Specific Ethics Protocol

for Scientific Research at the Faculty of Psychology and Educational Sciences of Ghent University

Version from 13 December 2023

Ethics Committee, Faculty of Psychology and Educational Sciences,

Ghent University,

Henri Dunantlaan 2, 9000 Gent

ec.pp@ugent.be

**Please check on our** [**webpage**](https://www.ugent.be/pp/en/research/ec) **that you are using the last version of our documents (Specific Ethics Protocol, Informed consent template and General Ethics Protocol).**

**Please fill in this document completely in English**. All attached documents must also be in English, except for documents in Dutch (e.g., information letter and consent form) that are presented to Dutch speaking participants (or parents, teachers, …). For documents in another language presented to participants in their own language, please provide an English translation.

Checklist

In order to ensure the completeness of the application file and to make the application process as smooth as possible, please check and tick the following list.

|  |  |  |
| --- | --- | --- |
|  | Yes | n/a |
| I took note of the [General Ethics Protocol for Scientific Research at the Faculty of Psychology and Educational Sciences of Ghent University](https://www.ugent.be/pp/en/research/ec/general_ethical_protocol_fppw.pdf) |[ ]   |
| I have added the relevant information letter and consent form(s) |[ ] [ ]
| I have added all documents presented (on paper, on screen, orally) to participants prior to participation (flyers, invitation letter, welcome screen, post on a social network, …) |[ ] [ ]
| I have added a data management plan (if a DMP is mandatory for this study). If you are unsure whether a DMP is required for this study, please visit this [webpage](https://www.ugent.be/en/research/datamanagement/before-research/datamanagementplan.htm#DMPrequirements|) for further explanation.  |[ ] [ ]
| I have added the GDPR record (only if question 23a below is answered with 'yes'). |[ ] [ ]
| I have added a detailed justification regarding the use of [public interest](https://www.ugent.be/pp/en/research/ec/publicinterest) as the legal basis for processing personal data (only if question 23b below is answered with 'yes') |[ ] [ ]
| I have added an agreement to share (personal) data with collaborators outside Ghent University. If you are unsure whether this is required, please visit this [webpage](https://onderzoektips.ugent.be/en/tips/00001880/#SharingpersonaldataoutsideGhentUniversity) for further explanation. |[ ] [ ]
| I took note of the Ghent University policy on [Human Rights](https://www.ugent.be/en/ghentuniv/mission/human-rights#CommitteeonHumanRightsPolicy&Dual-UseResearch) & [Dual-Use Research](https://www.ugent.be/en/research/research-strategy/dual-use.htm)? |[ ]   |
| I have checked that there are no discrepancies between the SEP, GDPR record, DMP, information letter and consent form. |[ ]   |
| I have informed myself of the [distinction between anonymized and pseudonymized data](https://onderzoektips.ugent.be/en/tips/00001781/), and my application appropriately reflects this distinction |[ ]   |

REQUEST TO THE ETHICs COMMITTEE FOR ADVICE CONCERNING THE FOLLOWING RESEARCH PROPOSAL

## Title of the research project

|  |  |
| --- | --- |
| Title |  |

## Name of the researcher(s)

|  |  |
| --- | --- |
| Name researcher(s): |  |
| Name promotor(s): |  |
| Department name: |  |
| Department code: |  |
| E-mail address contact person (only one!):In case the main researcher is a master student, the contact person is the supervisor. |  |

## Is this an application for a standalone master thesis?

(I.e., not part of a broader project that already received ethical clearance)

|  |  |
| --- | --- |
| ☐ | No |
| ☐ | Yes. If yes, please add the “Unilateral Declaration of confidentiality”. More info [here](https://ugentbe.sharepoint.com/sites/intranet-onderzoek/SitePages/en/Studenten-en-doctorandi.aspx). |

## Is there a financial sponsor for this project?

|  |  |
| --- | --- |
| ☐ | No |
|[ ]  Yes |
|  | Name sponsor: |  |
|  | Project code\*: |  |
|  | Start date\*: |  |
|  | End date\*: |  |

\* If available; In case of financial sponsorship by the FWO, this must be filled in.

