

Research Ethics Checklist (for submission)

1. Check to see if the information in your Application meets the following criteria:

Item	Descriptions	Appropriate	Not sure	Not applicable
(1) Criteria and ground for selecting subjects	<ul style="list-style-type: none"> <li>• Have you selected only appropriate subjects for the purpose of the research?</li> <li>• Is there any factor in the subject-selecting process that could create a sense of unfairness or discrimination?</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>
(2) Procedures to seek understanding from research subjects	<ul style="list-style-type: none"> <li>• Is free-will participation guaranteed?</li> <li>• Have you conveyed necessary information to the subjects? (Are all check boxes on the Informed Consent Checklist checked?)</li> <li>• Are the prospective research subjects' conditions (such as level of understanding and age) taken into consideration?</li> <li>• When you provide explanations via an intermediary, do you take measures to ensure that the intermediary understands the content of the explanations?</li> <li>• When a prospective research subject uses a legal representative, do you make every possible effort to explain the research to the prospective research subject?</li> <li>• If you conduct research without requesting cooperation from or providing explanations to research subjects (including their legal representative), is there a justifiable and acceptable reason for doing so?</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(3) Procedures to obtain consent from research subjects	<ul style="list-style-type: none"> <li>• Will you obtain signatures from the research subjects or their legal representative on the letter of consent?</li> <li>• If you will obtain consent but not a signature or will obtain no consent, is there a justifiable and acceptable reason for doing so?</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
(4) Procedures to collect personal information, data, and other person-identifiable items	<ul style="list-style-type: none"> <li>• Will the research be conducted by trained/qualified persons?</li> <li>• Is the personal information to be collected indispensable for the purpose of the research (i.e., isn't any unnecessary information collected)?</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>



(8) Economic relationships with companies or other entities that third parties may perceive as influencing the research results	<ul style="list-style-type: none"> <li>• Are there appropriate measures in place to ensure the impartiality of the research results?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(10) Procedures to store personal information, data, and other materials	<ul style="list-style-type: none"> <li>• Will you store personal information, data, and other sensitive materials in locked storage?</li> <li>• Will you store the data by separating them from personal information?</li> <li>• When you enter personal information, data, and other sensitive information into computers, will you store them in computers not connected to external networks?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(11) Time and procedures to dispose of collected personal information, data, and other information	<ul style="list-style-type: none"> <li>• After the required retention period, will you promptly dispose of personal information and data (shred paper media, erase electronic data, or destroy the storage media)?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(12) Feedback of research results	<ul style="list-style-type: none"> <li>• If there are collaborating institutions, will you conclude an agreement with them in advance on how the research results will be communicated to them (i.e., will you reach an agreement with them in advance on what will and will not be communicated to them)?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Describe details for items you marked “Not sure” on the checklist above and for any other matters that need verification by the Research Ethics Committee.