

A - Pre-check sheet for research involving human subjects

At Saitama University, a national university corporation

Ethics Committee for Research Involving Human Subjects

December 2023

When conducting research involving human subjects at Saitama University, approval from the Ethics Committee may be required in accordance with the provisions of the "Ethical Rules for Research Involving Human Subjects at Saitama University." However, even research involving human subjects does not always require application to the Ethics Committee. The principal investigator should check the "Ethical Rules for Research Involving Human Subjects at Saitama University" and use this sheet as a reference to decide whether or not to apply to the Ethics Committee for the research.

*Even if the review is not conducted by an ethics committee, researchers, etc., are naturally responsible.

The following must be observed: • Conducting research with social and academic significance • Ensuring scientific rationality in accordance with the characteristics of the research field • Comparing the benefits obtained from the research with the burdens and other disadvantages to research participants • Providing sufficient prior explanation to research participants and obtaining their consent based on their free will • Giving special consideration to those in socially vulnerable positions • Appropriate management of personal information used in research • Ensuring the quality and transparency of research.

[Regarding research conducted primarily by students]

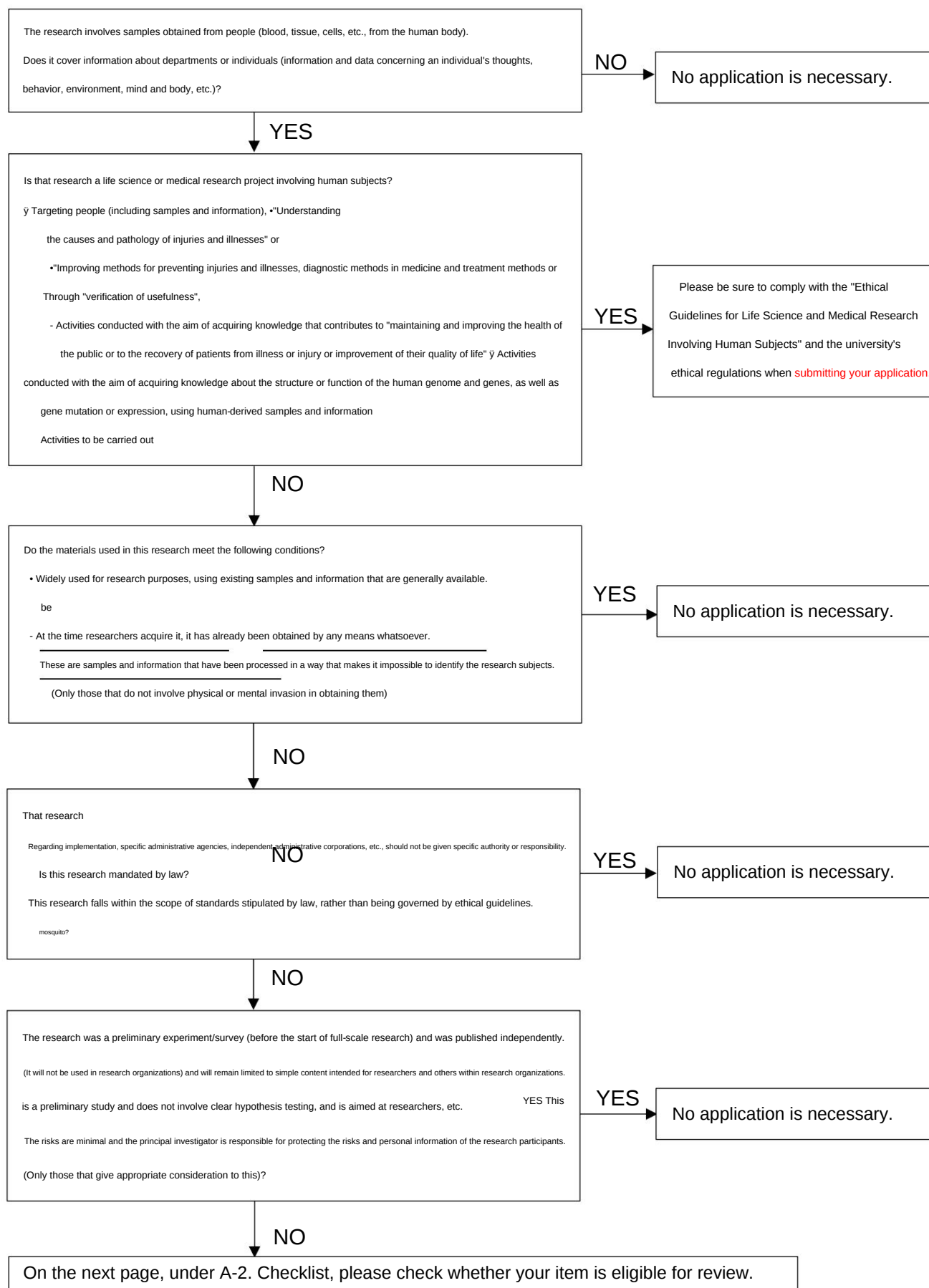
For research conducted primarily by undergraduate and graduate students, the supervising professor is responsible for **deciding whether or not to submit the research to an ethics review committee.**