## Is the project part of any cooperation beyond the faculty?

|  |
| --- |
|[ ]  No |
|[ ]  Yes |
|  | If yes, which institutions are involved: |  |

## Why do you submit your study to the Ethics Committee?

Check all that apply.

|  |  |
| --- | --- |
| ☐ | It is required by the funding agency |
| ☐ | It is required by a journal |
| ☐ | Because our study falls under some of the items listed in Section 3.1 of the General Ethics ProtocolWhy? |
| ☐ | We use deception (see GEP, Art. 21) |
| ☐ | The research concerns vulnerable populations (e.g., prisoners, children with a disability or persons in a dependent situation) |
| ☐ | The research is likely to result in pain or more than mild discomfort |
| ☐ | Incidental findings (relating to mental or physical health) are likely |
| ☐ | We collect sensitive information (zie ‘[Richtlijn voor Classificatie van Informatie en Data](https://codex.ugent.be/?regid=REG000272&lang=en)’, p. 6) |
| ☐ | We have doubts about the acceptability of our research |
| ☐ | Third parties are involved for collecting personal information |
| ☐ | External data processors are involved in the collection of personal information |
| ☐ | We deviate from the GEPPlease explain: |
| ☐ | OtherPlease explain:  |

If you apply only because you think you may later need an approval letter, then please consider the possibility of requesting a waiver when the approval letter is required (see Section 3.5 of the GEP).

## Evaluations by ethics committees

**A. Has the research (or parts thereof) mentioned in the current application previously been assessed by an ethics committee? (at Ghent University or another institution).**

|  |
| --- |
|[ ]  No |
| ☐ | Yes. If yes, which committee, which parts and what was the outcome? |

**B. Is the research described in the current application presently being assessed by another ethics committee?**

|  |
| --- |
|[ ]  No |
|[ ]  Yes. If yes, which one and why? |

## Are there reasons to consider a review by a committee for medical ethics?

Consult the [GEP](https://sharepoint.ugent.be/teams/pp_ec_docs/Documenten/General%20Ethical%20Protocol.pdf?Web=1) for a list of situations where a review by a committee for medical ethics is advisable.

|  |
| --- |
|[ ]  No |
| ☐ | Yes. If yes, please specify and justify why you are not seeking review by a committee for medical ethics: |

## Are there reasons to consider a review by the Committee on Human Rights Policy & Dual use?

|  |
| --- |
|[ ]  No |
| ☐ | Yes. If yes, please specify and justify why you are not seeking review by the Committee on Human Rights Policy & Dual-Use Research: |

More info see:

* [https://www.ugent.be/en/ghentuniv/mission/human-rights](https://www.ugent.be/en/ghentuniv/mission/human-rights#CommitteeonHumanRightsPolicy&Dual-UseResearch)
* <https://www.ugent.be/en/research/research-strategy/dual-use.htm>

Note that submitting to the [Committee on Human Rights Policy & Dual-Use Research](https://www.ugent.be/en/ghentuniv/mission/human-rights/human-rights-committee.htm) does not preclude submitting to our Ethics Committee.

##  Explain the background of the study. What are the aims and objectives of the study? (Max 250 words)

|  |
| --- |
|  |

##  Provide a brief overview of the study and the research methods used

Please provide here a general description of what will happen in practice during the research, from recruitment to reporting, in a way that is understandable to people who are not familiar with the subject matter. Details of data collection, recruitment and remuneration can be provided in questions 12, 13 and 14. Therefore, this overview can be very brief if the answers to questions 12-14 cover all aspects of your study.

An application may describe several sub-studies only if there is methodological overlap between them (see GEP, Sec. 3.3). In that case, specify your plans for each sub-study. This distinction between sub-studies must be kept throughout all subsequent questions. If there is no methodological overlap between the sub-studies, then please submit multiple applications.

|  |
| --- |
|  |

## How will you collect the data?

If relevant, please include information about

* the data collection method (questionnaires, interviews, focus groups, observation, behavioural experiments/manipulations, EEG, neuroimaging, brain stimulation, audio/video recording, online/web-based activities, …)
* the design (number of groups, cross-sectional or longitudinal, …)
* the time it will take participants to partake in the study
* sensitive questions or information
* who will collect the data

If you use a questionnaire, please provide it as a separate document to this application (if possible). Otherwise describe it or provide some representative questions.

|  |
| --- |
|  |

## Please describe the participants and their recruitment

If relevant, please include information about

* obtaining the contact information of potential participants
* who will recruit the participants, how, and where
* approaching participants for inclusion and obtaining informed consent (who, when, where, how)
* inclusion and exclusion criteria; how will excluded participants be informed?
* target sample size
* poster, flyer or online ad used for recruitment (please include it as annex)
* role of any organisation involved in the recruitment
* possible distinction between participants vs. collaborators/partners/stakeholders

|  |
| --- |
|  |

## Please explain if and how participants are remunerated

If relevant, please include information about

* reason for remuneration (cost reimbursement, compensation, reward for good performance, …);
* remuneration scheme (same amount for everyone? what if a participant withdraws? …);
* information for participants about the remuneration scheme;

If students participate for course credits, please provide information about the educational value of the study, how the issue of power imbalance is addressed, the alternative task, etc. (see GEP, Section 2.4).

