

## 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 Pajooheshyar, 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 Tehran University of Medical Sciences, you should upload the scan of the certificate as attachments to the Pajooheshyar, or announce the Pajooheshyar 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 TUMS 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 Tehran University of Medical Sciences, you should upload the scan of the certificate as attachments to the Pajooheshyar, or announce the Pajooheshyar 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 TUMS 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 Pajooheshyar 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 pajooheshyar in the appendix section is necessary for the proposals and subjects covering sensitive or interventional issues. To learn how to complete the this form, a sample standard consent form with a description has been placed in the notification section of your Pazhoeshiar entitled: "Sample of new informed consent form 1395". 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 using ethical guidelines available in Pajooeshyar.

**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 School of Nursing and Midwifery and School of Rehabilitation**