


G.E.D STARTED GUIDE – TILBURG LAW SCHOOL

This guide is meant to help you with filling in the G.E.D. Started tool by addressing the most frequently made comments. If anything regarding your application is unclear, you can contact the ERB to schedule an appointment with the ERB secretary/data representative (erb-tls@tilburguniversity.edu). This is especially recommended when this is your first ERB application.

General remarks:

- It is important to be consistent throughout the application. Once you have finished filling everything in, it is recommended to check whether your answers are consistent. Often the information and informed consent letters deviate from the rest of the ERB form. In that case, you will have to revise your application.
- If you think that a part of the form is not applicable, please contact the ERB.
- Various questions have the following logo which you can click on to receive additional information. This is often not read and can lead to insufficient answers. 
- If you have any issues with the tool, please contact the ERB so this can be signaled to the technical support staff.

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Information principal investigator

Please select your title(s)

Prof. Ir.
 Dr. Mr.

- Make sure to fill in your ANR. If this is left open, you won't be able to submit your application.
- If you are a PhD researcher submitting an application for your own research, you should fill in your name here.

Project duration

Please indicate the proposed start date and proposed end date of the project.


4/26/2024  4/26/2024 

Data collection period

Please indicate the proposed start date and proposed end date of the data collection period.

4/26/2024  4/26/2024 

- Make sure to choose a date for the data collection period that lays in the future. It is recommended to submit an application two months prior to the planned start of the study. Once the data collection period has started, the ERB will not be able to approve your application anymore.

Which TiU researcher holding a PhD is responsible for this application? 

Find items 

- If you are a PhD researcher, you should add the name of one of your supervisors here. They are responsible for your application and will have to officially submit this to the ERB once you have finished filling everything in.

Tab: General information

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- Please be concise, and try to use max 250 words. However, make sure to include enough information, not just one or two lines, so that the reviewers have enough information to review the application.

✓ Procedures and materials

Procedures and materials

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- Here you have to fill in the data collection procedures and the anticipated empirical material that will be analyzed in the project.

- For instance: if you will be holding interviews, if you will record them, how you will record them and if you will use a transcription service.

✓ Data collection analyzing tools

Which tools will be used for data collection and/or data analyzing? ⓘ

- Qualtrics
- Mturk
- SPSS
- Atlas.ti
- R
- Other
- None

- If you choose other here, it is recommended to first contact the ERB (unless the tool is part of Microsoft 365). Because you will be processing personal data, the university must have an agreement with the tool.
- It is recommended to not use the cloud version of Atlas.ti if you collect personal data. This is especially important when you collect sensitive data.

Tab: Ethics

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Reward

Is there a compensation for participation? If so, state what kind of compensation is offered?

- None
- Reimbursement of (travel) expenses
- Course credit
- Financial reward, namely
- Other, namely

- Note that TLS has a policy regarding compensation for participants. This can be found on the [website](#).

Burden

Describe in detail the expected impact and/or potential negative consequences for the participants regarding time and mental and physical impact.

Format | **B** / U |   |  |  | ...

- Make sure to include sufficient information here such as the time it takes for participants (length of the interview? do they need to travel? is there a risk for the participant?).

Protection

Describe the measures that taken to protect the participants (e.g. insurance, debriefing, etc.).

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- Make sure to include sufficient information here and explain what you will do to protect the participants from possible risks.

Mandatory documents

Information letter

If applicable, attach the information letter.

- Make sure to add the information letter to your application.
- The checklist can be found on the [website](#). Make sure to include all applicable points in the letters. If information is missing, the application will be sent back to you.

Informed consent

If applicable, attach the consent form.

Yes

Attach a document with the informed consent.

- Make sure to add the informed consent letter to your application.
- The checklist can be found on the [website](#). Make sure to include all applicable points in the letters. If information is missing, the application will be sent back to you.

Tab: Data storage

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- Information about research data management and the policy of the university can be found on the [website](#).

Where will the data be stored during the data collection and data analyzing period?

