

April 1, 2025

Sophia University Ethics Committee for Research on Human Subjects

Secretariat

To whom it may concern

**Submission of Application Documents to the Sophia University Ethics Committee
for Research on Human Subjects in FY2025**

The following is to inform you about the topic above.

○ How to submit

(1) Application documents

As a rule, please submit the application documents **by e-mail** to the address below. After confirmation, we will reply to confirm receipt within 3 days (excluding Saturdays, Sundays, and holidays), so if you do not receive a reply, please contact us separately. When applying, please be sure to obtain the consent of your supervisor or the head of your affiliation (dean of the faculty or the graduate school, head of the department) in advance, after which **you enter the address of the supervisor or the head of your affiliation in the e-mail's addressee field (CC) and specify "Prior consent of the supervisor and the head of my affiliation has been obtained" as the e-mail's main text.** Moreover, please check the following items before submitting the materials.

- Does the "Application for Examination of Research Plan" follow the latest format (posted on the Sophia University website)?**
- Are there any omission under the various items in the "Application for Examination of Research Plan"?**
- Have you put a for the consultation request (Yes or No) in the "Application for Examination of Research Plan"?**
- Are there any spelling mistakes, page misalignments, garbled characters, missing attachments, etc.?**
- Do the document numbers match, and are the document numbers indicated in the headers of each document?**

Physical paper submission remains acceptable, but please submit application documents stamped by your supervisor and the head of your affiliation to the Secretariat of the Ethics Committee, Center for Research Promotion and Support by the application deadline.

(2) Submission / inquiries

Center for Research Promotion and Support

Secretariat of the Sophia University Ethics Committee for Research on Human Subjects

E-mail: rhs-rinri-co@sophia.ac.jp

(3) Where to find application forms, examples, check sheets, annual schedules, etc.

University website: <https://piloti.sophia.ac.jp/eng/research/research-on-human-subjects/>