**HOW TO PREPARE ETHICS COMMITTEE APPLICATION FILE, WHAT SHOULD BE CONSIDERED**

**•Important:** The responsible researcher necessarily have to be a specialist physicians (Somalian or Turkish) in "an ethics committee application". Assistant physicians can only be auxiliary researchers and not direct project managers. However, the responsible researcher in the name ranking does not have to be the first author. It can be in any order or even the last. Researchers who are included in the study later and whose name is not included in the application of the ethics committee may also be included as authors during the article writing and may even be in the first author.

**•Important:**All documents will also be printed on a CD and delivered to the ethics committee..

**•**The blue text places on the sample form are different for each research, so they are changed accordingly. “Black” colored places are standard expressions for every research that is not changed. The red colored places are colored in such a way as to draw attention to the signature and the date is indelible. When the entire form is completed, all colors are made in black and printed and signed and applied to the Ethics Committee.

**•Form 1 (Application Checklist):**This document indicates that the required documents are checked in the application file. The responsible researcher checks all documents, the “Checked” column is marked with a check markand signed. Documents 8 and 14 are not required for retrospective studies, this should be stated in Form 1 as ”Our study will be conducted on retrospective data”. Form 9 is not required if there is no budget requirement, this should be stated in Form 1 with the statement “There is no budget requirement for our study”.

*Note: The title, signature of the responsible researcher and date should not be forgotten.*

**•Form 2 (Application Petition):**As in the example, it is prepared "including the title of the article" and signed by the responsible researcher by adding the date.

* **Form 3 (Clinic Supervisor Form):**As in the example, it is prepared "including the title of the article, clinic department name " and signed by the clinic supervisor or Hospital Manager (İf there is no clinic supervisor) by adding the date.

**• Form 4 (Clinical Research Studies Application Form**): It is filled in as in the example, it contains the information of the responsible and assistant researchers and the basic information about the research and the date is added and signed by the responsible researcher.

**•Form 5 (Protocol of the Research):** The aim of the research and how it is conducted is explained with the help of literature. Each subtitle is filled in detail. The references used are listed. The summary pages of the three most important of these (references & literatures) are also included in the application dossier.

The responsible investigator signs **all pages**.

**• Form 6- Form 7 (Researcher Commitments):** Filled as in the example, signed by responsible and **co-investigators**.

**• Form 8 (Informed Voluntray Form):**There is no need to fill in this document in retrospective studies. It is filled in as in the example and it is delivered to the ethics committee. For each participant while the work is in progress, signed by the participant and specified persons and the researchers are kept. The green section is deleted and the expressions in this section are changed to address the patient or participant. Examples:

• It should be stated that participation in the research is based on volunteerism

Participation in this research is voluntary.

• He/she can be withdrawn at any time

You can withdraw from research at any time

• Number of volunteers participating in the research

Approximately 200 volunteers are expected to participate in this research.

**• Form 9 (Clinical Research Budget Form):**There is no need to fill in this document in retrospective studies. Filled as in the example, signed by the responsible researcher.

**•Form 10 (Research Data Form):** As in the example, it is prepared " all parameters for research, dont write patient private informations "

**•Form 11 (Duties Of Researchers):** It is prepared "Duties Of All Researchers, signed by the responsible researcher.

**•Form 12 (Biological Material Transfer Form):** There is no need to fill in this document if there is no biological material. Filled as in the example, signed by the responsible researcher.

**• Form 13 (Researcher Curriculum Vitae):**It is filled by both the responsible researcher and all assistant researchers as in the example. Each resume writes his / her name and surname and signs the document.Information should be ordered from the oldest to the newest, according to the date order. If the number of pages is more than one, all the pages need to be signed.

**• Form 14 (Approval of Volunteer to be Usage of Data for Publications**): There is no need to fill in this document in retrospective studies.This form is delivered to the ethics committee and signed by responsible and assisting researchers. The patient's consent was obtained for each patient-participant while the study was in progress (signed). It is also signed by a responsible or co-investigator.

* There may be 3 additional sources of full text directly related to the study topic.