**Annex No. 1**

**Request for the Opinion of the FF UP Research Ethics Panel**

on a research project, a habilitation or a doctoral thesis involving human participants

In cases stipulated by the Statute of the Palacký University Olomouc Faculty of Arts Research Ethics Panel, employees (and, in special cases, students) of the Faculty of Arts of Palacký University Olomouc (hereinafter "FF UP") are obliged to fill out this form prior to submitting or implementing a research project, so that the project may be assessed by the FF UP Research Ethics Panel.

If the project requires the approval of an external ethics committee, the opinion of the FF UP Research Ethics Panel will not be required. In such a case, there is the requirement to fill out the first section of the form and provide documentation of approval from the external ethics committee.

Submit the filled-out application to the Chair of the FF UP Research Ethics Panel or submit it directly to the Dean of FF UP.

**Recruitment of research participants or data collection must not begin prior to the project being approved by the FF UP Research Ethics Panel!**

**SECTION ONE**

|  |  |
| --- | --- |
| **Name of the applicant (principal researcher):** |  |
| **Supervisor (in case of student work):** |  |
| **Name of the research project:** |  |
| **Type of project:** | basic / applied research  habilitation work /  doctoral / advanced master's thesis |
| **Estimated starting date of data collection:** |  |
| **Approximate duration of data collection:** |  |
| **Project support:** |  |
| **External researchers involved in the project:[[1]](#footnote-1)** |  |

**SECTION TWO**

**If relevant, answer the questions below.**

|  |  |
| --- | --- |
| **The project includes research into people aged 18 and over** | YES / NO |
| **The project includes research into people under 18 years of age** | YES / NO |
| **The project requires the approval of the external ethics committee** | YES / NO |

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| --- |
| **Brief description of the project (under 150 words):** |
|  |
| **Describe the design of the research project in question (objectives, methods):** |
|  |
| **What is your prior research experience relevant to the submitted research plan?** |
|  |
| **What ensures that the research participants are informed and their rights protected?** |
|  |
| **How will the research data be handled? What data will be collected? How will it be stored, shared, secured and, if necessary, destroyed? [[2]](#footnote-2);[[3]](#footnote-3)** |
|  |
| **What are the potential (mainly ethical) risks of the submitted project? How will these risks be handled (risk minimization)?** |
|  |

|  |
| --- |
| **DECLARATION**  **I declare that the submitted project complies with the requirements and principles of scientific ethics.**  **I declare that during the research and following the conclusion of the project, I will comply with all the ethical requirements of FF UP related especially to the maintenance of confidentiality and anonymization of data which could lead to the possible identification of research subjects.** |

**The following annexes are required for the application:**

* **Complete information on the submitted research**
* **Informed consent (if there is one)**

1. Those who do not have an employment relationship with FF UP at the time of the research. [↑](#footnote-ref-1)
2. If there is a Data Management Plan (DMP) for the proposed research, attach it as an appendix to this application. [↑](#footnote-ref-2)
3. The research data management must be in compliance with the internal standards of UP and FF UP, regulating the handling of research data as well as with national (especially Act 130/2002 Coll.) and European legislation (especially GDPR). [↑](#footnote-ref-3)