

## **In the name of God**

### **A guide on how to send proposals to the Organizational Ethics Committee to expedite the process of obtaining permits from the Committee**

Respected executer: to expedite the process of obtaining permits from the Ethics Committee, the following items are recommended:

1. The first correspondence for all proposals includes the following text. If you inform the Organizational Ethics Committee about the results through correspondence in Pajohan, the proposal review will be done quicker
  - **(For thesis' proposal)** If you or your respected supervisor have already been successful in obtaining a certificate and code of ethics for the research project with the current thesis' title from any of the Ethics Committees of Kerman University of Medical Sciences, you should upload the scan of the certificate as attachments to the Pajohan, or announce the Pajohan code of the current project. Otherwise, by correspondence that states "this thesis as a research project has not received the code of ethics previously from the Ethics Committee of KMU organization, and is not under review in any other ethics committees", inform this unit.
  - **(For independent project or joint project with thesis)** If you have already succeeded in obtaining certificates and code of ethics for the research project with the current thesis' title from any of the Ethics Committees of Kerman University of Medical Sciences, you should upload the scan of the certificate as attachments to the Pajohan, or announce the Pajohan code of the current project. Otherwise, by correspondence that states "this thesis as a research project has not received the code of ethics previously from the Ethics Committee of KMU organization, and is not under review in any other ethics committees", inform this unit
2. For ethical review, it is necessary to send the survey questionnaire related to the project through Pajohan in the appendix section. At the top of the questionnaire, it should be mentioned: the applicant participates in a research project, the participation is voluntary, and all information will remain confidential. The name of the questionnaire' file should be written in Latin to allow the opening the file.
3. For ethical review of the project / thesis in the ethics committee, standard informed consent form through Pajohan in the appendix section is necessary for the proposals and subjects covering sensitive or interventional issues. It is necessary that the applicant design the consent form based on his or her related study, and complete the online consent form section when sending the proposal to the ethics committee.
  - It should be noted that, in the first paragraph of the consent form, (aim) is not required to be written down, but the study aim should be explained to the participants in an understandable and simple way. The use of specialized and sophisticated terminology should be avoided when developing the consent form. Otherwise, their meaning should be mentioned in parentheses.
4. For ethical review of the project / thesis, it is necessary to complete the ethical consideration section of the study according to the type of study

5. Respected students are required to upload the "Proposal approval certificate by the Research Council" and the proposal's file in the appendix section

With many thanks

The Organizational Ethics Committee of Razi School of Nursing and Midwifery