**SUBMISSION FORM STUDENTS TLS**

**General guidelines of use**

* This submission form must be used for research projects which are going to be executed under supervision of TLS 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 is either employed by Tilburg University and/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. Parts A and C are mandatory for all research projects within TLS. Part D must be completed if the project deals with personal data. It is the responsibility of the principal investigator to decide if Part B needs to be completed. For more information [check the guidelines of the TLS ERB](https://www.tilburguniversity.edu/sites/tiu/files/download/Memo%20Procedure%20Ethics%20Review%20Board%20TLS%2020180905_2.docx).
* If personal data are processed, an **information letter** (4.) and **informed consent** (5.) are always necessary.
* 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 participant 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 [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), the [TLS ERB guidelines](https://www.tilburguniversity.edu/sites/tiu/files/download/Memo%20Procedure%20Ethics%20Review%20Board%20TLS%2020180905_2.docx), and the [TiU Research Data Management Regulations](https://www.tilburguniversity.edu/sites/tiu/files/download/Vertaling%20Regeling%20onderzoeksdatamanagement%20%28Jan2019%29_2.pdf).
* Please submit this form via email to: ERB-TLS@uvt.nl
* With this electronic signature the undersigned declares to have described the research project truthfully.

For agreement:

Name: <insert name lead principal investigator, the supervisor>

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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>**

**Name and ANR student:**

**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 (manipulations, stimuli, questionnaires, 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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## Part B: Ethics

**2. PARTICIPANTS**

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

[ ]  Students

[ ]  General population

[ ]  Specific groups, i.e. <insert the specific groups>

**2.2 Age category of the participants:**

[ ]  Younger than 12 years of age

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

[ ]  Older than 15 and younger than 18 years of age

[ ]  18 years or older

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

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**2.4 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>

**2.5 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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**2.6 Describe measures that have been taken to protect the participant (e.g. insurance, debriefing, etc.):**

[ ]  Not applicable, because <insert reason>

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

*Examples: interventions, denials (subjects are asked not to smoke, drink alcohol or eat within a certain time frame preceding the study), dietary requests, invasive procedures (e.g. 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*

**4.1 What does the study entail?**

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

[ ]  Purpose

[ ]  Nature including if the data collection is meant only for training purposes
[ ]  Duration

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

[ ]  Procedures

[ ]  Disadvantages/consequences/risks or advantages 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

[ ]  Right, in principle, to request access to and rectification, erasure, restriction of or object to the processing of the personal data. For more information: [www.tilburguniversity.edu/privacy](http://www.tilburguniversity.edu/privacy)

[ ]  Confidentiality protection

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

[ ]  How the data will be processed

[ ]  Period of time that date will be [stored and encrypted](https://www.tilburguniversity.edu/intranet/research-support/management/storage-archiving-data)

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

[ ]  Approval Ethical Review Board (ERB)
 The following text should be included:

Voor eventuele opmerkingen of klachten over dit onderzoek kunt u ook contact opnemen met de “Ethics Review Board” van Tilburg Law School via ERB-TLS@uvt.nl.

If you have any remarks or complaints regarding this research, you may also contact the Ethics Review Board of Tilburg Law School via ERB-TLS@uvt.nl.

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

[ ]  Appendices: Informed Consent

**4.4 If applicable**

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

[ ]  Deliberation time

[ ]  Procedure for incidental findings

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

**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 12 years of age and above, 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 until the student conducting the research graduated

[ ]  Permission participation in the study

[ ]  Date, name, signature participant

**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:

[ ]  Participant information letter (precedes participation)

[ ]  Informed consent form

And if applicable:

[ ]  All surveys/questionnaires that will be used

[ ]  Description of the stimulus materials

[ ]  Advertisement

[ ]  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. Should the data lead to a publication later on, then the regular version of this form needs to be filled out. Please contact ERB-TLS@uvt.nl to obtain the regular version.

**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 (M drive) and/or Surfdrive

[ ]  make sure that the supervisor(s) has access to the data after finishing the research project.

[ ]  not save any data or documents 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. Should the data lead to a publication later on, then the regular version of this form needs to be filled out. Please contact ERB-TLS@uvt.nl to obtain the regular version.

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 [intranet](https://www.tilburguniversity.edu/intranet/support-facilities/legal/legalprotection/privacy/research/).

If personal data are processed, an **information letter** (4.) and **informed consent** (5.) are always necessary.

**8.1 Are personal data collected and 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.