

START

First name:

Last name:

Position (when PhD-student, also name your promotor):

Department:

VUnet ID:

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:

(Estimated) duration of project:

Briefly describe of the project (approximately 5 sentences):

Briefly describe the nature of the target group of participants (subjects):

Briefly describe what variables are measured and how will they be measured:

Please describe the variables itself - e.g. 'income and years of education' rather than 'socio-economic variables'.

Briefly describe the importance of this study and the intended use of the results:

- Does the study involve (data on) human subjects?

YES/NO

IF NO: NO ETHICS REVIEW NECESSARY, TEST STOPS HERE

- Is the study medical in nature (e.g. measurements of blood pressure or heart rate, sampling of saliva)
A study is medical when it concerns a medical topic and a physical or behavioural intervention takes place.

YES/NO

IF YES: apply for ethical approval at the METC

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

NEW DATA / EXISTING DATA / BOTH

IF NEW DATA OR BOTH:

- Are all subjects adult (18 years or older)? Note: 17-year-old students are in this case considered adult as well.

YES/NO/NO, but parents/caregivers will give active informed consent.

IF NO: FULL ETHICS REVIEW

- Are all subjects mentally competent?

YES/NO/UNCERTAIN

IF NO: FULL ETHICS REVIEW

IF UNCERTAIN: FULL ETHICS REVIEW

- Are the subjects in any way vulnerable? *E.g. refugees, some ethnic minorities, persons with drug or alcohol problems, terminally ill persons.*

YES/NO/UNCERTAIN

IF YES: FULL ETHICS REVIEW

IF UNCERTAIN: FULL ETHICS REVIEW

- Will all subjects give active informed consent that meets the following criteria?
 - *Consent is written in clear language for the target audience*
 - *Consent is given voluntarily*
 - *Subjects are entitled to refuse or withdraw from participation without negative consequences for them*
 - *Information is given about the nature, content and procedure of the study*
 - *The purposes of data collection and use are clearly described*
 - *A statement is included that identifiable personal information of the subject will not be passed to a third party without consent*
 - *Contact details of the researcher(s) are provided*

YES/NO, but the study entails observations in public space (e.g. street, campus)/ NO, but the study entails research within groups or organizations/NO

IF NO : FULL ETHICS REVIEW

IF NO, but the study entails observations in public space (e.g. street, campus)

- ➔ Will identifiable personal data be collected during these observations?

YES/NO

IF YES: FULL ETHICS REVIEW

IF NO, but the study entails research within groups or organizations

- ➔ Does the study design meet the following criteria?
 - *Obtaining individual informed consent is impossible, or would take disproportionate effort.*
 - *Informed consent is obtained from the relevant body or authority, e.g. the management of the institution which is studied*

- *The study entails the observation of the daily setting of the sample group, in which the individual privacy and autonomy is not limited or compromised.*
- *Research methods and observations are announced to relevant groups (including parents and/or other legal representatives).*
- *Interventions / working methods take place at the group level and are not directed at specific individuals.*
- *Upon reporting the results, the data cannot be traced back to individuals.*

YES/NO/UNCERTAIN

IF NO: FULL ETHICS REVIEW

IF UNCERTAIN: FULL ETHICS REVIEW

- 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/YES, and the participants will be debriefed about the real purpose of the study after participation NO/UNCERTAIN

IF YES: FULL ETHICS REVIEW

IF UNCERTAIN: FULL ETHICS REVIEW

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

YES/NO/UNCERTAIN

IF YES: FULL ETHICS REVIEW

IF UNCERTAIN: FULL ETHICS REVIEW

- Does the study pose potential risk or harm to the subject during or after the research?

YES/NO/UNCERTAIN

IF YES: FULL ETHICS REVIEW

IF UNCERTAIN: FULL ETHICS REVIEW

- Do you provide subjects a disproportionate 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/UNCERTAIN

IF YES: FULL ETHICS REVIEW

IF UNCERTAIN: FULL ETHICS REVIEW

- Does the study involve collection of social security numbers (BSN)?

YES/NO

IF YES: Adapt the study design. It is by law forbidden to collect social security numbers for research purposes.

- Does the study involve 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: FULL ETHICS REVIEW

IF UNCERTAIN: FULL ETHICS REVIEW

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

YES/NO/UNCERTAIN

IF YES: FULL ETHICS REVIEW

IF UNCERTAIN: FULL ETHICS REVIEW

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

YES/NO/UNCERTAIN

*If Yes or Uncertain: Please note that **anonymization or pseudonymisation** of the data should be accomplished as early as possible during the research project. Personal data should be **stored at a secure location** (e.g. VU server or SurfDrive, not on a USB-stick or unprotected hard drive). Particular attention on how you respect the privacy of the subjects should be given in your **data management plan**. VU researchers can make their data management plan via [DMPonline](#).*

IF EXISTING DATA

- Does the data include social security numbers (BSN)?

YES/NO

IF YES: Adapt the study design. You may only process social security numbers when it is required by law.

- Does the study involve 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: FULL ETHICS REVIEW

IF UNCERTAIN: FULL ETHICS REVIEW

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

YES/NO/UNCERTAIN

IF YES: FULL ETHICS REVIEW

IF UNCERTAIN: FULL ETHICS REVIEW

- Does processing of the data pose potential risk or harm to the subjects?

YES/NO/UNCERTAIN

IF YES: FULL ETHICS REVIEW

IF UNCERTAIN: FULL ETHICS REVIEW

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

*If Yes or Uncertain: Please note that **anonymization or pseudonymisation** of the data should be accomplished as early as possible during the research project. Personal data should be **stored at a secure location** (e.g. VU server or SurfDrive, not on a USB-stick or unprotected hard drive). Particular attention on how you respect the privacy of the subjects should be given in your **data management plan**. VU researchers can make their data management plan via DMPonline.*

YES/NO/UNCERTAIN

IF YES OR UNCERTAIN: Have all subjects given consent for using the data for the purpose of this particular study?

YES/NO/UNCERTAIN

IF NO: FULL ETHICS REVIEW

IF UNCERTAIN: FULL ETHICS REVIEW

CLOSURE

- Have you completed this form truthfully?

YES/NO