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| http://ww1.emu.edu.tr/emu_v1/media/assets/images/logo/emu-dau-logo.png |  **Eastern Mediterranean University****Publication and Research Ethics Board****bayek@emu.edu.tr** |

**APPLICATION GUIDE**

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| 1) Research and Publication Ethics Board (R.P.E.B.), functions within Eastern Mediterranean University (EMU) Research and Publication Ethics Regulations and Global Ethics Regulations. 2) The Board can only conduct evaluations for studies that are planned to be done in the future. Retrospective applications for studies where data has already been collected cannot be made. Ethics Board meets regularly, however; it would be appropriate to apply at least 2 months before the data collection date considering that evaluation and delivering the result to the applicant may take up to 2 months after sending the application letter. Hence this rule, if the data collection is stated to have already started when the Board is reviewing the folder, the application will not be taken into consideration and will be returned. 3) All application made to R.P.E.B. are evaluated within the privacy policy stated in the EMU Research and Publication Ethics Regulations.4) Questionnaire/scale, developing a scale, non-medical observation and document or data source review in addition to system-model development type studies are evaluated by this Board. 5) The type of studies listed below are outside the scope of this Board and should be presented to the “Health Sub-Ethics Board” under R.P.E.B. * All medical initiative/observational studies,
* Survey studies with patient samples,
* Experimental studies with patient samples,
* Retrospective archive reviews such as document and video records,
* Studies which will be done with biochemical, microbiological, pathological and radiological collection materials such as blood, urine, tissue, radiological images or materials collected from routine medical exams, workups, tests and treatment processes in addition to cell or tissue culture studies,
* Studies which will be done with genetic materials for diagnostic purposes and are excluded from genetic treatment clinic studies,
* Studies to be conducted within nursing activities’ limits,
* Dietary studies,
* Studies related to body physiology such as exercise,
* Studies based on antropometric measurements.

6) Applications within EMU should be delivered via the Rector’s Office by the Dean’s Offices, Institute (thesis or postgraduate student projects) or School Directorates. Application from outside EMU should be made directly to the EMU Rector’s Office via official correspondence. 7) Each page of the Application Forms and appendices should be signed by the main researcher. 8) In cases where Voluntary Participation Form is needed, the information/factors that should be included in the form are as follows:* A language which can be understood by the targeted participants should be used.
* If the research is a thesis study, the name of the supervisor must be stated.
* The aim of the study should be explained in general terms.
* In case of studies requiring permission from the involved organizations or institutions, the received permission should be mentioned.
* It should be stated that the study is on voluntary basis and the right to participate or not exists.
* It should be stated that participants can leave the study any time after participating and this would not bring any liability to them.
* The possible risks, sense of discomfort, adverse effects should be clearly stated. It should be explained that participants can leave the study when they feel discomfort and help to remove discomfort will be provided.
* Limits relevant to confidentiality (personal information, who and how the data will be shared with) should be explained.
* Other questions which may arise typically from the participants should be answered and should be highlighted that they should not hesitate to ask any questions before providing consent. Additionally, it should be stated that participants can contact the researcher via phone or e-mail and ask any questions or inquire about the findings once the study is completed.
* If the study will be conducted with children under the age of 18 or adults without the capacity to consent, approval must be taken from the legal guardians of these individuals.
* Written informed consent (Voluntary Participation Form) should be taken from the participants for studies involving natural observations and certain type of archive review.
* Factors that should be provided at the end of the Form;
* Date, Participants’ Name, Surname, Address, Phone, Signature [For studies where children and teenagers under the age of 18 are, name, surname and signature for the parent/guardian], Researchers’ Name, Surname, Address, Phone, e-mail, Signature

9) Once the Application Form is filled, the documents should be checked based on the Document Checklist below and presented to the Board without any missing documents. DOCUMENT CHECKLIST1. Updated Form should be used. 2. Form should be typed and printed (hand-filled applications will not be accepted). 3.  The start date for Data Collection should be after the Board’s first meeting date. 4.  Voluntary Participation Form should be attached. (Voluntary Participation form is not required for studies that do not need Voluntary Participation Form as stated in the Application Form.)5.  If available, all Questionnaires / Scales / Materials should be attached. 6.   Each page on the Application Form (including scale, questionnaire, etc. and all appendices) should be signed by the main researcher.  |