

**TO THE ATTENTION OF THE RESEARCHERS WHO WILL APPLY TO THE CHAIRMANSHIP OF SELÇUK UNIVERSITY FACULTY OF HEALTH SCIENCES NON-INTERVENTIONAL CLINICAL RESEARCH ETHICS COMMITTEE:**

- I.** Selçuk University Faculty of Health Sciences Non-Interventional Clinical Research Ethics Committee can only receive thesis and research projects conducted by academic staff who have completed their doctorate degree in the departments affiliated to the Faculty of Health Sciences, thesis projects of students who are doing postgraduate education in the departments affiliated to Selçuk University Faculty of Health Sciences, and thesis projects of academic staff working in the staff of Selçuk University Faculty of Health Sciences and doing postgraduate education in other universities or departments.
- II.** Ethics committee applications must be made at least 7 working days before the meeting date. (Ethics committee application and meeting schedule is announced on the web page. There will be no ethics committee meeting in July and August).
- III.** Applications will be made to the Secretariat of the Non-Interventional Clinical Research Ethics Committee of Selçuk University Faculty of Health Sciences via the e-mail address ([etikkurulusbf@gmail.com](mailto:etikkurulusbf@gmail.com)) (Phone Number: 0332 223 35 24)
- IV. For new applicants.**
  - ❖ The following forms will be filled in completely in the application to the ethics committee.
  - ❖ **The Application Checklist should be placed on the first page** and the forms should be added after it, taking into account the order in the list below.
    - 1. Application Petition (signed)**
    - 2. Letter of Commitment on Good Clinical Practices (signed)**
    - 3. Letter of Undertaking of No Relationship of Interest (signed)**
    - 4. Financial Commitment Letter (signed)**
    - 5. Institutional Authorization Document (Approval letter from the institution where the research will be conducted or signed commitment that the approval letter will be brought within 6 months at the latest)**
    - 6. Informed Consent Form (If necessary - must be specially prepared for the study)**

**7. Non-Interventional Clinical Research Ethics Committee Form (Completely filled out)**

**8. Forms such as questionnaires etc. used (All forms must be attached)**

**9. Three articles about study (Only the first pages of articles should be included)**

**V.**

- ❖ The application forms will be submitted to the secretariat ([etikurulusbf@gmail.com](mailto:etikurulusbf@gmail.com)) as a single pdf file.
- ❖ The pdf file sent to the Ethics Committee e-mail will be named “**Project Manager/Month/Year**”. (For example; **Prof. Dr. ....../January 2025**)
- ❖ In the e-mail sent, the department to which the study belongs, who the project coordinator is and the title of the study must be written as a description.

**VI. In applications for title change, waiver, adding an investigator, etc. for a study for which an application has been previously made and approved by the ethics committee.**

- ❖ The information requested in the petitions, examples of which are available on the ethics committee web page, will be filled in completely.
- ❖ The written petitions are submitted to the secretariat ([etikurulusbf@gmail.com](mailto:etikurulusbf@gmail.com)) as both word file and pdf file in computer environment.

**VII. In repeated applications by making the desired corrections for a study that has been previously applied and has been deemed inappropriate by the ethics committee.**

- ❖ The petition for correction, an example of which is available on the ethics committee web page, is written as requested and attached to the first page.
- ❖ Then, the ethics committee application form, in which the corrections made are colored yellow and marked, and other forms required for the ethics committee are added.
- ❖ The petition and the application forms in which the requested corrections are made are submitted to the secretariat ([etikurulusbf@gmail.com](mailto:etikurulusbf@gmail.com)) as a single pdf file in computer environment.

**NOTES:**

- ❖ For studies that require an Informed Consent Form; **unless a special reason is specified**, the printed form on the ethics committee page should be used.
- ❖ **Current forms should be used** in ethics committee applications and the ethics committee web page should be followed for more up-to-date versions of the forms.
- ❖ For more detailed information about the **ethics committee process**, you should review the **Workflow Chart** on the ethics committee web page.
- ❖ In particular, Master's and PhD thesis proposals or studies prepared by Master's and PhD students should be checked **by advisors or course instructors**.
- ❖ In the petitions filled for title change requests; the new title **must be specified in Turkish-English**.
- ❖ In the petitions filled for the request to add a researcher; **the contribution of the researcher to the study or the reason** for the request to add a researcher **must be** stated.
- ❖ In the petitions filled out for waiver and request for adding a researcher; the study title must be stated in **Turkish-English**.
- ❖ If the ethics committee decision regarding your study **received minor corrections** after the meeting; The application forms with the requested corrections are combined in a single pdf file and delivered to the secretariat ([etikkurulusbf@gmail.com](mailto:etikkurulusbf@gmail.com)) **within 7 business days at the latest, otherwise the decision cannot be received**.
- ❖ The documents sent for application to the ethics committee must be sent to the specified e-mail address ([etikkurulusbf@gmail.com](mailto:etikkurulusbf@gmail.com)) **until the end of working hours (17:00)** on the last application day at the latest. Documents sent after this date and time will be included in the agenda of the next month's meeting.
- ❖ Signed ethics committee decisions can be received **at the earliest 15 working days** after the meeting date.