Filled by the Research Ethics Commission at NCU CM Faculty of Health Sciences

Application number:	Date of application submission:

The application must be completed electronically and signed by hand, with a qualified electronic signature or a trusted signature

1. Type of work (e.g. Master's thesis, Bachelor's thesis, academic article)
2. Organisational unit, head (in multicentre studies, list all centres)
3. Research supervisor (academic title/degree, first name and surname, name and address of the organisational unit, email address, telephone number)
4. Members of the research team (academic title/degree, first name and surname, name and address of the organisational unit; if the person is a student, please state their first name and surname, study programme, year of study and mode of study), **specifying the person responsible for collecting and storing the research documentation**
5. Research title
6. Description of the research (purpose; characteristics of the research participants, including their number and age; methodology, including information on how anonymity is ensured – where applicable – and the location and method of data collection; expected benefits and risks to the research participants)
7. Estimated duration of the research
Start date of the research (month and year): End date of the research (month and year):

List of annexes (depending on the type of research):

☐ questionnaire

The top section of the questionnaire should include information such as:

1) information for the research participant on the nature of the research, its purpose, the risks and benefits associated with taking part in the research, sources of funding (if any), and the contact details of the researcher in charge;
2) information about where the research is being carried out (e.g. links to websites, portals, etc.);
3) information regarding the nature of the questionnaire (anonymous / non-anonymous);
4) information on the use of the research findings (e.g. bachelor's thesis, master's thesis, academic article);
5) information regarding the right to refuse to take part in the research and to withdraw from the research at any stage, without having to give a reason and without suffering any adverse consequences;
6) a declaration that completing the questionnaire constitutes consent to take part in the research – this applies to anonymous questionnaires.

☐ Template for information for research participants – in non-anonymous research, this must include the participant's signature (information on the purpose, methods and conditions of the research, expected benefits, potential risks, and the option to withdraw from participation at any stage of the research).

☐ Template for a research participant's informed consent to take part in the research – must include the title of the research and information regarding: the voluntary nature of consent to participate in the research; confirmation of the right to ask questions and receive answers; the right to withdraw from the research at any stage without having to give a reason and without suffering any negative consequences; consent to the processing of personal data relating to participation in the research.

☐ Information sheet on the processing of participants' personal data by the Nicolaus Copernicus University in Toruń – applies to non-anonymous questionnaires.

We declare that the research participants are not persons under legal incapacitation, soldiers or other persons subject to a hierarchical relationship that restricts their freedom to give voluntary consent; nor are they persons deprived of their liberty or in detention, nor are they in a professional or other relationship of dependence on those conducting the research.
We undertake to maintain the anonymity and confidentiality of the data collected as required by the research.

……. …….

Head of the research Head of the organisational unit

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The head of the unit where the research is planned to take place

Information for the Applicant and members of the research team regarding the processing of their personal data by the University in connection with the application submitted to the Research Ethics Commission at NCU CM Faculty of Health Sciences

I hereby declare that, in accordance with Articles 13 and 14 of the General Data Protection Regulation of 27 April 2016 (GDPR), I have been informed that:

1) The data controller for the data contained in the application is Nicolaus Copernicus University in Toruń (87-100) at ul. J. Gagarina 11;
2) You can contact the Data Protection Officer at Nicolaus Copernicus University in Toruń by telephone at +48 56 611 27 42, or by e-mail at iod@umk.pl;
3) The purpose of processing personal data is for Research Ethics Commission at NCU CM Faculty of Health Sciences, Nicolaus Copernicus University in Toruń, to issue an opinion/recommendation regarding the application I have submitted;
4) The legal basis for the processing of personal data is:
   - Article 6(1)(c) of the GDPR – the University's fulfilment of its legal obligations under the Act of 5 December 1996 on the professions of physician and dentist; the Regulation of the Minister of Health of 26 January 2023 on the Bioethics Commission and the Bioethics Appeal Commission; the Regulation of the Minister of Finance, Funds and Regional Policy of 23 December 2020 on compulsory civil liability insurance for entities conducting scientific research;
5) the personal data provided will be retained in accordance with archiving regulations, i.e. for 10 years from the date on which the research project is completed;
6) data processing is mandatory in accordance with the legal provisions set out in point 4;
7) the recipients of personal data will be limited to entities authorised to obtain personal data under the law, collaborating research centres together with the Bioethics Commissions relevant to those centres, and insurance companies insuring the entity conducting the scientific research;
8) I have the right to request access to my personal data from the Data Controller, the right to have it rectified, or to restrict its processing; these rights may be exercised by contacting the Data Protection Officer;
9) I have the right to lodge a complaint with the supervisory authority, i.e. the President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw, if there are grounds to believe that my personal data is being processed by the University in breach of the GDPR;
10) no automated decisions will be made on the basis of my personal data, and no profiling will take place.

I hereby declare that the information set out above has been disclosed to the other members of the research team.

…… ……..

Place, date Research supervisor signature