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## Definitions

**Applicant** – a researcher, academic, student, or research team. One contact person is always designated to communicate with the EP.

**EP member** – a member of the EP who belongs to the academic community of the Faculty of Arts, UP.

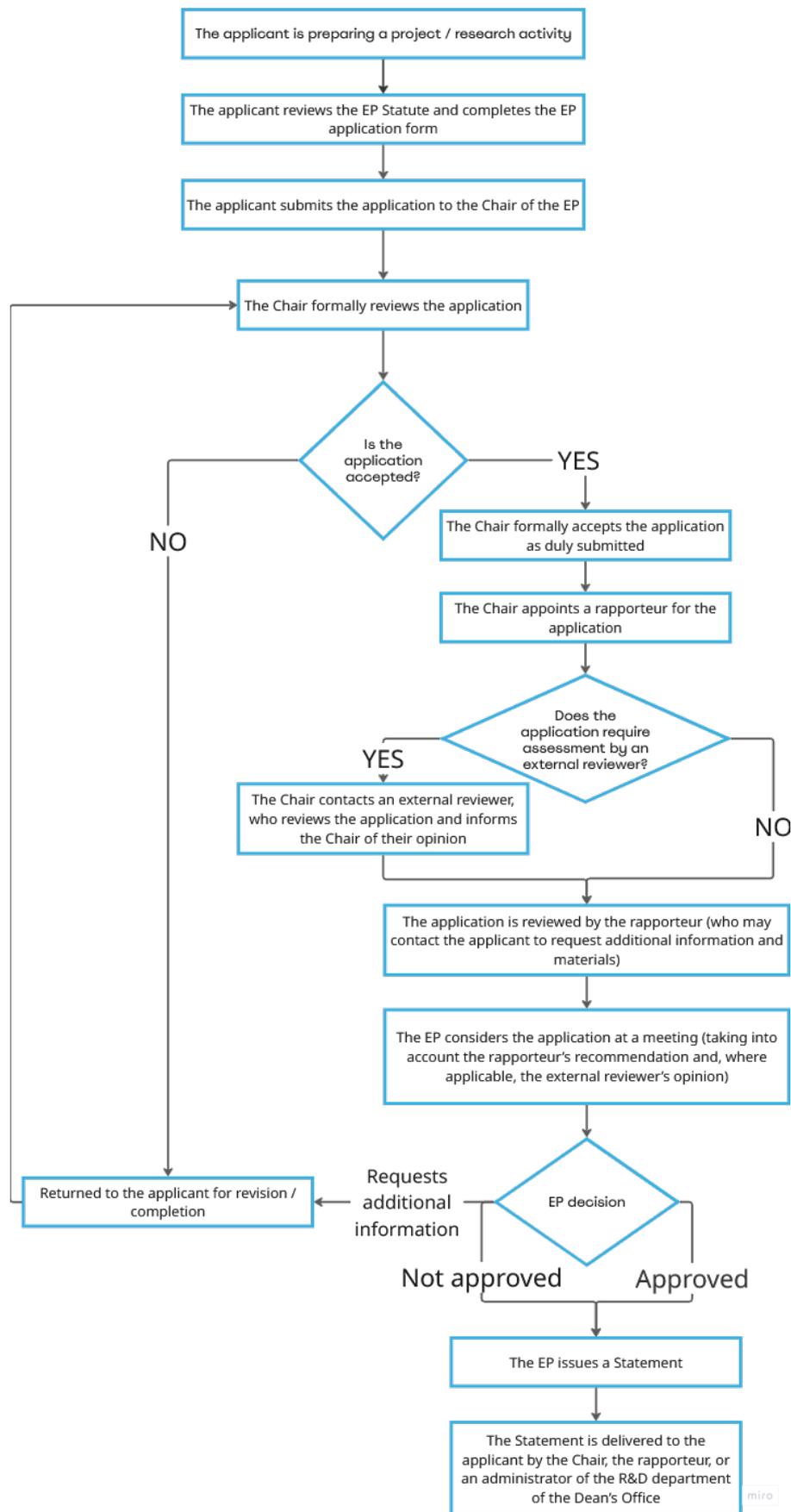
**Rapporteur** – a permanent EP member responsible for processing the application. They communicate with the applicant and the EP (in particular the Chair). They inform the applicant about the need to adjust the research design, the wording of informed consent, or other specific ethical aspects of the research, based on their expertise or at the request of the EP as a whole. The opinion is sent to the applicant by the Chair of the EP, the rapporteur, or administrative support of the R&D department.

**Consultant** – the EP may invite any expert to its deliberations (e.g., an academic, researcher, lawyer, ethics coordinator at UP, data protection officer, or project manager) to ensure the highest quality assessment of the application. A consultant is usually invited only for the discussion of a specific application and does not have voting rights.

**External reviewer** – an independent expert who is formally a member of the EP but does not normally participate in routine assessments. They are involved in the review of applications for research projects that require specific parameters of an ethics body (especially European projects such as ERC, etc.). In such cases, they prepare an independent opinion on the application. Communication between the EP and the external reviewer is typically handled by the rapporteur or the Chair of the EP in cooperation with the applicant, and, where relevant, for example a project manager.

**Ethics coordinator at UP** – a person who performs an advisory and coordinating role in research ethics at Palacký University. They issue guidelines and supporting materials, identify suitable external reviewers, and compile a list of them. This list is provided to the EP, and the coordinator is also available to the EP for specific procedural and substantive matters.

# Application submission flowchart



## Deadlines

### Review of the application:

- Convening (and initial discussion of the application) of the EP meeting in the month following the month in which the application was duly submitted.
- Standard procedure: within two months following the month in which the application was duly submitted.
- Accelerated procedure: within one month following the month in which the application was duly submitted (at the discretion of the Chair).

### Appointment of the rapporteur:

- Ensured by the Chair. The rapporteur is selected from among the permanent members so that the above deadlines are met, i.e., without undue delay, no later than 14 days after the application has been duly submitted.
- If a suitable rapporteur is not appointed within this timeframe, the Chair informs the EP.

### Preparation of materials for review:

- The application and supporting materials (e.g., Data Management Plan, informed consent, project proposal text, etc.).
- Rapporteur's opinion.
- Where required, the opinion of an external reviewer.
- To be completed no later than 7 days before the EP meeting.

### EP meeting:

- Discussion of the application.
- Voting.

### Notification of the applicant:

- The applicant is informed of the decision without undue delay after the vote (by the Chair, rapporteur, or EP administrator).

# Flowchart of deadlines

