

Specifications for full proposals to the Local Ethics Committee of the Faculty for Psychology and Human Movement Science of the University of Hamburg from February, 10, 2015 (amended 23.11.2016, 15.9.2020, 4.12.2020, 11.06.2023; English version from 11.06.2023)

Full applications should provide information regarding the following points:

1. Person responsible for the study and title of study (in case of proposal from students, the supervising person has to be co-applicant and must sign the application as well)
2. Funding (funding body of the research)
3. Aim of the project, research question, and expected contributions
4. Type and number of participants, selection criteria, and rationale for the sample size (depending on the design of the research)
 - Description of the sample, including participants' age and other relevant characteristics
 - Detailed rationale for sample size including a power analysis when applicable, otherwise provide other detailed justification
 - How will participants be recruited (e.g. by advertisements, or choosing at random from lists)?
 - How will the participation be compensated? Will participants be promised other benefits?
 - Is the voluntariness of the participation assured?
5. All steps of the study design
6. Burdens and risks for participants, including potential secondary consequences; precautionary measures to prevent negative effects
 - Will participants be under physical stress (e.g. by sampling of blood or saliva, by medication or placebo treatment, by invasive or non-invasive measures, by specific physical performance demands)?
 - Will participants be under psychological stress (e.g., by the length of the activity, adverse stimuli, negative experiences)?
 - Explanation of potential adverse effects or endangerments participants may face.
 - Will precautions be taken to prevent or eliminate possible negative effects for the participants?
 - Will participants reveal personal and possibly confidential experiences or attitudes?

Checklist for full proposals to the Local Ethics Committee,
Faculty of Psychology and Human Movement Science, Universität Hamburg

- Will participants be informed at the beginning of the study about the aim, length, and process of the study, in a complete, detailed, and generally understandable (omitting technical terms and other foreign words) manner? If this does not apply: A detailed description and justification for the withholding of information, or the use of deception is to be given – even if the incomplete or false information are provided during the study itself as part of the study design (e.g. manipulated feedback on participant's achievement).
 - If participants are to be informed about the study results (e.g., diagnoses), will their agreement to this procedure be obtained before the start of the study? Will participants receive offers for support to deal with the information provided via this feedback?
7. Regulations in written and, if needed, oral form for informing participants about the research procedures and obtain their written informed consent for their participation in the study.
- Will there be information that is detailed and generally understandable, regarding the purpose and procedure of the study, as well as a) about the scientific purpose of the study, justifying the effort, b) about the length of the study, c) about burdens and risks of specific research procedures, d) about compensation and other benefits to the participants, e) about the possibility to withdraw from participation at any time and without repercussions, and f) about the person responsible for the study? g) Will the dean or vice dean be named as a contact person for extraordinary incidents?
8. Possibility for the participant to refuse participation or to withdraw from it
9. In the case of underage individuals and participants with limited decision making (e.g. children or persons with limited legal capacity): Regulation for the consent to participate in the study on the part of custodians and caregivers.
10. Insurance protection, if applicable.
11. Consent form
- Does the consent form refer directly to the information sheet given to the participants?
 - Does it list provisions for the protection of data security?
 - Does it confirm the voluntariness of the participation in the study?
 - Does it make mention of the right to withdraw consent?
 - Is it sufficiently intelligible?
 - Does it include the statement of rights after GDPR (General Data Protection Regulation, DSGVO in German) and the equivalent addressees for exercising

rights?

12. Registration of data (especially for audio and video recordings and for logs made on computers) and data storage under the aspect of data anonymization/pseudonymization
 - What kind of personal data will be collected?
 - Do you plan video and audio recordings and other registration of behaviour?
 - In which way will the anonymization of collected data be saved?
 - At what point will the collected data be deleted?
 - Can participants demand the deletion of their data at any time?
 - Which are the precautions being undertaken to ensure that the data, and especially personal data, will be protected against access by a third party?
 - Reference to rights after GDPR (information, correction, deletion and restriction, data transferability, objection, also see template information to participants; DGSVO)
 - Contact data of addressees for the cognition of rights: project management, president, data protection supervisor
13. Will participants receive feedback about the results of the study overall?
14. Information if and where a proposal with request for ethical review at a different ethics commission has been submitted, as well as presentation of possible statements/votes of the ethics commission(s) involved.
15. Signature(s)

It is mandatory to attach an information sheet for participants. If legal representatives (e.g. parents) have to give their consent, a second text is to be provided for them. In any case, a consent form by which the participants (or their legal representatives) are giving their consent to the participation in the study, has to be presented as well.