

HOW TO

APPLY FOR THE ETHICAL RESEARCH REVIEW

RESPONSIBLE UNIT(S):

- **Academic Cooperation and Research Support Office**
- **Ethical Research Committee**

STEPS

1. The Principal Investigator (PI) submits the research proposal and the *Checklist on Ethical Issues in Research* to the Chair of the Ethical Research Committee (ERC), Vlad Naumescu, at least two months before the commencement of the research.
2. The *Outcome on Ethical Review* form is signed at Section 1 by the PI and at Section 2 by the Head of Department. They are sent via internal mail to Eszter Bordas at ACRO.
3. ACRO gives the request a Reference Number which should be written on all related documents. The reference number is sent to the PI and the Chair of the ERC via e-mail.
4. Chair of the ERC proposes two reviewers to check the compliance of the research project with ethical standards.
5. If amendments are proposed by the reviewers, these are conveyed to the PI. Research proposals can be amended twice and reviewers can be asked to check if amendments sufficiently address the concerns raised.
6. Chair of the ERC makes a decision about the acceptance or refusal of proposals, taking into account the reviewers' opinion and the compliance of the PI with suggestions to amend the project.
7. Head of the ERC appoints a supervisor from among the reviewers if the project's continued supervision is needed.
8. The results of the review is sent to the PI by the Chair of the ERC.
9. Chair of the ERC signs the *Outcome on Ethical Review* form at Section 3 and sends it to ACRO via internal mail.
10. ACRO files and archives all Ethical Research Review requests, all Ethical Research Reviews and other relevant documentation.

USEFUL LINKS

<https://acro.ceu.edu/ethical-research>

FOR MORE INFORMATION CONTACT

Eszter Bordas, ACRO: x6137, bordase@ceu.hu