**Function of the Ethics Committee —** The Ethics Committee was established to review research proposals submitted to it and to approve those proposals which meet ethics criteria. The guiding criteria of the Committee are those determined by the U.S. Department of Health and Human Services. In addition, the Committee is guided by the University of Haifa’s procedure for research involving human participants.

**Who may submit an application? —** Every researcher in the faculty may apply to the Committee to receive an ethics approval of a research proposal. Students studying for advanced degrees (thesis or doctoral work), should submit a research proposal after receiving academic approval from the relevant department.

**Background** **—** In accordance with the decisions of the Haifa University Senate from 10 December 2009 and from 15 May 2011, every study involving human participants being carried out in the framework of, under the auspices of, or with the participation of a researcher from Haifa University must be submitted for examination and approval by the internal institutional Ethics Committee.

**Online ethics course —** According to a decision of the Haifa University Senate, “every researcher submitting an application to the Ethics Committee for studies involving human participants shall complete a training program on ethics in research involving human participants, such as that of the American NIH or an equivalent course dealing in the protection of human subjects, prior to submitting a research proposal to the research authority. Confirmations of completion will be transmitted to the research authority for archiving.”

Accordingly, all researchers taking part in any proposal which has been submitted (including students) must issue a confirmation to the Committee and attach it to the submission documents as follows: training and confirmation of the Collaborative Institutional Training Institute **—** Human Research Protection Program (CITI) ethics course. Please find the link to the course below:

<https://www.citiprogram.org/index.cfm?pageID=154&icat=0&ac=0&region=1&message=0>.

Upon the successful completion of the course, a formal, numbered confirmation will be granted to the researcher. The confirmation is valid for a period of five years.

**Retroactive research** **—** The Committee will not review applications for retroactive approval, but only proposals for studies which have not yet been executed.

**Method of submission —** An application to the Ethics Committee should be submitted by email to Ms. Sharon Segal Naor in the Social Studies Faculty – Snaor@univ.haifa.ac.il.

**Replies to the application —** Replies on behalf of the Committee will be received within two weeks from the date of submission of the application.

**Overall responsibility of the researchers —** Please be aware that the responsibility of the researchers includes an examination of the rules of ethics of the various bodies working in the framework of their research (such as students employed in the research, data collection companies, various professional bodies, etc.). The examination and maintaining of ethics of these bodies is not the responsibility of the Ethics Committee. Each researcher submitting an application is responsible for the bodies working under his or her auspices.

**List of the required documents:**

1. The ethics course certificate of the researchers for each application (link to course on the website).
2. Application document to the research committee (attached on the website).
3. The research proposal (thesis proposal, doctorate proposal or any other details about the research).
4. The research method—questionnaires, interviews, observations—or any other details of the specific questions to be examined during the research.
5. Application form for participation in the research and scientific qualification (an example may be found on the website).
6. Additional forms requiring approval in specific cases, such as approval of the Ministry of Education, Helsinki approval, etc.