If you are unsure whether or not you need to apply,

Please contact the Ethics Committee for Research Involving Human Subjects at Saitama University (Research Promotion and International Cooperation Division).

EMAIL: kshinkou@gr.saitama-u.ac.jp TEL: 048-858-3010 (Extensions: 796672, 796442)

A-1. Flowchart



A-2. Checklist

ÿ	Minimally hazardous risk (the potential for physical, psychological, or social harm in daily life) (This refers to risks that do not exceed reasonable limits and are of a socially acceptable nature.) Includes risks exceeding Examples: Questions about whether or not they have experienced bullying, suicidal thoughts, etc. The questions include topics that go beyond everyday life experiences and the scope of daily conversation. doing	ÿYES	ÿNO
ÿ	May involve intervention	ÿYES	ÿNO
ÿ	Information relating to an individual's essence, such as thoughts and ideas, and other information related to an individual's privacy. This involves collecting, analyzing, and storing information (including when it is outsourced to a third party). and includes information that could identify a specific individual.	ÿYES	ÿNO
ÿ	Characteristics that make people more vulnerable to social abuse (those who have experienced bullying, those with disabilities, and those who have had children) The research subjects were a group of people who have children or other individuals who need support from others. doing	ÿYES	ÿNO
ÿ	Procedures for using false explanations of research objectives, etc., to research subjects for experimental or survey purposes. It includes	ÿYES	ÿNO
ÿ	A conflict of interest exists between the research subject or their associates (e.g., the researcher or research subject is a teacher, colleague, employer, or relative, or there is some kind of power relationship or kinship).	ÿYES	ÿNO
ÿ	Ethical review is conducted by research funding providers, collaborative research partners, and academic societies and journals that publish research results. They are being asked to obtain approval.	ÿYES	ÿNO

There is at least one "YES"	This may be subject to review by an ethics committee. *It is anticipated that during the course of the research, a situation may arise where you answer "YES" to any of the questions. If you are concerned, we recommend consulting with and submitting an application to the Ethics Committee.
All "NO"	It is not considered to be subject to review by the ethics committee.

A-3. Application Method

Regardless of whether it's a new or modified plan, you must submit an application before commencing any research.

Type of application	method
New plan	• Attachment Form 1 (Research Plan) *1 • Explanation *2 • Consent Form/ - Withdrawal of Consent Form *2 • Other - documents to be used in experiments/surveys (questionnaires, etc.) *2
Minor changes to approved plans	• Attachment Form 3 (Minor Change Report) *1 *3
Changes to approved plans (other than minor changes)	• Attachment Form 2 (Application for Approval of Research Plan Change) *1 • - Attachment Form 1 (Research Plan) • Other - necessary documents *2
This is a multi-institutional collaborative research project. A plan approved by an ethics review board at another institution.	• Attachment Form 5 (Application for Research Implementation Permit) *1 - Documents submitted to one ethics review committee • Review results (approval notification, etc.) - Other documents requested by the president
Research plans reviewed by our university as a single ethics review committee.	We are not currently accepting applications for review. Please request an ethical review from your individual institution.

*1 No seal is required. Please fill out each attached form and submit it as a Word file to the address below. *2 This may not be required depending on the case. *3 If

the changes are only (1), (2), (4), or (5), and within about one month of the reason

for the change occurring,

Post-event reporting is permitted.

(3) Please report any changes to the implementation period before the research period ends. (6) Please report any other

matters in advance as they require confirmation.

Where to find the form

Saitama University Research Organization Website

<http://www.saitama-u.ac.jp/iron/ethics/hito.html>

Submission and Inquiry Contact

Ethics Committee for Research Involving Human Subjects at Saitama University (Research Promotion and International Collaboration Division)

MAIL: kshinkou@gr.saitama-u.ac.jp