**SUBMISSION FORM RESEARCH PROJECT TST - short**

**General guidelines of use**

* This submission form must be used for research projects which are going to be executed under supervision of TST affiliated researchers. Only principal investigators of a project can submit a project for evaluation. At least one of the principal investigators has a PhD and either be employed by Tilburg University or holds an endowed or honorary chair
* The form consists of four parts. Part A is general information, Part B is the ethical review, Part C is the data management review, and Part D the General Data Protection Regulation (GDPR) review. If your research project has already been ethically reviewed, Part B can be skipped. Please attach the ethical review application and the judgement by the ethics review body to this submission.
* Ethical approval of a research project is valid for the indicated duration of the project or until a change occurs in study population, data collection, or other procedures.
* The researchers and other involved personnel commit themselves to maximize the quality of the research, data analysis, and the reports and to respect specific rules and regulations concerning specific methodologies. The researchers and other involved personnel also guarantee that the study participants may discontinue their participation at all times without any consequences. Below mentioned researchers and other involved personnel commit themselves to treat all participants according to the most recent version of the [Helsinki declaration](https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/), the [Code of Ethics for Research in the Social and Behavioral Sciences involving human participants](https://www.tilburguniversity.edu/sites/tiu/files/download/Code%20ethics%20research%20social%20behavioral%20sciences%20230518.pdf), and the [VSNU Netherlands Code of Conduct for Research Integrity](https://www.vsnu.nl/files/documents/Netherlands%20Code%20of%20Conduct%20for%20Research%20Integrity%202018.pdf). Moreover the researchers act in line with the [General Data Protection Regulation](https://autoriteitpersoonsgegevens.nl/nl/onderwerpen/avg-europese-privacywetgeving/algemene-informatie-avg) (GDPR).
* With this electronic signature the undersigned declares to have described the research project truthfully.

For agreement:

Name: <insert name lead principal investigator>

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ANR (employee number):

 Date:

## Part A: General Information

**Title research project: <insert title research project>**

**Principal investigators: <insert title(s) initials last name>**

**Project duration: <insert proposed start date DD-MM-YYYY> until <insert proposed end date DD-MM-YYYY>**

**Funding organization (if applicable): <insert names> <grant identifier>**

### SUMMARY

Give a summary of the proposed research project. Make sure you give sufficient information on the data collection procedures (interviews, questionnaires, manipulations, stimuli, certainly when they may be ethically sensitive).

**1.1 Background**

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**1.2 Research question(s)**

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* 1. **Study design and methodology**

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* 1. **Procedure and materials**

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**1.5 Scientific and societal relevance**

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## Part B: Ethics

**2. SUBJECTS**

**2.1 Please check the box that indicates the relevant study population:**

[ ]  Students

[ ]  General population

[x]  General population with specific “conditions”, e.g. spiritual doubt or uncertainty, despair, stress,

[ ]  Clients, i.e. <insert the type of clients>

[ ]  Other, i.e. <insert the type of population>

**2.2 Age category of the participants:**

[ ]  Younger than 12 years of age

[ ]  Older than 11 and younger than 16 years of age

[ ]  16 years or older

**2.3 Method of recruitment or selection of participants (for example advertisement, conversation with chaplain, voluntary application):**

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**2.4 Organization where the recruitment of participants will take place:**

[x]  Tilburg University

[ ]  Other, <insert name organization(s)> (you have to provide a written agreement that you have permission to execute the study at that/these organization(s))

[ ]  Not applicable, because <insert reason> .

**2.5 Reward for participation (multiple answers are possible):**

[ ]  None

[ ]  Reimbursement of travel expenses

[ ]  Course credit

[ ]  Financial reward, i.e. <insert amount> €/hours

[ ]  Other, namely <insert reward>

**2.6 Describe in detail the expected burden and/or potential negative consequences for the participants with respect to time, mental and physical burden.**

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**2.7 Describe measures that have been taken to protect the participant (e.g. insurance, debriefing, etc.):**

[ ]  Not applicable, because <insert reason>

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**2.8 Are participants subjected to procedures or experiment-related manipulations or tasks? Indicate which ones, and with what purpose.**

*Examples: intervention, denials (subjects are asked not to smoke, drink alcohol or eat within a certain time frame preceding the study), dietary requests, invasive procedures (venipuncture to draw blood), medical (e.g. exercise test, fMRI or PET scans) or neuropsychological tests, admissions into hospital/institution, intelligence tests.*

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**3. ADDITIONAL INFORMATION**

Please use this space to add information that is important to your project but was not asked about in the form.

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**4. CHECKLIST INFORMATION TO PARTICIPANT**

*Please check each applicable box to confirm that the information letter contains the required elements*

[ ]  Title (Title of the study, if necessary simplified, abbreviated or translated)

[ ]  Introduction

**4.1 What does the study entail?**

[ ]  Purpose

[ ]  Background

[ ]  Nature

[ ]  Duration

**4.2 What does participating in the study entail?**

[ ]  Procedures

[ ]  Expected duration

[ ]  Disadvantages/consequences/risks

[ ]  Possible advantage for the participant

**4.3 Information about the participation**

[ ]  Voluntariness of participation.

[ ]  Right to decline to participate and withdraw from the research once participation has begun, without any negative consequences, and without providing any explanation.

