## Research Ethics Checklist (for submission)

1. Check to see if the information in your Application meets the following criteria:

Item	Descriptions	Appropriate	Not sure	Not applicable
(1) Criteria and ground for selecting subjects	• Have you selected only appropriate subjects for the purpose of the research?			
	• Is there any factor in the subject-selecting process that could create a sense of unfairness or discrimination?			
(2) Procedures to	Is free-will participation guaranteed?			
seek understanding from research subjects	Have you conveyed necessary information to the subjects? (Are all check boxes on the Informed Consent Checklist checked?)			
	Are the prospective research subjects' conditions (such as level of understanding and age) taken into consideration?			
	When you provide explanations via an intermediary, do you take measures to ensure that the intermediary understands the content of the explanations?			
	When a prospective research subject uses a legal representative, do you make every possible effort to explain the research to the prospective research subject?			
	If you conduct research without requesting cooperation from or providing explanations to research subjects (including their legal representative), is there a justifiable and acceptable reason for doing so?			
(3) Procedures to obtain consent from research subjects	Will you obtain signatures from the research subjects or their legal representative on the letter of consent?			
	• If you will obtain consent but not a signature or will obtain no consent, is there a justifiable and acceptable reason for doing so?			
(4) Procedures to collect personal information, data, and other person-identifiable items	Will the research be conducted by trained/qualified persons?			
	Is the personal information to be collected indispensable for the purpose of the research (i.e., isn't any unnecessary information collected)?			

(5) Disadvantages and risks to the research subjects	Will the research expose the research subjects to any mental or psychological stress or harm that exceeds the range they are exposed to in daily life?		
	If the research includes exercise or training, restricting eating, sleeping, or other activities, or providing physical stimulation, will those practices give research subjects physical pain that exceeds the range they experience in daily life or force them to endure discomfort or inconvenience?		
	Will you collect any information in the research that may cause social or economic detriment to the research subjects, such as information that may cause discrimination or damage to their financial conditions, employment relationships or conditions, or personal relationships with others?		
	Have you anticipated and taken measures against disadvantages or harms to the research subjects?		
	Have you set up appropriate procedures to take in the event of an accident?		
(6) Honoraria to research subjects or organizations	Are the honoraria appropriate, considering the hours, transportation costs, and other burdens on the research subjects?		
(7) Use of false information	Is it substantially difficult to conduct the research without providing false information to research subjects?		
	Will the use of false information lead to an invasion of the subjects' privacy?		
	Does the research have significance that outweighs the disadvantages associated with using false information?		
	Will you inform the research subjects the real purpose of the research and that false explanations were intentionally given for the purpose of research at the earliest possible time after the research is completed?		
	After you explain the real purpose of the research and that false explanations were intentionally given for the purpose of research, will you inform the research subjects that they have the right to withdraw from the research and demand the destruction of their data?		

(8) Economic relationships with companies or other entities that third parties may perceive as influencing the research results	Are there appropriate measures in place to ensure the impartiality of the research results?		
(10) Procedures to store personal information, data, and other materials	Will you store personal information, data, and other sensitive materials in locked storage?		
	Will you store the data by separating them from personal information?		
	When you enter personal information, data, and other sensitive information into computers, will you store them in computers not connected to external networks?		
(11) Time and procedures to dispose of collected personal information, data, and other information	After the required retention period, will you promptly dispose of personal information and data (shred paper media, erase electronic data, or destroy the storage media)?		
(12) Feedback of research results	• If there are collaborating institutions, will you conclude an agreement with them in advance on how the research results will be communicated to them (i.e., will you reach an agreement with them in advance on what will and will not be communicated to them)?		

2. Describe details for items you marked "Not sure" on the checklist above and for any other matters that need verification by the Research Ethics Committee.