**Committee Research and Ethics (CWBE)**

**Faculty Religion and Theology, VU Amsterdam**

**Registration form (offline), version 1.0 2023**

**General information**

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| **Name researcher:** | |
| **Email address:** | |
| **Position at the VU** | ☐ Staff / Faculty |
| ☐ Postdoc |
| ☐ PhD candidate**\*** |
| ☐ Other, namely: |
| **\*Name(s) of supervisor(s)** | |
| **Academic department** | ☐ Beliefs and Practices |
| ☐ Text and Traditions |
| **Name research project:** | |
| **Intended starting date of research project:** |  |
| **Location(s) of the research project:** | |
| **Funding agency (if applicable)** | ☐ NWO |
| ☐ ERC |
| ☐ University |
| ☐ Other, namely: |
| ☐ No |
| **Has a third party requested ethical review?** | ☐ Yes, namely: |
| ☐ No |
| **Has the proposed study already been approved by another ethical review committee?** | ☐ Yes (Please attach the official decision letter) |
| ☐ No |
| **Is the research conducted in collaboration with researchers or institutes outside the VU? If so, how is the division of tasks and responsibilities organized?** | ☐ Yes, namely: |
| ☐ No |
| **Does the proposed research meet both of the following criteria?**  **a) The research project is medical in nature**  **b) The participants are subjected to actions**  **and/or a certain conduct is imposed on the**  **participants.** | ☐ Yes (ends application)[[1]](#footnote-1) |
| ☐ No |

**Research data and methodology**

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| **Anticipated time frame for collection of data**  From:  Till: |
| **Description of the research project**  *Provide a brief outline of the project including what participants will be required to do. Explain any technical terms. (up to 300 words)* |
| **What are the goals/aims of the research project?** |
| **Please provide an overview of the types of data you will collect for this study (e.g. interview data, photos, videos, survey data, audio recordings, social media messages, etc.)** *Outline how the data will be collected. Include specific techniques, methods, tasks participants will be asked to do, time and commitment required of participants and analysis of the data. If the project includes procedures or activities different from already established acceptable practice then please explain and justify (up to 700 words).* |
| **How will the data contribute to answering the questions of your research project?** |
| **Where will the data be stored during the research project?** |
| **Where will the data be stored (archived) after the research project?** |
| **Who will have access to the research data during and after the research project?** |

**Human subject research**

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| **Do you plan to collect personal data[[2]](#footnote-2) for the purpose of your research project?** | ☐ Yes |
| ☐ No |
| **Please elaborate on the type of personal data you will collect (e.g. name, address, age, gender, political statements, medical conditions, etc.)** | |
| **Will the data by pseudonymized/anonymized?** | ☐ Yes |
| ☐ No\* |
| **\*What is the reason for not pseudonymizing/anonymizing the data?** | |
| **Which of the following options best describe your data subjects? (multiple answers possible)** | ☐ Healthy adults (age 18-65) |
| ☐ Children (age 0-11) |
| ☐ Adolescents (age 12-17) |
| ☐ Elderly (age > 65) |
| ☐ Patients |
| ☐ People with physical disability or impairment |
| ☐ People with a mental disability or impairment |
| ☐ Other, namely: |
| **Which inclusion/exclusion criteria are you using to select the data subjects?** | |
| **How are the data subjects recruited?** | |
| **How many data subjects do you expect to need, and what is your basis for this estimate?** | |
| **If there are data subjects who qualify as vulnerable (e.g. children, minorities, migrants), please state which additional protection measures have been taken.** | ☐ No |
| ☐ Yes, namely: |
| **Are the data subjects asked to perform any actions, and if so, what are the data subjects asked to do?** | ☐ No |
| ☐ Yes, namely: |
| **What physical and mental burdens are asked of the data subjects? Are you going to use stimuli that might be disagreeable or stressful for the participant? If so, please clarify which stimuli you are going to use.** | |
| **Please state the approximate time investment of the data subjects (if any)** | |

**Privacy and consent**

*In accordance with Article 6 of the General Data Protection Regulation (GDPR), the processing of personal information is only lawful when certain requirements are met. Processing personal data always requires a legal ground. In the context of scientific research, asking data subjects for their consent is the preferred way to secure your project is lawfully executed.*

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| **Would you like to claim exemption from asking data subjects for their consent? (for example because this is problematic or impossible)** | ☐ Yes\* (go to next page) |
| ☐ No (continue with the questions below) |

**Informed consent**

*A template informed consent form and a template participation information sheet can be downloaded from the website of the CWBE.*

