

APPLICATION REQUIREMENTS of Research Ethics Committee of the University of Tartu

1. The language of the application form is **Estonian**. It is not permitted to fill in the application in English, only Estonian.
2. **Copy of the payment order** should be presented together with the application electronically.

NB! In case of submission of **applications by legal person according to private law and for research on medicinal products**, the Committee shall be paid a **fee 383 EUR** for the assessment of the project application. Please fill the invoice order form and send it to eetikakomitee@ut.ee to get the invoice from Department of Finances of the University of Tartu for paying the fee for the assessment of the application. Projects of research and development institutions in public law are free of committee's fee.

3. **Application form** of the study has to be submitted to the Ethics Committee on paper with hand-written signatures or electronically with Estonian digital signatures. Please choose one form, application with combined signatures is not acceptable. Other documents have to be submitted electronically by e-mail.

4. **Address of the committee:**

Research Ethics Committee of the University of Tartu
Grant Office
University of Tartu
Raekoja plats 9
51004 Tartu
Estonia

E-mail: eetikakomitee@ut.ee

The application form shall contain at least the following information:

1. Full title of the study

2. Principal Investigator: first name and surname; academic degree; position; workplace; address of workplace; postal address, where approvals of the committee will be sent; telephone number; e-mail address, signature.

Sub-Investigator/Group member: first name and surname, academic degree, position, workplace, e-mail address, signature.

Director of the institution or head of the structural unit of the principal investigator(s) - names, addresses and signatures

Consent from director or authorised person of other institution(s) or structural unit(s) related to the research - names, addresses and signatures

NB! Studies being conducted in Tartu University Hospital or by employees of the Tartu University Hospital have to be submitted to the ethics committee with the written approval from Head of Institution.

Contacts: E-mail: kliinikum@kliinikum.ee
 Phone: +372 731 9202

Address: L. Puusepa Str 1a

3. Source of financing the research, general cost of the research, incl. distribution of remuneration

To whom, to what extent, payment of compensation to the persons investigated, terms and conditions of insuring the persons investigated.

4. Brief overview of the research conducted on the same topic to this day (up to 2 pages)

5. Reason for the research planned (1 to 2 pages in generally understandable wording)

6. Time of conducting the study (date (mm/yyyy) of beginning and end)

Date of beginning of the study can't be earlier than the date of approval given by the committee. Ethics committee doesn't give approvals to studies already being conducted.

7. Exact description of persons investigated and the way of their recruitment

How many persons are investigated, how and among whom the persons investigated are selected, what is investigated and how often, reason for the use or non-use of control groups and placebo.

8. Description of research methodology

Description of invasive procedures (how many to one subject) and what is administered to the subject; planned methods and procedures, including statistical and other analytical techniques; information of the use of study results and biological materials, including using for business purposes; the questionnaire should be added to the application.

9. Analysis of ethical aspects of the study

Information of ethical problems which may occur while conducting the study and how these problems are prevented. Description of how intactness of private life and covertness of personal data of the study subject are guaranteed.

10. Information on earlier or simultaneous assessments or on approvals of the same project elsewhere

Appendices

CVs of the study personnel

Should contain information on research projects conducted by the researchers during the applying process and on the number of persons investigated during these projects as well as information on training courses on ethics passed.

Information sheets and consent forms

Should be presented in a form it will be used to conduct the study. Date of birth and contact address or other contact information of the subject should not be written. In case of separate information sheet and informed consent form, the title of the project should be on both pages.

Other documents