**Ethics committee**

**Faculty of Humanities and**

**Faculty of Archaeology**

**Leiden University**

**ethics@hum.leidenuniv.nl**

**Application Form**

**(June 2022)**

**Introduction**

The following persons may apply for ethics review from the committee:

* Staff of the Faculty of Humanities or the Faculty of Archaeology.
* PhD candidates affiliated with the Faculty Graduate School of the Faculty of Humanities or the Faculty of Archaeology, being contract PhD candidates, PhD candidates employed by Leiden University and external PhD candidates.
* Students who are enrolled in a research master programme of the Faculty of Humanities and who have approval from their supervisor to apply for ethics review.
* Persons not employed by the Faculty of Humanities or the Faculty of Archaeology and not affiliated with the Faculty Graduate schools, who will use facilities of the Faculty of Humanities or the Faculty of Archaeology.

Research conducted by non-research master students will not be reviewed.

* Regular meetings of the Ethics Committee are planned at least ten times a year. Please submit your application on time. See the website for the deadlines for submission.
* Please e-mail your application to ethics@hum.leidenuniv.nl.
* Please note that the committee assumes that researchers inform themselves of the legal requirements and adhere to these requirements. Please take a look at our website for an overview of potentially relevant legal requirements (Nagoya, UNDRIP, etc.).

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| **Research title**  | <Type full title of research project> |
| **Full name (main) applicant** | <If applicable, include name and email address> |
| **Faculty**  | <Humanities/Archaeology> |
| **Institute** | <Only applicable for applicants from the Faculty of Humanities> |
| **Date** | <Day/month/year> |
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# Research Context

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| 1. **How is the proposed research funded?**
 | *<max. 25 words>* |
| 1. **Names of persons who are part of the research team.**
 | *<name(s) and job description>* |
| 1. **How and by whom is the research team informed of and instructed on the tasks and responsibilities in conducting the research?**
 | *<max. 75 words>* |
| 1. **Are persons or organisations from outside Leiden University involved in this research? If so, how is the division of tasks and responsibilities organised?**
 | *<max. 100 words>* |
| 1. **If there are non-academic parties involved: What is their role and how do you safeguard your academic independence\*?**
 | *<max. 75 words>* |
| 1. **When will a Data Management Plan\*\* be drawn up? If there is already a Data Management Plan, please include this with this application form as an attachment.**
 | *<max. 25 words>* |

\* For example: independence of research question, data collection and publication.

\*\* Please visit <https://www.staff.universiteitleiden.nl/ict/it-and-research/research-data/data-management/humanities/fgw-board-office?cf=humanities&cd=fgw-board-office#tab-1> for more information on Data Management Plans.

# Research Design

**Please describe:**

* **the main research problem or question that the research hopes to address;**
* **how the data will answer or contribute to this research problem;**
* **the research design and methods;**
* **how the benefits (social or academic) of this research weigh against any possible burdens the research poses on people, animals or the environment;**
* **how you will publish and disseminate the results of your research.**

*<max. 500 words>*

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# Complete if participants will be involved in the research, for example through interviews, observation of (groups of) people or experiments.

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| --- | --- |
| 1. **Provide a general description of the participants in this research.**
 | *<max. 100 words>* |
| 1. **Which inclusion/exclusion criteria are you using in selecting your participants?**
 | *<max. 75 words>* |
| 1. **How are the participants recruited?**
 | *<max. 50 words>* |
| 1. **What is the rationale behind the number of participants (in proportion to the goal of the research)? Use for example a** [**power analysis**](https://www.statisticssolutions.com/statistical-power-analysis/) **or similar justification.**
 | *<max. 75 words>* |
| 1. **If there are participants who qualify as vulnerable, - eg. children, minorities, dissidents, migrants- please explain whether any additional protection measures have been taken.**
 | *<max. 75 words>* |
| 1. **What are the participants asked to do?**
 | *<max. 75 words>* |
| 1. **What physical and mental burdens are asked of the participants and what (if any) support is offered to minimise this burden? Please see the website of the ethics committee for a format of an Informed Consent form.** **Please elaborate on how this burden is in proportion to the importance of the research.**
 | *<max. 75 words>* |
| 1. **Will the participants be recorded (image and/or sound)? If so, how is their consent for this obtained?**
 | *<max. 75 words>* |
| 1. **How is consent by the participants to participate in the research obtained? (Please see the website of the ethics committee for a format of an Informed Consent Form and include this form with this application).**
 | *<max. 75 words>* |
| 1. **How and when are the participants informed about the research? (Please include the information sheet with this application).**
 | *<max. 75 words>* |
| 1. **Can the participants withdraw their participation in the research at any time (or until their data has been anonymized), and, if so, how do they do this?**
 | *<max. 75 words>*  |
| 1. **How and to whom can the participants voice any grievances they might have on the research?**
 | *<max. 75 words>* |
| 1. **Will the participants be compensated? If so, how?**
 | *<max. 75 words>* |
| 1. **How will the results of the research be communicated to the participants?**
 | *<max. 75 words>* |

