**A) Preliminary verification of your need to apply for approval by the Commission**

*The following list is used to check whether you need to submit an application for approval to the Committee for your research. Before completing the form, please read the ethics policy and procedures used at the Institute of European Studies of the Jagiellonian University.*

*The verification should be carried out by the research project manager or promoter. This should be done before beginning research.*

|  |  |  |
| --- | --- | --- |
|  Please answer the questions by clicking the appropriate field | **YES** | **NO** |
| **D****oes your research require direct contact with and study of other people?** | [ ]  | [ ]  |
| **Does your research involve collecting any private data about people that is not otherwise generally available to the public?**  | [ ]  | [ ]  |
| **Does your research require the participation of minors, the disabled, or the incapacitated?** (*If your research project covers such people, you should justify in detail the need for these people to participate, as well as describe how you plan to protect their interests*). | [ ]  | [ ]  |
| **Does your project require the participation or cooperation of intermediaries / gatekeepers in order to reach the respondents?** (*such as teachers, local government authorities, etc.*) | [ ]  | [ ]  |
| **Will your subjects be observed without their knowledge and consent?** (*such as covert surveillance in a specified area*) | [ ]  | [ ]  |
| **Is your research expected to contain problems / questions about sensitive, personal, intimate issues?** (*such as sexuality, illegal drug use, addictions, etc.*) | [ ]  | [ ]  |
| **Is there reasonable cause to believe that your research could cause stress or anxiety in your respondents, harm them or cause other negative effects that go beyond the risks associated with normal life situations?** | [ ]  | [ ]  |
| **In the course of research, is there a risk that the safety of researchers and / or subjects could be endangered?** (**See Ethical Issues in Interviews**) | [ ]  | [ ]  |
| **Will the subjects receive compensation that goes beyond the common-sense reimbursement of the cost of their time?** | [ ]  | [ ]  |
| **Are there issues of confidentiality?** | [ ]  | [ ]  |
| **Does your research involve the need to maintain data security?** (*including data storage*) | [ ]  | [ ]  |
| **Does your sample of research subjects need to maintain representative or balanced social proportions?** (*in terms of cultural, social, gender, etc. characteristics of respondents*) | [ ]  | [ ]  |

**If the answer is "NO" in all fields, there is no need to apply for ethical acceptance.**

**If the answer "YES" has appeared at least once, then you are required to obtain the approval of the Committee before you start the study. Please complete Part B of the form and explain all known ethical issues in your research project in box 12. With this Application, please include the additional necessary documents, such as research design, questionnaire, consent forms, etc, and send them together to the Ethics Committee of the Institute of European Studies of the Jagiellonian University -** **przemyslaw.tacik@uj.edu.pl**

**B. Application form for the consent of the Ethics Committee for conducting research**

**1. Name of the project manager or persons responsible for the research project:**

**2. Position**

Student [ ]  Graduate [ ]  Research [ ]  Employee [ ]  Other [ ]

**3. Affiliation / Institution:**

**4. Address:**

**5. Email:**

|  |
| --- |
| **6. (Applies only to students)** |
| Name of study programme / course |       |
| Thesis adviser name |       |
| Thesis adviser email  |       |
| Thesis adviser address |       |

**7. (Applies to the Thesis adviser for a student’s research)**

The submission of this application by the promoter means that the promoter guarantees that:
- the student has read and understands the ethics principles used at the Institute of European Studies of the Jagiellonian University
- the topic of the project deserves study
- the student has the competence to conduct this research
- in the case of planned interviews, the student has prepared relevant information materials for their respondents
- the planned procedures for recruiting respondents and obtaining their consent are appropriate

**8. Project title:**

**9. Date of project completion:**

**10. Did all project participants read, understand, and accept the ethics policy of the Institute of European Studies of the Jagiellonian University, as interpreted on the website:** <http://www.europeistyka.uj.edu.pl/instytut/komisja-ds-etyki-badan-naukowych/misja> YES [ ]  NO [ ]

**11. Name of the independent contact person in case of complaints or questions from participants (this could be the head of the unit, the Thesis adviser, the Director of the Institute)**

**12. Ethical issues**

*What ethical considerations do you think are related to the research project proposed?*

*Please describe in detail all the ethical issues indicated in list A above as well as all other matters that could potentially become relevant to your project from an ethical point of view. Please explain how you intend to deal with these issues.*

**13. If you intend to apply for funding for your project, please provide the name of the selected institution:**

**14. Have you submitted - or are you going to submit the same project to another University unit?**
YES [ ]  NO [ ]
If YES is indicated, please provide the appropriate name:

Please notify the Committee without delay in the event of any suddenly arising ethical problems, conflicts, or situations that may interrupt research. In such a situation, the Committee will examine the circumstances and consider possible further proceedings in consultation with the Institute and the University.

**Please assume that it is the researcher’s responsibility to comply with the academic and professional principles that define ethical standards for conducting scientific research at the Institute of European Studies of the Jagiellonian University. This means, among other obligations, submitting the appropriate forms containing relevant information and consent of the respondents, as well as ensuring the confidentiality of empirical data storage. Therefore, the Ethics Committee of the Institute of European Studies should be informed of any major change to the research design. In such a situation, you may be required to obtain new consent to conduct the research.**

**Date of submission of the application**:

**Signature of the person responsible for the research design**:
(please enter full name)

**Thesis adviser’s signature** (applies to student applications):
(please enter full name)

Thank you for completing the questionnaire. You will receive confirmation from the Commission with their decision within 30 days from the date of submission.