**Template for submission of research proposal to Ethics Committee – Faculty of Law**

Proposals can be submitted by a (senior) researcher who is responsible for the project together with an introductory letter or e-mail. In general, the committee will only deliberate upon proposals for future research. However, in exceptional circumstances, the committee may advise concerning ongoing or finished research. Researchers are encouraged to consult the Data Management Guidebook (see intra and internet page Ethics Committee) before handing in their proposal. Proposals may be sent to the secretary of the Committee, Manon Mulders at m.j.mulders@vu.nl. The committee strives to deliver their professional advice on proposals within three weeks of the review meeting. Please note that the Committee meets once a month, on the last Tuesday of the month, with the exception of July and December. Proposals must be sent a week in advance in order to be discussed.

**Date of submission**

[dd-mm-yyy]

**Title of research proposal**

[Title in full]

**Intended starting date and duration of the research**

[Estimated research starting date and anticipated project length]

**Researchers**

[Name(s) and role(s) in the project]

**Department**

[Organization and name of the department where the research will be conducted]

**Research programme**

[Research programme which the research belongs]

**Funding of the research**

[Information regarding source of funding for the proposed research (direct funding, research grant, contract research)]

**Contact information**

[Contact information of the relevant researcher]

**Description of the proposed research (max. 2 A4)**

[Please minimally provide a description of the research including information about:

- reason/background circumstances leading up to the research proposal

- research question(s)

- previously conducted studies on the same subject

- importance of the research

- potential challenges for the participants (physical and mental)

- critical assessment of the balance between the load imposed on participants against the benefits of the research

- explanation of the selected research strategy

- is the research conducted in accordance with the faculty’s Research Data Management Policy (for example: do you have a RDM plan?)]

**Methodology**

[Description of the research method.]

**Research population**

[Description of the research population, manner in which prospective participants are acquired, advised, informed consent procedure, payment (if applicable) and participant debriefing. Please attach examples of printed material regarding acquisition and/or information and consent forms. Which information is reported back to the participants?]

**Approval**

[Is the research dependent on prior approval from authorities, if so, please name these authorities. Have you already obtained permission?]

**Anonymity**

[Description of how anonymity is guaranteed during the entire research. Please give adequate attention to the different stages of research: participant acquisition, gathering data, transport and storage of research data and reporting the results. Are there any possible situations in which participant anonymity could be breached?]

**Use of deception**

[Is some form of deception used before or during the research? If so, please describe in full detail.]

**Violation of social convention**

[Description of whether, and if so, in which manner there is any form of (potential) violation of social convention.]

**Risks for the participants**

[Description of whether there any potential risks to the participants and if so, your strategy for dealing with such risks. Please also consider whether it is necessary to refer respondents to agencies that can offer professional help.]

**Risks for the researcher(s)**

[Description of whether there are any potential risks for the researchers and if so, your strategy for dealing with such risks. Also consider whether it is necessary to offer researchers special support.]

**Risks for the VU image**

[Description of whether there are any potential risks for the VU image and if so, your strategy for dealing with such risks.]

**Previously conducted similar research**

[Has similar research ever been previously conducted at the VU?]

**Attachments (if applicable)**

* Printed material aimed at recruitment
* Information used to advise participants
* Consent forms (*informed consent*)
* Information on insurance and liability
* Questionnaire or list of topics for semi-structured interview
* Researchers’ Confidentiality declaration
* Toestemmingsformulier (*informed consent*)
* Informatieverzekering en aansprakelijkheid