

All researchers are expected to fill in the Research Request Proforma below and submit it to [prepdire@bilkent.edu.tr](mailto:prepdire@bilkent.edu.tr) with the following documents:

1. Ethics committee application form from Bilkent University or from the researcher's host institution (Appendix 1)
2. Ethics committee approval form (Appendix 2)
3. Informed consent forms for the participants (Appendix 3)
4. Data collection tools (Appendix 4)

*"Researchers are reminded that Bilkent University does not allow the use of students of research investigators as participants. Students who have the potential of being graded by the investigators during or following the semester(s) in which the study is being carried out should not participate in the study."* (taken from <http://w3.bilkent.edu.tr/bilkent/application-for-an-ethics-committee-approval-for-a-research-project-which-will-use-human-participants/>)

## RESEARCH REQUEST PROFORMA

Name:	<input type="text"/>
Institution:	<input type="text"/>
Title of Research / Research Paradigm	
<input type="text"/>	
Research Questions	
<input type="text"/>	
Benefits of the Study to the English Language Preparatory Program and/or the field	
<input type="text"/>	
Have ethical guidelines been followed? If yes, please give details below.	
<input type="text"/>	

Summary of the research design (400 words max).

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Research Timeline

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Contact Email:

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Contact Tel No:

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