

## **Application Procedure to the Collegium Civitas Research Ethics Committee**

### **Submitting an Application**

1. The Committee reviews research project proposals upon request from interested students, doctoral candidates, Collegium Civitas employees, or project managers conducting projects at Collegium Civitas, as well as individual dilemmas of employees related to research ethics or teaching.
2. The application is prepared and submitted by the research leader in accordance with the application form for the opinion of the Collegium Civitas Research Ethics Commission or the application form for the opinion of the Collegium Civitas Research Ethics Commission on individual matters.
3. The application is available on the Intranet, in the DWDN folder, Research Ethics Committee folder, and on the website.
4. The application must include:
  - a. Participant consent form for participation in the study.
  - b. Participant declaration form for the processing of personal data along with an information clause.
  - c. Information for study participants (procedure, risk, study topic).
  - d. Questionnaires used.
5. The application and attachments are submitted electronically to [etyka@civitas.edu.pl](mailto:etyka@civitas.edu.pl) or paper to the Department for Research Support.
6. Incomplete applications will not be considered. The Committee will ask the applicant to complete the documentation in such cases.
7. Applications are not reviewed during July-September.

### **Application Review Process**

1. Upon receiving an application, the Secretary checks its completeness and formal correctness. Upon verifying its completeness, they immediately forward it to the Committee members.
2. If incompleteness is found, the Secretary requests the applicant to complete it.



3. Upon verifying the application's completeness, the Chairperson of the Committee convenes a meeting within a month from the date of receipt.
4. The Committee may request additional clarifications from the applicant.
5. The Committee may issue a positive or negative opinion, or request the applicant to modify the research project according to the Committee's recommendations.
6. A positive opinion may include advice, recommendations, or guidelines for future research the applicant conducts.
7. A negative opinion requires justification by the Committee.
8. If the Committee requests modifications to the research project according to its recommendations, the applicant resubmit the application for review after adjusting the project to these recommendations.
9. Any changes to the research project or its implementation method introduced before the start of the study, after obtaining the Committee's opinion, affecting the safety, interests, or rights of the participants require re-evaluation by the Committee.
10. The Committee promptly forwards its opinion to the applicant after its preparation.

## **Appeal against the Committee's Opinion**

1. An appeal against the Committee's opinion may be made to the Vice-Rector for Research at Collegium.
2. The appeal against the Committee's opinion is submitted to the Vice-Rector for Research in writing through the Committee within 7 days from the day of receiving the opinion.
3. The appeal should explain the reasons why the applicant disagrees with the Committee's opinion or its justification or the comments contained therein.

