**HASSELT UNIVERSITY  
SOCIAL AND SOCIETAL ETHICS COMMITTEE**

Application for ethical advice directed to the Social and Societal Ethics Committee.

A. **General information related to the project**

Title:

Expected starting date of project:

Expected final date of project:

Responsible researcher(s):

Supervisor(s):

Contactperson:

Related ethical advice:

Brief description of research topic & main research questions: (Abstract from your original application)

Does it concern a multicentrical study? YES – NO - N/A

If yes, who are the other collaborating research groups? (included those from other institutions):

Who commissioned the study?

* Study group itself:
* Industry:
* Scientific organization:
* Government:
* Other(s):

How shall the study be financied? Please specify the funding type/authority (f.e. BOF doctoral funds, EU - ERC, FWO-postdoctoral mandate, IWT-SBO,…) and the year[[1]](#footnote-0)

* Industry:
* Governance (IWT, FWO, …):
* Own funds
* Other(s):

Project-ID external funder (if available, f.e. FWO-number):

**B. Risk analysis:**

(Delete what is not applicable)

| Is there a risk that the participants shall be exposed to physical or psychological disadvantages? | Yes | No |
| --- | --- | --- |
| Will psychological procedures be used which can be seen as experimental (f.e. hypnotherapy,…) | Yes | No |
| Can the study cause psychological stress, fear or anxiety among the participants? | Yes | No |
| Will the participants be asked about sensitive subjects such as religion, trauma, experiences with abuse, illness, ethnic origin, …? | Yes | No |
| Does the research intend to work with children? (younger than eighteen years)? | Yes | No |
| Does the research intends an inquiry or observation of vulnerable groups (such as prisoners, elderly, children with learning and/or reading disabilities,…) | Yes | No |
| Does the researcher or the research group has access to personal or confidential information? | Yes | No |
| Does the research require the performance of long-lasting or repetitive tests? | Yes | No |
| Can ethical risks, other than the above mentioned, arise during the research? | Yes | No |
| Does the research have the potential for military applications? | Yes | No |
| Does your research have the potential for malevolent/criminal/terrorist abuse of misuse? | Yes | No |

**C. specific information concerning the project proposal**

C1. PARTICIPANTS

1. Who are the participants (number, sexe, age,…)? On which criteria are they selected?

2. How shall the participants be contacted? Please enclose al used materials (such as brochures, flyers, etc.) with this application.

3. Which are the possible risks for the participants?

4. Will the participants be compensated? If yes, how much and what does the compensation contain?

C2. INFORMED CONSENT

5. In which ways shall the explicit consent of the participants be obtained and documented? If an explicit consent cannot be obtained, please substantiate and indicate how this problem shall be solved.

6. If the research involves children, is the consent of the legal representative (parent/guardian) obtained?

7. If, due to urgency research matters, it is impossible to obtain a written consent, shall the consent from the participant or the legal representative be obtained as soon as possible?

8. Is the consent of the participants obtained after a clear and objective explanation about the purpose and the risks of the research? If not, what is the reason participants aren’t duly informed? Does the research use deception to achieve the research goals?

In which way are the participants informed after this deception?  
Please enclose the debriefing form with this application.

9. Are the participants informed about their rights to end their participation in the research?

10. Are the participants informed about their rights (i) to inspect the collected metadata and (ii) to ask for adjustments?

11. Shall the participants be informed about the results of the research after the research is completed? If yes, in what way? If no, why not?

C2. DATA COLLECTION

12. Which (personal) data shall be collected and used? (name, adress, etnical race, medical data,…)

13. Will the participants be filmed and/or will an audio-recording be made?

14. How, where, when and by whom shall the required data be collected?

15. Will the (personal) data be shared? If Yes: with whom (researchers, institutions)? Please note if foreign researchers and/or institutes are involed.

16. Which measures shall be taken to guarantee the confidentiality of the data and the privacy of the participants?

17. In which way, where and for how long shall the data be stored during and after the research is completed?

**D. Usefull attachments for determining the study**

(Not all of these attachements are obliged for every application, but they can however all be claimed if the Social and Societal Committee considers them necessary in order to issue an ethical advice. Therefore please enclose as many attachments as possible with this application.).

|  | *Aanwezig* |
| --- | --- |
| - Document 1: Instructions for the participants  - Document 2: Methodology of the study  - Document 3: Information form for the participant  - Document 4: Information form for the parent/guardian | 🌕  🌕  🌕  🌕 |
| - Document 5: Informed consent form for the participant  - Document 6: Informed consent form for the parent/guardian[[2]](#footnote-1) | 🌕  🌕  🌕 |
| -Document 7: The GDPR-checklist as PDF document  -Document 8: All information that shall be used to contact the participants | 🌕 |
| - Document 9: All available diaries or questionnaires submitted to the participants | 🌕 |
| - Document 10: Contracts between researchers and sponsors  - Document 11: The CV of all supervisors involved | 🌕  🌕 |
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**E. Declaration on honour**

I confirm that this application form has been completed in honour and I take full responsability.

I understand that I am responsible to monitor the research at all times, to indicate unexpected circumstances and to end the research if necessary.

I am aware that it is my responsability to know and to comply with the important legal guidelines and regulations concerning the protection of personal data.

I understand that I cannot start my research untill I have received a positive ethical advice for my research proposal.

Date: ………………………

| Representative (name + signature): |
| --- |

1. *If this ethical advice applies on multiple funders, the information above needs to be mentioned for each funder.*  [↑](#footnote-ref-0)
2. In case the questionnaires are submitted to underaged children in class, the informed consent file of the principal suffices. [↑](#footnote-ref-1)