
Ethics Committee

Research involving human participants, animals, or identifiable biological material or data must always be conducted in accordance with generally binding legal regulations and approved by the relevant ethics committees/institutions. Due to the main area of expertise of the Faculty of Physical Education and Sport, Charles University (FTVS UK), the FTVS UK Ethics Committee approves research involving mainly human participants. The FTVS UK Ethics Committee approves of projects that are experimental in nature, that contain intervention programs of a fitness or therapeutic nature, various forms of stress testing and laboratory tests and other types of projects that involve human participants. (In the case of research involving animals or identifiable biological material, it is necessary to contact the Chair of the FTVS UK Ethics Committee.) This also applies to seminar work, bachelor's/master's/rigorous thesis and Ph.D. dissertations and all other qualification theses, if they are of the above-mentioned nature. The original of the approved application is an integral part of these works and should be placed first in the appendix of these works, followed by the approved text of the informed consent (without mentioning the names and surnames of the participants).

Procedures for submitting an application for approval to the FTVS UK Ethics Committee

The application for an approval from the FTVS UK Ethics Committee (hereinafter referred to as 'Application') must be duly completed and handed in to the FTVS UK Ethics Committee before the planned data collection, preferably 3 months or more in advance. Collection of data must not be started without a prior ethics approval.

There are 2 options for submitting the application:

1. RESEARCH PROJECTS (with supervisor's approval) WITHOUT THE APPROVAL OF ETHICS COMMITTEE

For bachelor's and master's theses, the ethical aspects of the research can be approved by the thesis supervisor. This applies to the types of research below. The conditions under which approval by the supervisor is possible are specified in the individual documents.

- ***Bachelor's thesis in the field of Physiotherapy at FTVS UK (Case study of physiotherapy/orthotics/prosthetics care of patients in a clinical facility under contract)***

APPLICATION | ATTACHMENT FOR CZECH PARTICIPANTS

(Valid Version = EC FTVS UK 1 kazAJ)

In the case of approval of the work by the supervisor, when entering a new bachelor's or master's work into SIS (column: Ethical aspects of research), the following sentence is inserted: Research from the point of view of ethics is approved by the supervisor on the basis of the FTVS UK Ethics Committee documents.

2. ALL OTHER RESEARCH PROJECTS - APPROVAL BY ETHICS COMMITTEE

Application form - [click here](#) . Fill in all marked items in accordance with the implemented project, while removing the red text. Part of the Application is Informed Consent - [click here](#) .(for Czech participants) For Informed Consent in English language (for non-Czech participants living in the Czech Republic who speak English) contact the Chair of the FTVS UK Ethics Committee. Based on the instructions on how to formulate informed consent and information on this topic (see documents below), complete the Informed Consent form, which must contain the complete text of the informed consent and which must correspond to the implemented project. For questionnaires and survey sent out electronically, a simplified informed consent text can be used in the form of an introduction to the questionnaire/survey [click here for a draft text](#) . The Application may also include other confirmations, which you will learn about individually from the FTVS UK Ethics Committee administrator Mrs. Kopřivová (e.g. workplace confirmation, if the research is carried out at a non-faculty workplace).

3. Send the completed Application form together with the document containing the text of the Informed Consent in electronic form in MS Word to the e-mail address: etickakomise@ftvs.cuni.cz .

4. If you are asked to correct the Application or the text of the Informed Consent, make all your corrections as required directly into the received file, and send the corrected documents back as a reply to the e-mail sent, leaving the application number in the subject of the e-mail. In case of ambiguities, it is possible to contact the member of the committee for the corresponding area.

5. Applications submitted by the 15th day of each calendar month (except for July and August, when the FTVS UK Ethics Committee will not process Applications) will be assessed by members of the Ethics Committee and you will receive a statement by e-mail within 1 month. If you are asked to correct the text in your Application, the deadline for the approval may be postponed, so it is advisable to apply well in advance - preferably 3 months before the planned data collection. For research carried out at non-faculty workplaces or for complicated research projects, we recommend submitting Applications even earlier.

6. The approved Application will be prepared in two original copies, which must be signed by the applicant in the office of the administrator of the FTVS UK Ethics Committee, Mrs. Kopřivová (office no. E 324, Sport Sciences–Biomedical Department) before the implementation of the data collection, but preferably within a week after receiving the e-mail with the approval of the FTVS UK Ethics Committee. The signed applications remain stored with Mrs. Kopřivová until you hand her the signed originals of the Informed Consent from all research participants. The second original will be stored in a secure place in the archive of the FTVS UK Ethics Committee, together with the original of IS.

7. **When conducting research abroad**, it is necessary to comply with local legislation, and so it is recommended to contact an ethics committee in the country of research for approval, or another ethics committee that is familiar with the given legal regulations. The FTVS UK Ethics Committee does not approve such research projects.

8. If there are changes to the project or methods in the research after the Application has been approved, the Application must be revised. The applicant shall provide new or additional information in the approved Application and, together with leaving the Application number in the subject of the e-mail, shall re-send the application to this address: etickakomise@ftvs.cuni.cz

For further enquiries send an email to: etickakomise@ftvs.cuni.cz .

- [Composition of the FTVS UK Ethics Committee](#)
- [WMA Declaration of Helsinki – Ethical Principles for Medical Research Involving Human Subjects](#)
- [Universal Declaration of Human Rights](#)
- [Ethical Code of Charles University](#)