

Annex 3 to the Rules of Procedure of the University of Lodz Research Ethics Committee

Applicant's data:

.....
name and surname (academic degree or title)

.....
name of the organisational unit of the University of Lodz/external entity

.....
contact details: telephone number or e-mail address

Application number / (to
be filled in by the secretary of the University of Lodz Research
Ethics Committee)

Date of submitting the application

**APPLICATION FOR OBTAINING AN OPINION ON THE RESEARCH BY THE
UNIVERSITY O LODZE RESEARCH ETHICS COMMITTEE**

I. The nature of the research

(e.g. as part of a research project; statutory activity; doctoral dissertation, master's thesis, etc.):

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.....

II. Principal investigator *(name and surname, academic title and degree, specialisation):*

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.....

III. Research topic:

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.....

IV. Place of research:

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V. Research period:

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.....

VI. Research purpose:

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.....

VII. Description of the applied procedures (e.g. preparation of the questionnaire, recording conversations, writing down immediately after the interview, collecting samples of biological material):

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.....

VIII. Defining study groups:

1) Category of the study participants (e.g. patients, students, white collar workers, clients; if not identifiable, please tick as appropriate):

.....
.....

2) type of personal data collected in connection with the conduct of research:

a) ordinary data (e.g. name and surname, PESEL number, home address, correspondence address, e-mail address, telephone number, IP number, education, age; if not collected, write – not applicable):

.....
.....

b) specific category data (data related to health, e.g. sobriety, bulimia, drugs – addictions, neoplasms, mental diseases, stigma, trauma; data concerning disability; issues related to religious affiliation, sexual and ethnic minorities; biological material; if not collected, write – not applicable):

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.....

If biological material is used in the research, points XI and XII of this application should also be completed.

3) Data source:

a) data obtained directly from the study participants

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b) data obtained indirectly, e.g. from other public institutions (hospitals, National Health Fund (NFZ), Polish Central Statistical Office (GUS), etc.) or private entities

.....
.....

4) Are the following obtained in connection with the research:

a) only data on the study participants (*YES / NO*);

.....
.....

b) also data on people in relationships with the study participants (*e.g. relatives: children, parents, siblings, spouses*) – *if so, please indicate these categories of people, if not, write – not applicable*

.....
.....

IX. Place and method of biological material collection and the rights of the person collecting it:

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.....

X. The method of handling data obtained for the purposes of the study (*e.g. with personal data*):

1) **legal basis for the processing of personal data** (*e.g. consent to the processing of personal data for the purpose of carrying out a study*):

.....

2) **purpose/purposes of the personal data processing**

.....

3) **data minimisation** (*only data necessary to achieve the purpose of the study is collected*)

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4) **data storage period** (*please specify how long the data will be stored, e.g. for the duration of the study; and when it will be destroyed/removed*):

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5) **data security** (equipment on which it is processed, encoded etc.) (*e.g. data is only stored using properly secured university equipment*):

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6) **data deletion, data anonymisation or pseudonymisation:**

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7) **rules of data sharing** (if the data is not anonymised)

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XI. Procedure with the biological material obtained for the purpose of the study (if applicable):

1) **biological material storage period**

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2) **biological material disposal procedures**

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3) **use for further research** (if applicable)

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XII. Rules for handling the collected biological material and other data in the event of closing down the storing unit or termination of the principal investigator’s employment relationship:

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The application, completed electronically or in writing, is accompanied by the following documents:

- 1) template of the consent form for participation in the study;**
- 2) data processing consent form (along with the information clause);**
- 3) other

I declare that the information, including personal data (also in the form of biological material samples), will be used only for the research.

I undertake to maintain the confidentiality of personal data of people participating in the study and to comply with the provisions.

..... legible
signature of the Applicant

..... legible
signature of the scientific supervisor**

.....
place and date

** If applicable.