

Research Ethics Clearance Protocol (Human Participants)

Prepared by GTEC

Purpose: University researchers enjoy special freedoms and privileges, which include freedom of inquiry, freedom to challenge conventional thoughts, and the privilege of conducting research on human participants with the trust and support of the general public, often with public funding. With these freedoms come responsibilities to ensure that GTIIT research involving human subjects meets high scholarly and ethical standards, is honest and thoughtful inquiry, involves rigorous analysis and complies with professional and disciplinary standards for the protection of privacy and for methodological approach. All researchers should consider whether their research will raise ethical issues and in cases of doubt should, in the first instance, seek advice with the university research ethics committee.

The Committee sits virtually, considering applications on a case by case basis, and is governed by the Technion code of conduct for research.

Where the researcher is an undergraduate or postgraduate student: the project should be submitted to the student's supervisor or mentor for advice.

Where the researcher is a University employee, or any other person conducting research on University premises: advice should be sought from the ethics committee or Head of the program in which the research will be carried out.

The following protocol, however, provides guidelines on where to seek ethical review, to supplement the approval process.

| Item No. | Subject | Action | Responsibility | Priority | Reporting to |
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| 1 | Code of Conduct for Research | if your research involves any work with human subject, you are required to obtain Ethics Approval. Ethics Approval for human research is granted by the GTIIT research ethics committee, which coordinated through the RIGS office/GTEC. All researchers or employees at the university should be responsible to familiarize him/herself with the Technion/GTIIT code of conduct for research | Faculty/ Researchers/ GTIIT Students | Live updated | D.o.R/PVCA A/VC/ RIGS office |

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| 2 | Research Ethics Self Assessment | <p>Prior to the application for research ethics approval, it is the responsibility of applicant to conduct a self-assessment survey on research ethics policies and guidelines.</p> <p>The RIGS office/GTEC provides information links to the key legislation and guidance documents relating to research ethics in Chinese Universities.</p> | Faculty/ Researchers/ GTIIT Students | Live updated | RIGS office/GTEC |
| 3 | Submission of Ethics Clearance Application Form | <p>Acquire and gather all relevant application materials (including research proposal), and submit the ethical clearance application form to the RIGS office/GTEC</p> <p>If you have obtained ethics approval from another institution, for example if you re transferring a project from a previous place of work/study, you will usually not be required to reapply for ethics approval, but a simpler process ratifying the approval from the other institution will take place. Please note that this is not the same as ethical approval – your response will not be submitted for additional review.</p> | Faculty/ Researchers/ GTIIT Students | 2 weeks | RIGS office/GTEC / Research Ethics Committee/ |
| 4 | Research Ethics Committee Governance | <p>GTIIT university research ethics committee is appointed by the PVCAA/VC with recommendations by the D.o. R., the committee will consist one representative from each key research disciplinary at GTIIT, one member appointed from the Technion.</p> <p>The Chair of the committee will be appointed by the PVCAA/VC. The Committee will have the option to seek legal advice when such advice is deemed appropriate.</p> | D.o.R/ PVCAA/ Research Ethics Committee | Live updated | Faculty/ Researchers /Students PVCAA/VC |

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| | | <p>The Committee on the Use of Human Subjects in Research will be appointed for a period of two years in staggered timings to ensure continuity.</p> <p>It is the committee's responsibility to review all research proposals and protocols to ensure that the rights and welfare of the subjects are adequately protected and that matters of confidentiality are respected.</p> | | | |
| 5 | Research Ethics Application Review | <p>The Committee will develop specific criteria for judgment of projects, produce guidelines and documentation for receipt of research proposals, issue notification of approval/revision/rejection, and monitor and review projects</p> <p>The Committee aims to deliver a decision in approximately two weeks; however, the process may take longer than this, particularly if revisions are required.</p> <p>Note: Retrospective approval of research protocols cannot be given. If you collect data before you have gain approval, you will not be able to use that data.</p> | Research Ethics Committee | Two weeks/ Live updated if revision required | Faculty/ Researcher/ Student/ D.o.R/ PVCAA/ VC/ |
| 6 | Research Ethics Application Outcomes and Appeal | <p>Once your application form has been reviewed by research ethics committees, you will be notified of the outcome of the review. Any requests for amendments or clarifications will be outlined in the correspondence from the research ethics committee.</p> <p>University expects that free and informed consent will be obtained from all human participants in research at an appropriate point in the research process. Where it is not possible, due to the nature of the</p> | Research Ethics Committee/ RIGS office/GTEC | One week | Faculty/ Researcher/ Student/ D.o.R/ PVCAA/ VC/ |

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| | | <p>research or participants, the project must undergo the appropriate ethical review process to approve the use of participant data without free and informed consent.</p> <p>Failure to obtain free and informed consent may unnecessarily restrict your ability to use data, publish results and share data.</p> | | | |
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