- O-drive
- Research drive
- Surfdrive
- SharePoint
- Other

- In almost all cases, one of these options should be chosen. In any case, data is never stored on an USB drive. Information about the different types of storage options can be found on the [website](#).
- The O-drive is not recommended as there is no back-up of the data.

Who has access to the raw data during the data collection and data analyzing period?

- At least two people should have access to the data.

Who has access to the processed data during the data collection and data analyzing period?

- At least two people should have access to the data.

Where will the data be archived?

- DataVerse
- O-drive
- Other

- In almost all cases, data should be archived on DataVerse.

Who will have access to the raw data during the data archiving period?

- At least two people should have access to the data.

Who will have access to the processed data during the data archiving period?

- At least two people should have access to the data.

Long-term archiving ⓘ

How long will the data be archived? (In years)

Archive time in years

- According to the policy of Tilburg University, the storage period for research data is at least 10 years from the date of the last publication.

Documentation and metadata

What documentation and metadata will be provided and what metadata standard will be used (if any)? ⓘ

- This question is never not applicable. Generally, the DDI metadata standard is used.

Non-digital data

Will non-digital data be stored during the study (paper surveys, transcripts, photocopies of original documents)?

- If you will make notes on paper, for instance during an interview, this question should be answered with yes. In that case there will be some follow up questions.

Tab: Data sharing

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Restrictions

Are there any restrictions for data sharing or any conditions for re-use of the data?

- Only anonymized and pseudonymized data can be shared in Dataverse. If the data is pseudonymized, the data cannot be openly shared, but only with restrictions.
- DANS has published a [Data Access Protocol Template](#) which can be used to describe the data access conditions for your restricted access datasets.

Ownership ⓘ

How will ownership of the data and intellectual property rights to the data be managed? (Explain who will be the owner of the data, meaning who will have the rights to control access.)

- Note that research data generated during employment, internship, or secondment at or on behalf of Tilburg University are in principle the property of Tilburg University.
- Researchers can have the right to control access

Tab: GDPR/Data Processing Register

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GDPR/ Data Processing Register

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Which personal data are to be collected and processed?

- No personal data will be processed.
- Yes, namely (multiple answers possible)

- If you conduct interviews, you will process personal data. If you think the answer should be no, please contact the ERB.

Legal base

What is the lawful basis on which the processing activity takes place? ⓘ

- (1) Consent
- (2) Task of public interest as a scientific researcher
- (3) Legitimate interest as scientific researcher ("gerechtvaardigd belang")

- In almost all cases, the legal base "Consent" is chosen. This means that participants have provided explicit consent for processing their personal data. Whenever possible, this is the preferred legal and ethical basis for processing personal data at Tilburg University.

Anonymization ⓘ

After collection, will data be anonymized or pseudonymized? And if so, who will have access to the identifying file?

Normal - **B** / U | | | | ...

- Both anonymization and pseudonymization are privacy enhancing techniques. Data is never anonymized if you can still trace it back to individuals. If you have an identifying file, the data is pseudonymized. Note that the identifying file should be stored in a different password protect environment.
- Generally the identifying file is destroyed after the study has been completed so that the anonymized data is archived.

Processors

Are there any external parties (processors) involved in this study regarding data collection, data storage, archiving and/or other data-related activities? If so, please describe and name them here and state the website(s) of the processor(s) and/or texts. ⓘ

- A processor is a person or organization to whom or which the responsible party has outsourced the processing of personal data. If there is no processor agreement in place yet, this should be drawn up and added to the application. Note that this is not necessary if you have chosen the default options (for instance: Dataverse, Teams, Sharepoint) since there are already agreements between the university and these services. For more information, you can check the website or contact the ERB.
- Note that if you use a transcription service, the service is seen as a processor. For information about the services that the university already has a contract with, please contact the ERB.

Tab: Submitting

Submit the application

Not all information is complete, you cannot submit ❌

Save as draft

To supervisor

Submit

- If you have filled in every question, you can submit the application.
- If you are a PhD researcher, the application will be send to your supervisor as they have to formally submit this.