



# FINAL INTERNATIONAL UNIVERSITY

## ETHICS COMMITTEE APPLICATION CHECKLIST

Researchers applying to the Final International University (FIU) Ethics Committee to conduct a research that requires data collection from people must have completed all the documents listed in the Application Checklist. Please review the Application Checklist below. Fill this form and attach it to the beginning of your application file.

Ethics Committee Application Form

Project Information Form

Informed Consent Form

Parent/Guardian Consent Form      Yes      Not needed

Debriefing form      Yes      Not needed

An example of data collection tools (including online forms, applications, etc.)

Checklist (this form)

Title:

Name and surname:

E-mail:

Date:

Signature:

*(In case the applications are made through the address **\*\*\*@final.edu.tr**, the e-mail address and name appearing replaces the electronic signature.)*

**POINTS TO BE CONSIDERED DURING ETHICAL ASSESSMENT**  
**THE N/A OPTION SHOULD BE USED FOR THOSE QUESTIONS NOT APPLICABLE**  
**(For example, if archival records are not to be used, N/A should be marked in Question 1.)**

Yes    No    Partly    N/A

1. If archival records are to be used in the research, has the relevant legal regulations been complied with and permission has been obtained?
2. **Random assignment**
  - (a) Is it clear that the selection/assignment of the research participants will be done randomly?
  - (b) Is it clear that the assignment of the participants to different groups (experimental and control groups) will be done randomly?
3. Does the researcher have a dual role in the research that will create a conflict of interest?
4. If the information is to be collected in the research on sensitive issues (sexual orientation, substance use, illegitimate behaviors, etc.), are measures taken to protect the rights of the participants and ensure confidentiality?
5. **Does the informed consent/voluntary participation form contain the following items (a-k)?**
  - (a) the purpose of the research
  - (b) anticipated time for data collection
  - (c) what the participants are expected to do during the data collection process (for example, filling out a questionnaire, computer-based application, etc.)
  - (d) participation was on a voluntary basis
  - (e) the participant's right to opt out after the research has begun
  - (f) possible consequences of giving up
  - (g) potential risks, discomfort, or adverse effects
  - (h) how and for what purpose the information obtained will be used
  - (i) how the participant's identity and institution information will be based on confidentiality (anonymity) or how this information will be used and protected by researchers in cases where identity/institution information is required
  - (j) incentives (if any) for participation
  - (k) by whom the research was conducted and how to reach them (for large teams, only the name of the lead person may be written.)

6. If any audio or video recording is to be taken, is it stated that prior permission will be obtained?
7. If research will be conducted with students or people working for them, are measures taken to protect participants against the negative consequences of their refusal to participate in the research or their withdrawal?
8. If participation in the research will provide extra points as required by the course; are different options offered to those who are likely to participate?
9. Are the economic or other incentives (extra points for the course) to be provided to the participants for participation in the research in amounts that make participation compulsory?
10. Will "**deception**" be used in a situation where it can be predicted to cause physical pain or severe emotional distress to the participant?
11. Is it stated that any deception necessary for the healthy conduct of the research will be disclosed to the participants at the end of the participation and as early as possible (debriefing)?
12. Is an explanation/information form provided for "debriefing" in the case of deception in the research?
13. **Does the Debriefing Form contain the following items (a-c)? (If there is no deception, all three answers should be N/A.)**
  - a) The real purpose of the research
  - b) Reason for deception
  - c) The participant's potential questions or ideas can be forwarded to the researcher or FIU Ethical Committee.
14. If there are possible risks that may arise during the research, have the measures been explained to minimize or compensate for the harm done to the participant if it is realized?
15. Is it specified how research data will be recorded (consistent with the principle of confidentiality)?
16. Is it specified how research data will be stored (locker or encrypted electronic file)?