Online ethics checklist

LOGIN

Personal through the university system

RESEARCH PROJECT DETAILS

1. *Personal information*

Name [open]

Email [open]

Institute [selection]
Department [selection]

Status [selection]

Course [selection]

Supervisor [open]

1. *Project information*

Title [open]

Summary [open]

External funding [yes, no]

Start date [selection]

End date [selection]

Proposed start date of data collection [selection]

Proposed end date of data collection [selection]

GENERAL – filters

**Is your study solely literature based?**

Yes [End – On this basis, my proposed project does not require a formal ethics review. If any changes to the project involve any of the criteria above, I undertake to resubmit the project for formal ethical approval.]

No

**Does your study involve human participants?**

Yes [Filter 1]

No

**Does your study involve the re-use of data containing any identifiable personal data which will be obtained from a source other than directly from the participant?**

Yes [Filter 2]

No

**Does yours study require and approval through another external ethics committee?**

Yes

No

**None of the questions above apply to my study**. [Filter: End – On this basis, my proposed project does not require a formal ethics review. If any changes to the project involve any of the criteria above, I undertake to resubmit the project for formal ethical approval.]

Filter 1: Human participants

1. *Participants*

**Describe the participants, their expected number and specify and inclusion/exclusion criteria to be used.**

[open question]

**Are your participants as individuals or as a group considered vulnerable?**

Yes [Filter 1a]

No

**[Filter 1a] Describe in which sense they are vulnerable and what measures will you take to address their potential vulnerability.**

[open question]

1. *Recruitment and consent*

**Please describe how participants will be identified, approached and recruited. Include details of any relationship between researcher(s) and participant(s).**

[open question]

**Do you need a Gatekeeper access to your participants?**

Yes

No

**Describe the process that you will be using to obtain valid consent from the participants (and if applicable also from varied gatekeepers) and explain how you will address the participants’ rights to dissent.**

[open question]

1. *Data Collection Activity*

**Will the research involve quantitative data collection techniques (e.g. questionnaire, survey, experiment, bid data, etc.)? If yes, don’t forget to attach a copy of the sample design and questions (if applicable).**

Yes

No

**Will the research involve qualitative data collection techniques (e.g. interviews, focus groups, creative methods, observations, etc.)? If yes, don’t forget to attach a copy of the sample design and questions (if applicable).**

Yes

No

**Will your research involve prolonged or repetitive testing/visits?**

Yes

No

**Will the study involve discussions of sensitive (e.g. sexual activity, abuse, criminal activity) and personal topics (e.g. sexual orientation, religious or philosophical conviction, ethnicity, political opinion)?**

Yes

No

**Will the study involve invasive, intrusive or potential harmful procedures of any kind?**

Yes

No

**Will your research include psychological stress or anxiety above the ordinary?**

Yes

No

1. *Participant identifiable data collected directly from the participants and privacy*

**Will the research involve the collection of text, audio, visual or/and audio-visual material that could enable identification of the research participants?**

Yes [filter 1b]

No

**[filter 1b] Will the data be anonymised at some stage during the study?**

Yes [filter 1ca]

No [filter 1cb]

**[filter 1ca] Will the original material be deleted once the data are anonymised?**

Yes

No [filter 1d]

**[filter 1cb] Will you take all necessary measures to safely store the data?**

Yes

No

**[filter 1d] Please state the purpose for retaining the non-anonymised material and describe steps that will be taken to protect the participants’ privacy.**

[open question]

1. *All participant identifiable data and privacy (this is also for filter 2]*

**Since your research involves processing of identifiable personal data obtained either directly from participant and/or from a source other than the participants, please provide details of technical and organisational measures to safeguard the rights of the research participants.**

[open question]

**Will any identifiable participants data be transferred outside of EU countries?**

Yes **[filter 1e, filter 2a]**

No

**[filter 1e, filter 2a] Please provide details of the types of personal data to be exported.**

[open question]

**Will any identifiable participants data be imported from non-EU countries?**

Yes **[filter 1f, filter 2b]**

No

**[filter 1f, filter 2b] Please provide details of the types of personal data to be imported.**

[open question]

ATTACHMENTS

Please upload all relevant documents pertaining to your ethics checklist.

RESEARCH STATEMENT

By submitting this form electronically, I am confirming the information is accurate to the best of my knowledge.