal information and data</li> </ul> </li> </ul>

6. Ethical considerations in research	
(1) Procedures to protect human rights and other rights of individual research participants	
<ul style="list-style-type: none"> <li>○ Considerations when analyzing collected information and data (anonymizing personal names, location names and other person-identifiable information)</li> <li>○ Considerations for using collected audio and video recordings</li> <li>○ Disadvantages or possible disadvantages suffered by participants from the research</li> </ul>	
(2) Procedures to obtain research participants' consent (The letter of consent form must be attached.)	
<ul style="list-style-type: none"> <li>○ Specific procedures for obtaining the consent of research participants (e.g., how to contact them, how to explain the research, who to contact for inquiries and complaints)</li> <li>○ Selection and appointment of a legal representative (such as appropriateness and criteria)</li> <li>○ Place to store letters of consent</li> </ul>	
(3) Others	
<ul style="list-style-type: none"> <li>○ A set of copies of documents, correspondence, and other materials prepared or used for ethical considerations</li> <li>○ A set of the interview guide, sample texts, questionnaire, and other materials. (Copies are acceptable.)</li> </ul>	
7. Publication of research results	
<ul style="list-style-type: none"> <li>○ Expected time and media of publication of research results</li> </ul>	
8. Existence of conflict of interest	<input type="checkbox"/> Yes (Attach an explanation statement.) <input type="checkbox"/> No
9. Contact for inquiries	
<ul style="list-style-type: none"> <li>○ Contact information for the principal researcher</li> </ul>	

Contact for complaints: Research Cooperation Division, Research Cooperation Department, Okayama University  
 (1-1-1 Tsushima-naka, Kita-ku, Okayama City, Okayama Prefecture)  
 Phone: 086-251-7118 Fax: 086-251-7114

⊙ Notes for filling out the form

- “Research participants” refer to individuals and organizations from whom you collect information and data and/or who will be the subjects of your experiments for the research.
- “Disadvantages” referred to in (1) of [6. Ethical considerations in research] mean mental or physical pain, economic loss, and other disadvantages the research participants might suffer.
- Follow the instructions written in red in each item to enter information known at the time of application. No information is required for items that are not applicable to your research project. Enter “Not applicable” for items in red not applicable to your research project.