

Instructions for students for submitting the application and corresponding documentation to the institution's Ethics Committee

To obtain an opinion, you must submit the following documents to the Ethics Committee of the Faculty of Medicine in Rijeka, Clinical Hospital Centre Rijeka or Health Centre Rijeka:

1. application addressed to the institution's Ethics Committee
2. summary of the research study (one page – A4 size)
3. informed consent
4. survey/questionnaire template that will be used in the research study and all other necessary documents depending on the specificity of the research study

The application for research study ethics evaluation is submitted to the **Ethics Committee of the health institution** where the research study will be conducted (e.g., CHC Rijeka, Health Centre, etc.). You must submit the request to the appropriate Committee if the research study is conducted on patients or medical data is used.

All necessary documentation for the Ethics Committee of the Clinical Hospital Centre Rijeka must be submitted to the Office of Legal Affairs (Ivana Arapović, LLM) or to the e-mail (pravna-ivanaa@kbc-rijeka.hr), with an indication "for the Ethics Committee of the CHC Rijeka" (document in attachment).

If the research study includes using data from the Integrated Hospital System (IBIS), besides the application, you must also submit a STATEMENT in which you will inform the IT Services of the Clinical Hospital Centre Rijeka about the period in which you will access the IBIS system. Furthermore, you must state that the IBIS system will be accessed under the mentor's supervision (specify the mentor's name, surname and academic title and the department where the research will be conducted).

The application to the **Ethics Committee of the Faculty of Medicine in Rijeka** is submitted if the research study includes surveying students, if it is conducted on animals or if it uses biological material whose use requires the Ethics Committee's approval.

All the necessary documentation for the Ethics Committee of the Faculty of Medicine in Rijeka is submitted through the central record on the SharePoint intranet – Applications for the Ethics Committee, with an indication "for the Ethics Committee of the Faculty of Medicine". You can obtain the registration and classification number upon personal request in the Registry Office of the Faculty of Medicine (Deanery building) or by calling 051/651-114.

The applications to the Ethics Committees of other health institutions are submitted in accordance with their research study application protocol.