

In the Name of God

Guideline for Accelerating the Ethical Review Process of Thesis at School of Nursing and Midwifery

Dear student, in order to complete the submission of proposal in the Pajohan website and to expedite the process of ethical review according to the history of submitted proposals, it is necessary to pay attention to the following points:

- 1) Complete all sections of proposal (including sections related to professors, executors, colleagues, ethical considerations, etc.) along with the degree level.
- 2) Proposal approval certificate by the Research Council, questionnaires and formula for calculating sample size should be sent through the appendix section. Please note that the questionnaire should not contain any information about the candidate (use code) and at the top of the questionnaire, it should be stated that: "The candidates participate in the research project voluntarily and all information will be kept confidential." Also, in the ethical consideration section, information such as obtaining ethical permission, introductory letters, permission to enter the research environment, and observance of ethical principles in research (confidentiality, honesty, etc.) must be referred to.
- 3) Consent form should be prepared in a general and understandable manner (based on the participant's characteristics) with plain language. Avoid the use of specialized terms as much as possible and if necessary, their meanings should be written in parentheses. The replacement / guardian consent form should be completed for those who do not have the decision-making capacity. In paragraph one of the consents, the study aim/s should be stated in a simple language, and in the consent form (how to cooperate), all activities that the volunteer / participant should take (for all groups including the control group in multi-group studies) should be mentioned clearly. If it is necessary to make a phone call during the study to coordinate with the volunteer, this should be included in this section. In qualitative studies, the recording of the interview, the number, time and location of the interview, and how the files are stored should be mentioned.
- 4) In the goal section, the general, specific, and practical goals should be outlined under the title of each one, and also the method of implementation, the study environment, inclusion and exclusion criteria, possible intervention of the study, and the random allocation of samples should be mentioned. 5) Finally, the honorable supervisor of the research should confirm the submitted proposal in Pajohan. It should be noted that any subsequent action on the proposal for ethical review and certification is subject to the compilation of abovementioned points.

With many thanks

The Organizational Ethics Committee of Razi School of Nursing and Midwifery