|  |
| --- |
|  |

## Does the research project present any threats to the participants’ physical or mental health?

|  |
| --- |
|[ ]  No |
| ☐ | Yes.If yes, please specify: |

## Do the participants have any known difficulties? Are they a vulnerable population?

|  |
| --- |
|[ ]  No. |
| ☐ | Yes.If yes, please specify whether the research project could interfere with these difficulties and what precautions you would take: |

## Are the participants adults who are incompetent to give their consent?

|  |
| --- |
|[ ]  No. |
| ☐ | Yes.If yes, from whom is consent sought? |

## Are the participants minors (under 18 years of age)?

|  |
| --- |
|[ ]  No. |
|[ ]  Yes.If yes, from whom is consent sought? |

## Will deception be used during the research project?

|  |
| --- |
|[ ]  No. |
|[ ]  Yes. |
|  | If yes, please explain: |  |
|  | Justify why this is necessary for the purposes of the study: |  |
|  | Do the participants have the possibility to withdraw after being informed of deception? |  |

## Debriefing

**A. Will the participants be informed about the results of the research project?**

|  |
| --- |
|[ ]  No. Please justify: |
|[ ]  Yes. Please specify (written, oral, via email or post. Right after participation or later. Individual or collective. For everyone or on request. Individual results or aggregated results): |

**B. Do you provide support to participants with negative feelings after participation?**

|  |
| --- |
|[ ]  Not applicable |
| ☐ | No. Please justify: |
|[ ]  Yes. Please specify: |

## Will students be involved in the recruitment of participants, data collection or data processing?

|  |
| --- |
|[ ]  No |
| ☐ | Yes |
|  | If yes, please specify: |  |
|  | What steps are taken to prepare and guide students? |  |

## Is there a data management plan (DMP)?

|  |  |
| --- | --- |
| ☐ | No |
|[ ]  Yes |

Maintaining a DMP is considered good practice for any research project involving data processing. If you are unsure whether a DMP is mandatory for your project, this [webpage](https://www.ugent.be/en/research/datamanagement/before-research/datamanagementplan.htm#DMPrequirements|) provides further explanation.

## Personal data

**A. Are personal data collected?**

For more information about personal data and special categories of personal data, see this [webpage](https://onderzoektips.ugent.be/en/tips/00001781/).

|  |
| --- |
|[ ]  No |
|[ ]  Yes. If yes, a GDPR record must be created and added to this application. For more details see this [[webpage](https://onderzoektips.ugent.be/en/tips/00001795/)](https://onderzoektips.ugent.be/en/tips/00001795/). |

**B. Do you deviate from the legal ground of 'consent' when collecting personal data?**

For more information about lawful grounds to process personal data, see this [webpage](https://onderzoektips.ugent.be/en/tips/00001787/).

|  |
| --- |
|[ ]  No |
|[ ]  Yes. If yes, a detailed justification must be added to this application. For more information see this [[[[webpage](https://www.ugent.be/pp/en/research/ec/publicinterest)](https://www.ugent.be/pp/en/publicinterest)](https://www.ugent.be/pp/en/research/ec/publicinterest)](https://www.ugent.be/pp/en/research/ec/publicinterest) |

## In the current state of the research project, do you expect other difficulties concerning the general ethical principles as written down in the general ethics protocol?

|  |
| --- |
|[ ]  No |
|[ ]  Yes |  |
|  | If yes, please specify: |  |
|  | Justify why the research should be done in this way: |  |

## Attachments

Please fill a line in the table below for **each** file attached to your application.

Please do not merge several documents into a single file.

Please use short and self-explanatory names for each file. Use these names in all documents when referring to a file.

Mention when documents pertain to multiple studies..

Please check that there is no discrepancy between SEP, GDPR record, DMP, information letter and consent form.

|  |  |
| --- | --- |
| **File name** | **Short description** |
| Example (to be deleted):*ICF\_Pa\_FG.docx* | *Information letter and consent form for parents of children in focus group study* |
| *ICF\_Ch\_FG.docx* | *Information letter and consent form for children in focus group study* |
| *GDPR-record.pdf* | *GDPR record* |
| *SEP.pdf* | *Specific Ethics Protocol* |
| … | … |

Declaration

I declare to take the full responsibility of the project mentioned above and confirm that the information given is consistent with the facts as known at this very moment.

I also declare to have read and agree with the [General Ethics Protocol for scientific research of the Faculty of Psychology and Educational Sciences of Ghent university](https://sharepoint.ugent.be/teams/pp_ec_docs/Documenten/General%20Ethical%20Protocol.pdf?Web=1).

If, in the course of the project, ethical problems arise that are not covered by this request, I will contact the Ethics Committee again.

|  |  |
| --- | --- |
| Name **researchers** | Name **supervisor** (for agreement) |
|  |  |
| Date:  | Date: |