

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

(1) Application documents

①As 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.

If you wish to submit hard copies of the application documents, please consult the Ethics Committee in advance. Please note that if you contact us shortly before the application deadline, the original documents may not arrive by the applicable deadline. In such cases, your application may be accepted for review at the next submission deadline instead. Therefore, we kindly ask that you contact the Ethics Committee well in advance and allow sufficient time for the submission process.

②When applying, please be sure to obtain the consent of your supervisor **and** the head of your affiliation (the dean of the faculty and the department chair, or the dean of the graduate school and the program director) in advance, after which **please include your supervisor and the head of your affiliation in the CC field of your email and specify “Prior consent of the supervisor and the head of my affiliation has been obtained” as the e-mail’s main text.**

③Moreover, please check the following items before submitting the materials.

- ☒ Does the “Applicant Information Form” and “Application for Examination of Research Plan” follow the latest format (posted on the Sophia University website)?
- ☒ Are there any omissions in the various sections in the “Applicant Information Form” and “Application for Examination of Research Plan”?
- ☒ Are there any spelling mistakes, formatting issues, misplaced pages, garbled characters, missing attachments, etc.?
- ☒ Do the document numbers match, and are the document numbers indicated in the headers of each document?

(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/>