**Checklist for ethics committee**

The Faculty of Economics and Business Administration of Goethe University Frankfurt (GU) and the Gutenberg School of Management & Economics of the Faculty of Law, Management and Economics of Johannes Gutenberg University Mainz (JGU) have established a joint Ethics Committee as of December 7, 2016. It is open to all members of the Faculty of Economics and Business Administration at GU and of the Gutenberg School of Management & Economics at JGU.

In the first step of the approval process, please fill out this form to see whether our ethics committee can give you the approval that you need for your work.

1. **Name and address of the responsible researcher**

Last name, first name:

Address:

Telephone number:

E-mail:

1. **Title of the study:**
2. **Checklist 1:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Yes** | **No** | **Don’t know** |
| 1. | Does the study aim to examine diseases or the structure and function of the human body? |[ ] [ ] [ ]
| 2. | Is the study a clinical trial?  |[ ] [ ] [ ]

**Did you answer “Yes” or “Don’t know” to any of the above questions?** In this case, our ethics committee cannot support you. You have to address a medical ethics commission.

1. **Checklist 2:**

Please complete the following checklist to determine whether or not your protocol qualifies for exempt status.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Yes** | **No** | **Don’t****know** |
| 1. | Does the study involve subjects that are uninformed about their participation in the study?  |[ ] [ ] [ ]
| 2. | Does the study involve subjects from populations that are vulnerable (e.g., minors, people with impaired decision making capacity, prisoners, refugees, homeless people etc.)? |[ ] [ ] [ ]
| 3. | Are the subjects deceived or mislead by the researchers? |[ ] [ ] [ ]
| 4. | Does the study involve coercive financial or non-financial incentives (i.e., incentives that threaten the voluntary nature of a subject’s choice)?  |[ ] [ ] [ ]
| 5. | Is there a substantial dependency relationship between the subjects and any of the involved researchers? |[ ] [ ] [ ]
| 6. | Could the study negatively influence the subjects’ psychological integrity (e.g., by triggering severe emotional reactions)? |[ ] [ ] [ ]
| 7. | Could the study negatively influence the subjects’ physical integrity (e.g., collection of blood or saliva samples, physical strain through physical exertion)? |[ ] [ ] [ ]
| 8. | Are the subjects asked to provide sensitive personal information (e.g., traumatizing experiences, sexual orientation, drug consumption)? |[ ] [ ] [ ]
| 9. | Is the purpose of the study to significantly influence peoples’ lives or real-life behaviors? (e.g., influencing peoples’ voting behavior; influencing peoples’ job search behavior or outcomes) |[ ] [ ] [ ]
| 10. | Does the study expose any of the members of its research team to threats harming their physical or psychological integrity (e.g., field work in civil conflict region)? |[ ] [ ] [ ]
| 11 | Does the study involve the collection of data from voice, image or video recordings? |[ ] [ ] [ ]
| 12. | Will the study collect and use data that is not anonymized (Note: data is anonymized if the data cannot be assigned to a specific subject or if the assignment would require an exceptional amount of effort)? |[ ] [ ] [ ]
| 13. | Does any member of the research team have any association that poses or could be perceived as posing a conflict of interest in connection with the results of the study? |[ ] [ ] [ ]

**Did you answer “No” to all of the above questions?** In this case, your protocol qualifies for exempt status and your study does not require further review. Please hand in the completed and signed form. Then, you will receive a letter confirming that your study qualifies for exempt status.

**Did you answer “Yes” or “Don’t know” to any of the above questions?** In this case, please write a request to the ethics committee. This request includes i) a short motivation describing the goals and relevance of the study, ii) a detailed description of the research design and iii) a discussion of all potential ethical issues (including the precise circumstances involving any items answered affirmatively on the Checklist for Exempt Status). You find more information on the webpage. Please make sure that you also submit this form.

I hereby confirm that all the information given above is correct.

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Time, place, name of responsible researcher