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| **Please verify that your informed consent form and participation information sheet informs your data subjects about the following topics:**   * Purpose of the research * Involvement of data subjects * Compensation (if applicable) * Time investment of data subjects * Types of personal data collected * Data protection * Pseudonymisation /anonymisation of personal data * Access to personal data * Sharing of personal data * Storage and archiving * Retainment of data for at least ten years * Risks and discomforts (if any) * Voluntary participation * Right to withdraw consent * Opportunity to ask questions about the project * Contact information researcher * Contact information Data Protection Officer * Contact information Dutch Data Protection Authority * Transfer of data to countries outside the EU | ☐ Yes, the consent form and participation sheet includes all the necessary information |
| ☐ No, one or more of the topics listed are not covered in the consent form or participation sheet, because \_\_\_\_\_\_ |
| **Where will the completed informed consent forms be stored during and after the research project?** | |

**Legitimate interest**

**(NB: only complete when you want to claim exemption from asking data subjects for their consent)**

*In case requesting consent is problematic or impossible, ‘legitimate interest’ may provide a legal ground. To be able to invoke legitimate interest as a legal ground, please provide the following information in detail.*

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| **Please state your legitimate interest in processing the personal data. Why do you want to process the personal data? Who benefits from the processing and in what way? Are there any wider public benefits to the processing?** |
| **Please state why asking for consent is problematic or impossible. How does the processing help to further your legitimate interest? Is there a less intrusive way to achieve the same result?** |
| **Please state how the processing of the data is proportionate in relation to the objective pursued. Explain how the legitimate interest overrides the data subjects’ privacy interests. Is any of the data particularly sensitive or private? How big an impact might the processing have on the data subjects? Can you adopt any safeguards to minimize the impact?** |

*Please note that data subjects must always be informed when personal data is processed, even when this is done on the basis of a legitimate interest. Information to this effect can be provided in a so-called privacy statement. The Faculty Privacy Champion (*[*research.bureau.frt@vu.nl*](mailto:research.bureau.frt@vu.nl)*) has a template privacy statement at their disposal.*

**Special categories of personal data**

*Processing some categories of personal data is prohibited in accordance to Article 9 of the GDPR, except in the derogations specified in the GDPR or GDPR Implementation Act.*

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| **Please indicate if you plan to process (collect, store, analyze, etc.) any of the following types of personal data by checking the corresponding boxes** | ☐ Racial or ethnic origin (go to next page) |
| ☐ Political opinions (go to next page) |
| ☐ Religious or philosophical beliefs (go to next page) |
| ☐ Trade union membership (go to next page) |
| ☐ Genetic data (go to next page) |
| ☐ Biometric data for the purpose of uniquely identifying a natural person (go to next page) |
| ☐ Data concerning health (go to next page) |
| ☐ Data concerning a natural person’s sex life or sexual orientation (go to next page) |
| ☐ Data concerning criminal convictions or offenses (go to next page) |
| ☐ None of the above (go to last page) |

**Explicit consent**

**(NB: only complete when you plan to collect special categories of personal data)**

*The prohibition on the processing of special categories of personal data does not apply if the data subject has given explicit consent to the processing. Please note that explicit consent has to be given in addition to the informed consent mentioned above.*

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| **Would you like to claim exemption from asking data subjects for their *explicit* consent? (for example because this is problematic or impossible)** | ☐ Yes (go to next page) |
| ☐ No (continue with the question below) |
| **Please attach a copy of your explicit consent form at this document.** | |

**Exemption for scientific research**

**(NB: only complete when you plan to collect special categories of personal data AND when you want to claim exemption from asking data subjects for their explicit consent)**

*When it is impossible or would require disproportionate effort to ask data subjects for explicit consent, there may be grounds for derogation from the prohibition for the purposes of scientific research. To be able to invoke this derogation as a legal ground, please provide the following information in detail.*

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| **Please state in what way(s) the proposed research serves a public interest.** |
| **Please state how the processing of the data is proportionate and necessary in relation to the objective pursued.** |
| **Please state why asking for consent is problematic, impossible, or would involve a disproportionate effort.** |
| **Please state which safeguards have been put in place such that the data subject’s privacy is not disproportionately compromised.** |

**Signature**

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| **I have completed this form truthfully** | ☐ Yes |
| ☐ No |
| **Name:** | |
| **Date:** | |
| **Signature:** | |
| **Attached documents:**  ☐ Official letter with ethical clearance from another Ethical Research Committee.  ☐ Data Management Plan (DMP).  ☐ Information letter.  ☐ Informed Consent form.  ☐ Explicit consent form. | |

1. In accordance with the Medical Research Involving Human Subjects Act (WMO), your research needs to be submitted to an accredited MERC (Medical Research Ethics Committees). [↑](#footnote-ref-1)
2. Any information concerning an identified or identifiable natural person is considered personal data. [↑](#footnote-ref-2)