# Application for ethical advice

Name:

Position:

*When PhD-student, also name your promotor*

Department:

VUnetID:

Involved researchers:

*Please provide name, affiliation and role.*

*In case someone is from outside the VU: please also provide email address.*

Title of research project:

(Estimated) starting date:

Do you declare to complete this form truthfully?

YES/NO

Will new data be collected in this study (experimental set-up, surveys, observations, etc.) or will existing data be used?

New data or both: please fill out part **A**, **B** and **C** of this form.

Existing data: please fill out part **A** and **D** of this form.

## THE PROJECT

1. Please provide a brief description of the project (5-10 sentences):
2. What kind of variables will be measured in the study and how will they be measured? Please describe the variables itself - e.g. 'income and years of education' rather than 'socio-economic variables'.

## THE SUBJECTS

1. Briefly describe the nature of the target group of participants (subjects).
2. How, and based on which criteria will participants be selected?
3. Are all subjects adult (18 years or older)? Note: 17-year-old students are in this case considered adult as well.

 YES/NO

 If no, please elaborate and explain how consent will be arranged:

1. Are all subjects capable of judgment?

 YES/NO/UNCERTAIN

 If no or uncertain, please elaborate and explain how safety and consent are ensured:

1. Are the subjects in any way vulnerable? E.g. refugees, persons with drug or alcohol problems, terminally ill persons.

 YES/NO/UNCERTAIN

 If yes or uncertain, please elaborate and explain how safety is ensured:

1. Will all subjects (or their legal representatives) give active informed consent that meets the following criteria?
	1. *Information will be provided in clear language for the target audience.*
	2. *Information about the nature, content, procedures and risks of the study will be sufficient to let the subject consider his/her consent adequately.*
	3. *The purposes of data collection and use will be clearly described.*
	4. *Consent will include a statement that identifiable personal information of the subject will not be passed to a third party without consent.*
	5. *Consent will be given voluntarily.*
	6. *Subjects will be entitled to refuse or withdraw from participation without negative consequences for them.*
	7. *Contact details of the researcher(s) will be provided.*

YES/NO

If no, please elaborate and explain if/how consent is arranged:

1. Does the study involve methods of deception, e.g. because the awareness of the real purpose of the study would influence the subjects behavior?

 YES/NO/UNCERTAIN

 If yes or uncertain, please elaborate and explain if/how debriefing takes place:

1. Will subjects be exposed to stimuli (e.g. pictures, text) that can be distressing, offensive or age-inappropriate?

 YES/NO/UNCERTAIN

 If yes or uncertain, please elaborate and explain why these stimuli are necessary:

1. Does the study pose potential risk or harm to the subjects during or after the research?

 YES/NO/UNCERTAIN

 If yes or uncertain, please elaborate and explain what safety measures are taken:

1. Do you provide subjects an excessive or inappropriate incentive?Incentives (e.g. payments or EC’s) should not override the voluntary participation in a study. However, providing a small reward - for example to increase survey response rates and therefore improve the study - is often ethically allowed. In any case, make sure to have a justification on why and how you provide incentives to the participants.

YES/NO

If yes, please elaborate:

## THE DATA

1. Does the study involve processing of social security numbers (BSN)?

YES/NO

If yes: Please note that it is by law forbidden to process social security numbers for scientific research purposes. If you think processing this data is essential, please explain:

1. Does the study involve processing of so-called special personal data that can be traced back to an individual?
Special personal data are: information about race or ethnicity, political opinion, religion or ideology, union membership, health, sexual behavior, genetic or biometric data.

YES/NO/UNCERTAIN

If yes or uncertain:

> Please explain why processing this data is necessary.

> Please describe what measures will you take to secure and protect data during and after the research process.

> Please describe who has authorization to access the data.

1. Does the study involve processing of sensitive data (e.g. financial data of an individual, student grades)?

YES/NO/UNCERTAIN

If yes or uncertain:

> Please explain why processing this data is necessary.

> Please describe what measures will you take to secure and protect data during and after the research process.

> Please describe who has authorization to access the data.

1. Is it possible to trace back the data to an individual person?

*Anonymization or pseudonymisation of the data should be accomplished as early as possible during the research project. Please note that personal data should be stored at a secure location (e.g. VU server, SurfDrive, not on a USB-stick or unprotected hard drive). Particular attention should be given on this point in your* [*data management plan*](https://libguides.vu.nl/researchdata/data-management-plan)*. VU researchers can make their data management plan via* [*DMPonline*](https://dmponline.dcc.ac.uk/)*.*

YES/NO/UNCERTAIN

If yes or uncertain, please elaborate and explain how privacy issues are taken into account:

## EXISTING DATA

1. Does the data include social security numbers (BSN)?

YES/NO

If yes: Please note that it is by law forbidden to process social security numbers for scientific research purposes. If you think processing this data is essential, please explain::

1. Does the study involve so-called special personal data that can be traced back to an individual?
Special personal data are: information about race or ethnicity, political opinion, religion or ideology, union membership, health, sexual behavior, genetic or biometric data.

YES/NO/UNCERTAIN

If yes or uncertain:

> Please explain why processing this data is necessary.

> Please describe what measures will you take to secure and protect data during and after the research process.

> Please describe who has authorization to access the data.

1. Does the data include sensitive data (e.g. financial data of an individual, student grades)?

YES/NO/UNCERTAIN

If yes or uncertain:

> Please explain why processing this data is necessary.

> Please describe what measures will you take to secure and protect data during and after the research process.

> Please describe who has authorization to access the data.

1. Does processing of the data pose potential risk or harm to the subjects? *E.g. combining datasets will reveal sensitive information about a subject; analyzing the data could reveal incidental discoveries; analyzing the data could have inconvenient consequences for certain subjects, etc.*

YES/NO/UNCERTAIN

 If yes or uncertain, please elaborate:

1. Is it possible to trace back the data to an individual person?

*Anonymization or pseudonymisation of the data should be accomplished as early as possible during the research project. Please note that personal data should be stored at a secure location (e.g. VU server, SurfDrive, not on a USB-stick or unprotected hard drive). Particular attention should be given on this point in your* [*data management plan*](https://libguides.vu.nl/researchdata/data-management-plan)*. VU researchers can make their data management plan via* [*DMPonline*](https://dmponline.dcc.ac.uk/)*.*

YES/NO/UNCERTAIN

If yes: Have all subjects given consent for using the data for the purpose of this particular study?

 YES/NO/UNKNOWN

If no or unknown, please elaborate:

## OPTIONAL ADDITIONAL COMMENTS

Date of submission: