**EÖTVÖS LORÁND UNIVERSITY (ELTE)**

**Bárczi Gusztáv Faculty of Special Needs Education**

**The Committee on Science and Research Ethics**

**Appendix Regulations**

*Request for a review on research ethics*

To ensure that the submitted research plan can be examined and evaluated by the ELTE Bárczi Gusztáv Faculty of Special Needs Education’s Committee on Science and Research Ethics, substantial and concrete answers should be t given by the primary investigator to the following questions with the application’s corresponding annexes attached:

**Title of the proposed research:**

**Primary investigator:**

Name

Institute

Job title

Scientific degree

Contact

Supervisor (in the case of doctoral research)

**Further professionals involved in the research:**

Name

Occupation

Duties

Role in the proposed research

**If the primary investigator has no scientific title, the details of the person holding a scientific title:**

Name

Occupation

Duties

Job title

Scientific title/degree

**Overview of the research (maximum 500 words):**

* The planned scope of the research, duration, scheduled start and completion dates
* The research subjects involved and the duration of their participation (e.g., how many sessions, length of certain sessions, etc.)
* A brief description of the proposed research
* The main hypotheses of the proposed research
* Outline of the proposed research methodology
* Professional and social implications of the planned research

**Introduction to the research process:**

* Description of the materials and methods, such as questionnaires, tests, interview techniques, observations, etc. (Please also attach them as an appendix!)
* Description of the procedures of each test/observation/experiment (order, whether order is the same for all the participants or not, if there are any optional procedures, etc.)

**Description of research participants:**

* Describe the research participants (age, social status, gender, education, occupation, clinical,status, etc.)
* Justification of planned group size
* Describe the inclusion and exclusion criteria,, and provide a justification for these selection criteria
* Explain the reasons for exclusion
* Recruitment of participants. such as online advertising, paper-based announcements, personal communications, etc. (Please attach the full text of the ad as an appendix.)
* Screening procedures prior to the study (phone interviews, history, other documents, online questionnaire, etc.)
* Description of any compensation – i.e., any kind of benefit or cash incentives for participating in the study

**Consent form and information:**

* Content of the information brochure and consent form for the participants and their justification, the full text of the consent form and information brochure
* The planned collection of consent forms (in electronic form, in person before the start of the project, via mail, etc.)
* If the participant is a minor, is illiterate or is under guardianship, the guardian’s/legal representative’s consent is needed.
* If the informed consent is not signed by the participant, then how will the participant consent to the study?

**Confidential handling of research participants’ data and data protection:**

* Describe how the personal rights and the confidentiality of the research participants and their data are ensured at each stage of the research (recruitment, selection and participation).
* Does the method include any deception of the participants? How? How will the researcher neutralize its impact following the study?
* What are the ways in which the data are recorded and stored?
* How is confidentiality ensured (who will have access to the data, how will the codes be handled, etc.)?
* What happens to the data after the completion of the research?
* How is participants’ anonymity ensured?
* Once the investigation is complete, what information will be shared with the participants – in the case of children, with their parents; or in the case of persons under custody or guardianship, the guardian or the person in charge? How is information to be shared?

**The risk factors of the research:**

* Describe all known/possible risk factors of the abovementioned research methods and procedures (side effects, fatigue, pain, uncomfortable feelings, etc.)
* Provide an estimate of their expected strength
* Describe the prevention or reduction of all risk factors to a minimum and the reasons for such measures
* Describe the possible risk factors associated with the *implementation* of the research.

**Research location(s):**

* Brief information about the planned sites of the research
* Description of the research environment
* Proposed procedures to ensure optimal environmental conditions (controlling distraction and noise level, etc.)

**Resources of the research:**

* Description of financial resources from funding agencies (introduction of the sponsoring/funding organisation, the duration of the grant, comparison of the duration of the grant and that of the proposed research, etc.)
* Description of financial resources, if not grants are available.

**Conflict of interest:**

* Description of any kind of conflict of interest (e.g., family relationships, financial or other personal interests, etc.)

**Planned dissemination:**

* Publication plans
* Lectures, conferences presentations, etc.
* Other