**Application for Review of a Research Proposal to the Joint Ethics Committee of the Faculty of Economics and Business Administration of Goethe University Frankfurt and the Gutenberg School of Management & Economics of the Faculty of Law, Management and Economics of Johannes Gutenberg University Mainz**

**To be submitted to:**

dekanat-fb03@uni-mainz.de

**General Information**

1. **Enclosed with the application are:** *Please mark*

☐ Consent form

☐ Information sheet for study participants

☐ Planned research procedure in table format

1. **Title of the study**

*Insert here:*

1. **Short summary of the research plan (goals, sample (number of test subjects), methodological procedure; max. 250 words)**

*Insert here:*

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

Last name, first name: *Insert here:*

Address: *Insert here:*

Telephone number: *Insert here:*

E-mail: *Insert here:*

1. **Are there any other researchers involved in the proposed research project?**

Name(s): *Insert here:*

1. **Initial application: Has the application already been submitted to another ethics committee for approval?** *Please select*

☐ Yes

☐ No

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City, Date Signature of the researcher conducting the study

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City, Date Signature of the advisor (if applicable)

**Study Checklist:**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| **1. Voluntariness:**  Is voluntary participation guaranteed? | ☐ | ☐ |
| **2. Legal capacity:**  Will people who cannot give their own consent to participate (e.g. people under 18 years of age or people who are not legally able to give consent) take part in the study? | ☐ | ☐ |
| **3. Vulnerable people:**  Will people who belong to a particularly vulnerable group (e.g. clinical tests, persons with learning disabilities, persons serving prison sentences) participate in the study? | ☐ | ☐ |
| **4. Inclusion and exclusion criteria:**  Are there any inclusion and/or exclusion criteria for study participants? | ☐ | ☐ |
| **5. Deception regarding participation:**  Is it necessary for people to participate in the study without being informed of their participation or without having given their consent to participate (e.g. covert observation), or without being fully informed about the purpose and content of this study (note: research hypotheses do not need to be disclosed)? | ☐ | ☐ |
| **6. Deception regarding study purpose:**  Will participants be actively deceived regarding the content and purpose of the study? | ☐ | ☐ |
| **7. Intimacy/stigmatization:**  Will questions be posed on topics which are of an intimate nature or the answering of which can be seen as stigmatizing (e.g. with respect to illegal or deviant behavior)? | ☐ | ☐ |
| **8. Burden:**  Is it to be expected that the participants suffer from stress, fear, exhaustion, pain or other negative effects of this study, which go beyond what is expected on a daily basis? | ☐ | ☐ |
| **9. Risks:**  Will participants undergo any invasive or potentially harmful procedures? | ☐ | ☐ |
| **10. Substance distribution:**  Will participants be given medicines, placebos or other substances? | ☐ | ☐ |
| **11. Personal data:**  Will personal data be collected? | ☐ | ☐ |

|  |  |  |
| --- | --- | --- |
| **Attention:**  **The following questions 12-14 must only be answered if personal data is collected. If no personal data is collected, go directly to question 15.** | | |
|  | Yes | No |
| **12. Data protection:**  Data security of personal data is guaranteed in accordance with the enclosed Data Security Information Sheet. | ☐ | ☐ |
| **13. Information regarding data protection:**  Participants will be informed about the security of personal data. | ☐ | ☐ |
| **14. Right to deletion of data:**  Participants can request the deletion/destruction of their personal data at any time and will be informed of it. | ☐ | ☐ |
|  | | |
| **15. Insurance protection:**  Is travel accident insurance provided for the participants or are they informed that their travel to the site is not insured? (note: If travel accident insurance is provided, the policy should be accessible in the secretary’s office.) | ☐ | ☐ |

Note:

More detailed information regarding the individual topics can be found at the following website: <http://www.dgps.de/dgps/kommissionen/ethik/>

If you have marked one or more questions in the answer fields shaded in gray (i.e. questions 1 or 11-14 were answered with “no” or one or more of questions in 2-10 were answered with “yes”), please explain the necessity for this/these point(s) briefly and concisely on the attached page. Please also indicate how you will ensure that the ethics regulations will be respected with regard to this/these point(s). If you require more space, please attach a separate document to the application.

In any case, please be aware that it is required to inform the participants in as much detail as possible about the process of the study in advance, to notify them that they can quit the study at any time, to obtain their written consent and to guarantee the confidentiality of the data collected. Should the study be changed significantly during the data collection process, the Ethics Committee is to be consulted again.

I confirm that the entries in this questionnaire are correct to the best of my knowledge.

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City, Date Signature of the researcher conducting the study

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City, Date Signature of the advisor (if applicable)

Comments regarding the checklist:   
*Insert here:*

**Data Security Information Sheet**

**Anonymization of collected data:**

Data that allow for an assignment of individuals to ID numbers are only to be saved on a server with a high security standard and not on local hard drives or other storage devices.

It is to be ensured that

* data which allow for an identification of individuals are saved separately from project data,
* only a very limited number of people have access to it,
* the respective passwords conform to the general security standards.

**Deletion of saved data:**

Data which allow for an assignment of IDs to personal data will be deleted after the completion of the project. If data are made publicly available after the completion of the project, all information that allows for a direct or indirect assignment to individuals must be deleted.

**Deletion of data by request of participants:**

Data are to be deleted upon request of participants.