

	<b>APPLICATION PROCEDURE FOR THE SOCIAL SCIENCES AND HUMANITIES RESEARCH ETHICS COMMITTEE</b>	Document Code	IA. SBAEK.01
		Release Date	26.06.2024
		Revision Date	-
		Revision Number	-
		Confidentiality Level	Internal Only

**FENERBAHÇE UNIVERSITY**  
**APPLICATION PROCEDURE FOR THE SOCIAL SCIENCES AND  
HUMANITIES RESEARCH ETHICS COMMITTEE**

Applications to the Social Sciences and Humanities Research Ethics Committee can be made for human-subject research that does not fall within the scope of interventional clinical research.

For example, observational and descriptive human studies (scale development, web-based or face-to-face surveys, literature reviews, system or model development, data screening, qualitative research, interviews, etc.) that are not experimental in nature, do not involve interference with bodily integrity or the use of biological materials (biological fluids and samples such as blood, urine, etc.) are reviewed by the Fenerbahçe University Social Sciences and Humanities Research Ethics Committee.

**Other studies, such as non-interventional clinical trials and social and human sciences research, are accepted by the Social Sciences and Humanities Research Ethics Committee.**


**During the Application:**

- Applications are submitted to the Ethics Committee Secretariat by the principal investigator, accompanied by a signed petition.
- Applications submitted at least 7 working days before the Ethics Committee meeting will be included in the meeting agenda.
- The application file is submitted to the Ethics Committee by hand as 1 **signed** printout (should be prepared and placed inside a fastener folder, with the folder having the name and institution of the principal investigator written on its cover).
- Additionally, the file should be emailed to [sosyal.etik@fbu.edu.tr](mailto:sosyal.etik@fbu.edu.tr) in WORD format, without a signature.
- Incomplete applications are not evaluated.

**Submission of Correction Requested Files:**

- Changes made in response to the requested corrections are highlighted in color within the text, and the file is resubmitted to [sosyal.etik@fbu.edu.tr](mailto:sosyal.etik@fbu.edu.tr).
- In addition, a report addressing each of the requested corrections is prepared, signed by all researchers, and submitted to the ethics committee secretariat.
- The correction report must include the date of delivery.

	PREPARED BY	CONTROL	APPROVED BY
Title	Ethics Committee	Strategy and Quality Directorate	GENERAL SECRETARIAT
Signature			

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- The waiting period for making the proposed changes and completing the deficiencies cannot exceed 90 days; if this period is exceeded, the application file will be considered withdrawn.

#### After Ethics Committee Approval:

- After obtaining ethics committee approval, any changes made to the research must be notified to the ethics committee in writing, along with the reason for the change (e.g., changes in method or researchers).
- The approval letter for studies approved by the ethics committee is sent to the principal investigator via the University's EBYS system.

DOCUMENTS REQUIRED TO BE INCLUDED IN THE APPLICATION FILE	CONTROL
<b>Ethics Committee Application Form (Form 1)</b>	
<b>Ethics Committee Application Petition (Form 2)</b> Must be signed by the principal investigator.	
<b>Study Proposal (Form 3)</b> A detailed form must be completed, stating the nature and purpose of the research, materials and methods to be used, statistical methods, estimated budget, CVs of all researchers, the voluntary consent form, and data collection tools.	
<b>Informed Consent Form (Form 4)</b> Should be prepared in accordance with the content of the research. If the study involves participants under the age of 18, both a child assent form and a parent/guardian consent form must also be prepared.	
<b>Summarized CV (Form 5)</b> Must be filled and signed by the principal investigator.	
<b>Research Ethics Pledge (Form 6)</b> Must be signed by the research coordinator and all members of the research team.	

Principal Investigator's  
Name, Surname, and Signature

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<b>Signature</b>			