

Application for a research project review by the Ethics Board of the Social Sciences Department of the Goethe University in Frankfurt

Please fill in the application and attach the following documents (if available):

- Advertisement for the recruitment of study participants (m/f/d)
- Description and explanation of the study for participants, including the name of the person in charge and contact persons
- Template for the written agreement of the persons to participate in the study
- The written confidentiality agreement of the project members

Should there not be enough space on the form please use an additional sheet.

1 Personal details of the applicant and research funding

1.1. Applicant

For the Ethics screening of a doctorate project:

Name of the supervisor of the doctorate student

Name of the doctorate student:

For the Ethics screening of a research project:

Name of the principal investigator:

Others (Please describe as precisely as possible!)

Name of the responsible research leader:

1.2 Title of the project

1.3 Financial funding of the project

Planned Application date:

Granted Approval date:

No financial funding

Name of the funding source or funding institution:

1.4 Did a third party (e.g. a clinical Ethics Board) request an Ethics vote?

yes no

Who made the request?

When was it requested?

Result of the vote of the third party Ethics Board: positive negative

If negative: please attach the vote

2 Information about the planned methodology

2.1 General information about the research design

Quantitative

Qualitative

Mixed methods

2.2. Information about the sample

Characteristics

Planned sample size

Recruitment strategies

2.3 Information about data collection methods

2.4 Information about data evaluation methods

3 Information about the research questions and research interest

3.1 Objective of the project (max. 250 words)

4 Explanation and declarations of consent of the participants

4.1 Voluntary participation and study schedule

Will the participants be informed prior to the start of the study about the voluntary participation and the study schedule?

Yes

No

If no: please explain and justify

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4.2 Written Explanation / Information sheet

Do the study participants receive a written statement or an information sheet about the study?

Yes

no

If yes: *please attach with the application; if no: please justify*

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4.3. Declaration of consent of the participants

Is there a written declaration of informed consent from the participants?

Yes

no

If yes: *please attach with the application; if no: please justify*

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5 Research ethical information

5.1. Negative effects or consequences

Do you think that the participants may be harmed as a result of the study or that there can be dangers or risks?

Yes

no

If yes: *please provide a short explanation!*

5.2 Other possible reservations

Do you think that the participants may face other negative consequences during or after the study participation? Do you have any other reserves or ethical concerns? If so, please explain shortly.

6 Information on data protection

6.1 Personal data

Will personal data be collected?

yes

no

If yes: How is the personal data anonymized or pseudonymized?

If yes: How is the personal data saved and protected against unauthorized access by third parties? Please explain!

If yes: How will the process of de-anonymizing the data be organized? Please explain!

6.2 Saving and storage of the data

Where will the data be saved?

External hard drive

Computer with internet connection

Intranet

Others:

6.3 Confidential handling of the data

Who will have access to the data?

Did the administrative and research employees sign a confidentiality agreement?

yes no If yes: *please attach with the application ; if no: please explain*

6.4 Deletion of data

How long will the data be stored for? Please explain shortly!

When and how will the data be deleted?

7 Do you have any other questions or remarks?

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Place, date

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Signature of the responsible person

Additionally for doctorate project:

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Place, date

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Signature of the doctorate student

Please refer to the following organizations and laws to familiarize yourself with the procedures and standards of the Ethics Board of the Social Sciences:

- German Sociological Association (Deutsche Gesellschaft für Soziologie): https://soziologie.de/fileadmin/user_upload/dokumente/Ethik-Kodex_2017-06-10.pdf
- European Commission: http://ec.europa.eu/research/participants/portal/doc/call/h2020/h2020-msca-itn-2015/1620147-h2020_-_guidance_ethics_self_assess_en.pdf
- Political sciences: https://www.dvpw.de/fileadmin/docs/2017-06-15_Ethik-Kodex_DVPW.pdf
- Law on data protection: Right to determine how your personal data is handled (Recht auf informationelle Selbstbestimmung, BVerfGE 65)

Other information for Germany:

- Häder, Michael (2009). Der Datenschutz in den Sozialwissenschaften. Anmerkungen zur Praxis sozialwissenschaftlicher Erhebungen und Datenverarbeitung in Deutschland. Working Paper Series des Rates für Sozial- und Wirtschaftsdaten (RatSWD), Working Paper No. 90, S. 1-40.
http://www.ratswd.de/download/RatSWD_WP_2009/RatSWD_WP_90.pdf