[ ]  Confidentiality protection and limitations

[ ]  Applicable insurance guarantees (only if there is additional insurance to the standard insurance)

[ ]  Period of time to which the consent applies (normally the length of the study)

[ ]  Re-use of specified data in the current, future or other research, where applicable

[ ]  Deliberation time (if applicable)

[ ]  How the data will be processed

[ ]  Period of time that date will be stored and encrypted

[ ]  Incentives for participation (traveling expense, pp hours)

[ ]  Approval Ethical Review Board (ERB)

[ ]  Request for participation

[ ]  The following text should be included:

Voor eventuele opmerkingen of klachten over dit onderzoek kunt u ook contact opnemen met de “Ethical Review Board” van Tilburg School of Catholic Theology via ERB-TST@tilburguniversity.edu.

If you have any remarks or complaints regarding this research, you may also contact the Ethics Review Board of Tilburg School of Catholic Theology via ERB-TST@tilburguniversity.edu.

[ ]  Closing / whom to contact in case of question or additional information (name and telephone number/ email address researchers)

[ ]  Appendices: Informed Consent

**5. CHECKLIST INFORMED CONSENT**

* *In case of a mentally incompetent participant, informed consent is obtained from the legal representative(s). It is good practice to also ask the participant where possible.*
* *In case of minors younger than 12 years of age informed consent is obtained from the parent(s) or legal representative(s). It is good practice to also ask the child where possible.*
* *In case of minors older than 11 and younger than 16 years of age informed consent is obtained from both the minor and the parent(s) or legal representative(s).*
* *From 16 years of age, consent is only obtained from the participant. For some types of research it may nevertheless be good practice to inform the parents or legal representatives.*

*Please check each applicable box to confirm that the informed consent contains the required elements*

**5.1 Mentally competent participants and minors 12-16 year**

[ ]  Title (Title of the study, if necessary simplified, abbreviated or translated)

[ ]  Confirmation that the information is read

[ ]  Confirmation that there was room for questions

[ ]  Reminder on voluntariness of participation. Right to decline to participate and withdraw from the research once participation has begun, without any negative consequences, and without providing any explanation

[ ]  Permission processing of anonymous/coded data as mentioned in the information letter

[ ]  Permission for storing the research data for a period of at least ten years

[ ]  Permission participation in the study

[ ]  Date, name, signature participant

[ ]  Date, name, signature researcher

[ ]  Give the participant a copy of the signed informed consent form

**5.2 Addition/correction for mentally incompetent adults**

[ ]  Date, name, signature legal representative, relation to participant

**5.3 Addition/correction for minors**

[ ]  Date of birth participant

[ ]  Date, name, signature (if possible both) parents/guardians

**6. Additional documents that should be added to the application**

The following documents should be provided (if applicable):

[ ]  All surveys/questionnaires that will be used

[ ]  Description of the stimulus materials

[ ]  Advertisement

[ ]  Participant information letter (precedes participation)

[ ]  Informed consent form

[ ]  Written debriefing

[ ]  Written consent of organization(s) (except Tilburg University) to recruit participants

## Part C: Data Management

The questions in this section compose, together with some questions in section A, the **Data Management Statement**. This shortened statement only applies for research projects which will not lead to a publication and research projects that are only used for educational purposes.

**7. Data storage**

Please check the following.

I declare that I have informed the students in this research project that they should:

[ ]  store all data and documents regarding the research project on their personal TiU work environment and/or the Google Drive as provided by Tilburg University.

[ ]  after finishing the research project, they will make sure that the supervisor(s) has/have access to the data.

[ ]  no data or documents will be saved on their personal devices such as their laptop, tablet, or phone. If they do, they will have to make sure that their personal device is password protected and they will delete the data after they finish the research project.

If you cannot comply with the above statement, please explain why

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| *For example: some interviews will be taped by the students’ phones or a different storage medium is needed. Please specify which mediums and or devices (including type) will be used.* |

### Part D: GDPR

This shortened form regarding personal data only applies for research projects which will not lead to a publication and research projects that are only used for educational purposes.

If personal data are processed the General Data Protection Regulation (GDPR) is applicable. Data need to be anonymized as soon as possible (deleting all identifying information in a way that this information cannot be retrieved anymore, for example overwriting with empty fields or codes). For further information or with questions, check the internet or contact your supervisor.

**8.1 Are personal data processed?**

[ ]  No personal data will be processed.
[ ]  Yes, namely (multiple answers possible):

**General**[ ]  Contact data (for example: name, email address, phone)
[ ]  Gender
[ ]  Age, birthdate
[ ]  Nationality, birth place, birth country
[ ]  Student number/employee number
[ ]  Experiences (work, education)
[ ]  Finances
[ ]  Visual materials (pictures, video)

[ ]  IP-address

**Special data**☐ Racial or ethnic origin[ ]  Religious or philosophical beliefs[ ]  Political opinions[ ]  Health data (e.g. stamina, eating habits, exercise regimen)[ ]  Sex life or sexual orientation[ ]  Trade union membership[ ]  Genetic data[ ]  Medical data (e.g. illness, blood values, mental disorder, side effects)
[ ]  Biometric data[ ]  Criminal records

**Sensitive data**[ ]  Copy identification card[ ]  R&D meeting[ ]  Study results

[ ]  **Other**[ ]  Namely, Click here to enter text.

**8.2 Is personal data shared with external parties (processors)?**

In case personal data is shared with external parties (processors), a data processor agreement is needed. Tilburg University has approved the following programs/software to be used for personal data processing: Microsoft Office, SPSS, Endnote, ATLAS.ti, and Qualtrics.

[ ]  I declare that I will not share personal data with external parties (processors) other than those approved by Tilburg University and I have informed the students in this project hereof.