Application of short proposals to the "Lokale Ethikkommission der Fakultät für Psychologie und Bewegungswissenschaft der Universität Hamburg"

(Local Ethics Committee of the Faculty of Psychology and Human Movement at Universität Hamburg; 13.09.2018)

Please note: Fill in the form using the program Word. Submit it together with instructions and consent forms adapted to your research as pdf (save as → file type "pdf", or via print → "pdf printer"). Please do not scan the filled in forms as an image file. This will result in bigger files complicating further handling by, for e.g., email or storage on hard drives. Furthermore, from scanned image files one cannot extract text parts for further usage (for e.g. name of the author, project title, email-address). Exceptions for scanning are documents for which you do not have a text file (e.g. earlier ethics statements). Collect all parts of your proposal in **one** pdf file and send it electronically to the LEK.

>Title of study<

Author (name, address, email):

Co-author/other investigators involved in the project:

For student authors (Bachelor/Master) the supervisor must be one co-author:

How is this project funded (funding agency)? (DFG, institute funding, etc.)

Short, informative description of the project (theoretical background, goals, procedure, expected gain) in 250 words maximum). The following components are mandatory:

- Demographics (age/sex/additional specific characteristics) and size of the sample (number of participantts)
- How will the participants be recruited? (e.g. flyers, internet, or others)
- Evaluation (for example - quantitative: path analysis, general linear model, ANOVA, etc; - qualitative: content analysis with independent evaluator(s); give a short description)
- Expected results (short but informative e.g. *we expect for participants of the experimental group in condition A higher values than for participants of the control group* or *we expect that conditions A and B are highly correlated*; if possible, compute and note the expected effect sizes)

Please tick the respective checkbox.

0	There is already an existing ethics vote of a comparable research proposal	yes ☐	no ☐
	If yes, please specify project name, involved ethics committee and date of the ethics vote. Project name: Date of ethics vote: ID: *If the introduced ethics vote is not registered at LEK of the Faculty of PHM under an ID (e.g.: ethics votes of DFG), please attach the respective ethics vote and the original proposal to which your current short proposal refers to.*		
Information given to participants before testing		yes	no
1	Comprehensive information about the general research goals is provided.	☐	☐
2	Comprehensive information about the scientific significance of this study is provided, which justifies the means proposed.	☐	☐
3	Comprehensive information about the duration of the study is provided.	☐	☐
4	Comprehensive information about possible burden and risks of used procedure/methods is provided.	☐	☐
5	Comprehensive information about reimbursements and other benefits for the participants is provided.	☐	☐
6	Comprehensive information about voluntary participation is provided.	☐	☐
7	Comprehensive information about withdrawing from participation at any time without any consequences is provided.	☐	☐
8	Comprehensive information about security of storage and analysis of data (anonymisation/pseudonymisation, who has access to the information)	☐	☐
9	There is no intentional deception of participants (e.g.: incomplete or false information about goals and procedure of the investigation, manipulated feedback about participants' results). (If "no" please explain at the end.)	☐	☐
10	In case of intentional deception there will be a comprehensive explanation about the true goals of investigation.	☐	☐
11	The provided information is phrased in neutral and accessible language (without scientific terms or foreign vocabulary)	☐	☐
12	If providing feedback about participants' results is intended, participants' consent is obtained before the investigation.	☐	☐
13	In case of such feedback on results there are offers for supporting participants.	☐	☐

Voluntary participation		yes	no
14	Voluntary participation is ensured.	☐	☐
15	Only people being able to give consent (legally responsible adults) are tested. In case of participants, who are not capable of giving consent, the consent of a parent or legal guardian will be obtained.	☐	☐

Physical/psychological stress of the participants		yes	no
16	In this study participants will not be exposed to excessive physical stress (e.g. by taking blood samples, by drug or placebo administration, by invasive measurements). (If “no” please explain at the end.)	☐	☐
17	In this study participants will not be exposed to excessive physical performance demands (e.g. subjective exertion “very, very exhausting” using the Borg-scale, exhaustion test, very high degree of fatigue, unusual phenomena like hypoxia.) (If “no” please explain at the end.)	☐	☐
18	In this study participants will not be exposed to excessive mental stress (e.g. by duration of testing, aversive stimuli, negative experience). (If “no” please explain at the end.)	☐	☐
19	In case of excessive demands according to points 16, 17 and 18 participants will be taken care of intensively during and after testing if necessary.	☐	☐
20	Participants do not give confidential information or – in case they do – will be informed about it before signing the consent form.	☐	☐

Privacy protection		yes	no
21	There will be no video or audio recordings or other methods of registering behaviour, which allows a clear identification by third parties. If yes, special consent has to be gi ven by the participant (use appropriate consent form).	☐	☐
22	The data will be completely anonymised (thus, no allocation of data and person can be made) or pseudonymised (saving data with a unique ID, data and names will be stored separately).	☐	☐
23	It has to be assured, that only professionals working on the study and under oath to protect confidentiality can access the personal data (e.g. locked storage, password protected file)	☐	☐
24	Participants can request the deletion of their data at any time.	☐	☐
25	Deletion of the data after the legal date of expiration is assured.	☐	☐

26	The participants are informed about their rights under Article 13 paragraph 2 lit. b of the basic data protection regulation	☐	☐
27	The participants receive the contact details of the data protection officer of the University of Hamburg	☐	☐

Always attach:

- *Information about testing for participants*
- *If necessary: Information about testing for parents or legal guardians*
- *Written form of consent for participants (if necessary also for parents or legal guardians, and special recordings (EEG, fMRI, video, audio))*

If you answered certain questions above with no (apart from the question about already existing ethics votes) please provide a comprehensive explanation on the necessity of the described procedure or alternatively, write a full ethics proposal.

Signature

Place, date author

Place, date co-author