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	National Taiwan Normal University Research Ethics Center
	Research ethics consultation and guidance

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1. Purpose

To provide project hosts and research participants with consultation and guidance principles relating to research ethics.

2. Scope

When project hosts, other researchers, personnel of the research institution, research participants, or citizens seek consultation and guidance services for the following matters:

- (1) Protection of the rights and interests of research participants.
- (2) Regulations on research ethics of professional academic communities.
- (3) Does the research project's design comply with research ethics requirements.
- (4) Other matters related to the review of research ethics.

3. Responsibilities

3.1 Officer

- 3.1.1 Accept consultation and guidance requests from project hosts, researchers, research participants, and other personnel, and responsible for related administrative affairs.
- 3.1.2 Provide consultation and guidance for administrative affairs relating to the review of research projects.

3.2 Executive secretary

- 3.2.1 Accept consultation and guidance requests from project hosts, researchers, research participants, and other personnel, and responsible for related administrative affairs.
- 3.2.2 Supervises officers in handling related affairs.
- 3.2.3 Provide consultation and guidance relating to administrative affairs and other matters.
- 3.2.4 Recommend a course of action based on consultation and guidance results.

3.3 The Center's director

- 3.3.1 Supervises the executive secretary and officers in handling related affairs.
- 3.3.2 Decides on the course of action for consultation and guidance cases that seek instructions from the director.

4. Procedures

4.1 Accept consultation and guidance requests

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4.1.1 The Center announces information and contact methods for consultation and guidance online. When it receives a request (in writing/orally/by phone/by e-mail) for consultation and guidance, officers and the executive secretary may directly handle the request and record it in the NTNU-Form-15 Consultation and Guidance Record Sheet. The records are subsequently summarized and reported during an administrative meeting of the Research Ethics Center.

4.1.2 If the request is for consultation and guidance in non-administrative affairs (e.g., involves the protection of research participants' rights and interests or complaints), officers and the executive secretary may directly handle the request and record it in the NTNU-Form-15 Consultation and Guidance Record Sheet. The executive secretary may seek instructions from the Center's director, if necessary. If it involves other SOPs of the Research Ethics Review Committee, then it will be submitted for discussion during a Research Ethics Review Committee meeting according to the SOP.

4.2 Instructions from the Center's director

4.2.1 The director may take the following three actions for consultation or guidance cases that seek instructions from the Center's director:

4.2.1.1 Closure.

4.2.1.2 Submit the case for discussion during a Research Ethics Review Committee meeting.

4.2.1.3 Assign the executive secretary or officers to conduct follow-up or provide further consultation and assistance.

4.3 Document storage

Store documents relating to consultation and guidance in the dedicated file for the project.

5. Attachment

NTNU-Form-15 Consultation and Guidance Record Sheet

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Record Sheet

No	SOP Topic	SOP Number	Version number/ date	Compiled by	Approved by	Effective on
Amendment record						
1	Research ethics consultation and guidance	CRE-SOP/03/01.0	2014/01/07	SOP Work Group	1st Review Meeting	2015/01/01
First version, final version issuance.						
2	Research ethics consultation and guidance	CRE-SOP/03/01.1	2014/11/28	SOP Work Group	8th Review Meeting	2015/01/01
Revision: Revision to wording						
3	Research ethics consultation and guidance	CRE-SOP/03/01.2	2015/28/28	SOP Work Group	16th Review Meeting	2015/08/28
Revision: Review and revision to wording.						
4	Research ethics consultation and guidance	CRE-SOP/03/02	2017/03/17	SOP Work Group	34th Review Meeting	2017/03/17
Revision: Review and revision according to practices, revision of 3. Responsibilities, and 4. Procedures.						
5	Research ethics consultation and guidance	CRE-SOP/03/02	2017/11/17	SOP Work Group	42nd Review Meeting	2017/11/17
No revisions were made.						
6	Research ethics consultation and guidance	CRE-SOP/03/02	2018/12/21	SOP Work Group	55th Review Meeting	2018/12/21
No revisions were made.						
7						
8						
9						
10						

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Approved

Title	Signature	Date (Year/Month/Day)