

# University Research Ethics Policy Overview

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Overview of University Research Ethics Policy

Dear [Recipient's Name],

I am writing to provide you with an overview of our university's research ethics policy, which is designed to ensure that all research conducted under our institution adheres to the highest ethical guidelines.

## 1. Purpose of the Policy

The primary purpose of our research ethics policy is to safeguard the integrity of the research process and the welfare of research participants. This policy applies to all faculty, staff, and students engaged in research activities.

## 2. Key Principles

- Respect for Persons: Acknowledge the autonomy of individuals and protect those with diminished autonomy.
- Beneficence: Maximize benefits while minimizing potential harm to participants.
- Justice: Ensure fairness in the distribution of research benefits and burdens.

## 3. Procedures for Ethical Review

All research proposals involving human participants must undergo an ethical review by the Institutional Review Board (IRB). Researchers are required to submit a detailed research plan, outlining methodologies, recruitment strategies, and consent processes.

## 4. Responsibilities of Researchers

Researchers must comply with all applicable laws, regulations, and ethical standards. They are responsible for obtaining informed consent from participants and ensuring confidentiality of sensitive information.

## 5. Training and Support

The university offers regular training sessions on research ethics. All researchers are encouraged to attend and familiarize themselves with the ethical considerations related to their work.

For more detailed information, please refer to the full research ethics policy document, which can be found on our university's website or by contacting the Office of Research Ethics.

Thank you for your attention to this important matter. Please do not hesitate to reach out if you have any questions or require further clarification.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]