

GUIDELINES ON HOW TO APPLY FOR ETHICAL REVIEW OF A RESEARCH PROJECT

1. Access to the “evaluaproyectos” application

https://evaluaproyectos.usal.es/a_nuevo_proyecto.php

This is the new application for the Evaluation of Projects to be carried out at the University of Salamanca. To log in you must authenticate with your USAL username and password at the top right of this page, where it says “Login”.

This application is only accessible from the USAL network: you can enter directly from the office, laboratory, classroom in any USAL building, but to access from home you must connect through the VPN (<https://sicpd.usal.es/display/LAZ/VPN> [^]).

Please remember to always download the forms from the application to avoid using outdated forms.

2. Creation of projects and uploading of forms

Due to the legal requirements of the new electronic register, and in order to be able to notify you of the official decisions, it is necessary that the following data appear on the project submission forms

- ID card number
- E-mail address.
- Complete postal address:
- In the case of USAL staff, you can choose between personal or institutional.

It is recommended that projects are uploaded to the application from the email account of the researcher responsible for the project. Doctoral students cannot be project holders.

Please avoid uploading the same project several times. To do so, please make sure to change its status to ‘ready for evaluation’ once the forms are complete. In case of a mistake, please contact us via email so that the webmaster can change the status and the associated documentation can be edited again. It is also recommended to upload to the application the relevant forms in pdf format and conveniently signed.

3. Standard procedure for the evaluation of projects

In compliance with current legislation applicable in the university environment such as those regulating the use of animals in experimentation, data protection law, occupational hazards, the use of genetically modified organisms and any other applicable to the work carried out, the University of Salamanca (USAL) establishes a single, mandatory procedure to regulate projects and work with research or teaching objectives within the scope of the USAL in order to ensure ethical and quality premises in the development of its functions.

Professors and researchers who have active research projects or teaching practices, or wish to set up new projects or practices, and depending on whether these projects have ethical and/or safety connotations, are obliged to carry out the following common administrative procedure:

- Complete an application for each project or teaching practice and the associated forms according to the type of project to be carried out, which will be available to PIs who authenticate themselves on this website.

- Each application will be studied by the ethics and/or biosafety committees, where applicable. The resolution of these committees will be notified to the user via e-mail, being a mandatory requirement to have a favorable resolution from these committees and other necessary bodies, if applicable, in order to start the proposed activity.

- Before completing the application, the PI must ensure that the necessary logistics for the project to be developed can be carried out at the USAL, as well as consult with the necessary advisors to submit the correctly completed forms. Help documents are available in the forms section.

4. Premises

The regulation of conduct in research together with academic freedom implies in all cases the responsibility to ensure that all research and teaching carried out:

- Is based on the principles of honesty, integrity, trust, accountability and cooperation.
- Meets high scientific and ethical standards.
- Is conducted with honest and reflective enquiry, rigorous analysis and accountability through the use of professional standards.
- It seeks to increase knowledge in ways that do no harm and benefit society.

Bearing these premises in mind, USAL recognises the ethical evaluation of the activity carried out as a task of its own, insofar as:

- When the subjects of these activities are human beings, it is necessary to ensure that the research respects their dignity, rights and well-being, and above all, that it does not harm the people who are the subjects of the research.

- The guiding ethical principles are respect for human dignity, respect for free and informed consent, respect for vulnerable people, respect for privacy and confidentiality, respect for justice and inclusion, minimising harms and maximising benefits.

- It recognises the importance of animal research in our efforts to advance our understanding of natural processes, disease and species conservation. The University of Salamanca also recognises that animal models are a valuable component of teaching.

- Research and teaching projects must be conducted with full commitment to the welfare of animal subjects. In order to ensure compliance with the ethical premises in this respect (3Rs), in accordance with current legislation, all uses of animals are reviewed in order to maintain a balance between the need for high quality research and teaching and the compassionate treatment of animals.