# Complete if personal data will be collected, processed or analysed in the research

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| 1. **Who supervises and checks the data collection and data analysis?**
 | *<name(s), job description>* |
| 1. **Please elaborate on the type of personal data\* and how it is collected, processed or analysed. Personal data includes any information that can identify or be traced back to a person. This could be a name, address or location, religious affiliation, group identity / membership, but also be bank account numbers, telephone numbers or post codes with house numbers.**
 | *<max. 100 words>* |
| 1. **Are these data traceable to the individuals concerned or are these data directly anonymized? \*\***
 | *<max. 75 words. If the data are directly anonymised, elaborate on how this happens and proceed to section 5>*  |
| 1. **What is the reason for not anonymising the personal data?**
 | *<max. 100 words>* |
| 1. **How is the consent of the participants for the processing of their personal data obtained? (This might be part of the consent form)**
 | *<max. 75 words>* |
| 1. **How is the privacy of the participants safeguarded? Who has access to the personal data?**
 | *<max. 100 words>* |
| 1. **Where and how will the personal data be stored?**
 | *<max. 50 words>* |
| 1. **For how long will the personal data be stored? \*\*\***
 | *<max. 25 words>* |
| 1. **How is the retention term checked and who is responsible for the destruction of the personal data after this term has expired?**
 | *<max. 75 words>* |

\*For more information on personal data, please visit:

<https://www.staff.universiteitleiden.nl/ict/privacy-and-data-protection/personal-data/personal-data/humanities/fgw-board-office?_ga=2.197818985.777384207.1547452405-2085722470.1531901791&cf=humanities&cd=fgw-board-office>

\*\* There is a difference between direct anonymization (no possible way to connect collected research data to an individual) and pseudo-anonymization (where the researcher collects personal data in one file and has a key that links the personal data to the research data).

\*\*\*There is a difference between personal data and research data. Personal data is not personal data anymore after anonymization, but it is still research data. Please note that the minimum retention term for research data is ten years.

# Complete if human remains will be collected, processed or analysed in the research

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| 1. **Provide a description of the human remains in this research**
 | *<max. 100 words>* |
| 1. **Is the individual identity of the remains known? If so, is it necessary to include this information in your research?**
 | *<max. 75 words>* |
| 1. **What potential implications does your research have for the descendant communities of the human remains in your study?**
 | *<max. 100 words>* |
| 1. **Is any additional clearance (for example, from local communities, from the direct relatives of the individuals studied, from museum curators, etc.) needed for studying these human remains? If so, has this been obtained or what is the plan for obtaining it?**
 | *<max. 100 words>* |

# Complete if you are going to import or export research materials or samples (such as, but not limited to organic materials, soils, artifacts, textiles, artworks, etc.) to non-EU member states

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| 1. **Which samples and/or materials will be imported from or exported to a non-EU member state?**
 | *<max. 75 words>* |
| 1. **Would the activities conducted in non-EU-members states also be legal if they were conducted in the EU?**
 | *<Yes/No>*  |
| 1. **Is there any additional ethical and/or research clearance required in the non-EU member states? If so, has this clearance been obtained or what is the plan for obtaining it?**
 | *<max. 50 words>* |

# Complete if there is a potential risk that the proposed research could harm persons or communities (for example vulnerable communities or indigenous people), animals or the environment

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| 1. **Describe the potential causes of harm to persons or communities, animals or the environment. Is this damage temporary or of a permanent nature?**
 | *<max. 100 words>* |
| 1. **Describe the ways in which the research mitigates or compensates for this risk.**
 | *<max. 100 words>* |
| 1. **Describe how the risk is in proportion to the potential benefits of the research.**
 | *<max. 100 words>*  |

1. **Complete if you plan to use medical devices (e.g., MRI, EEG, heart-rate monitors, CO2 monitors, etc.) even if you will not use them to collect health-related data.**

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| 1. **Describe which devices will be used, and who owns / maintains these devices.**
 | *<max. 75 words>* |
| 1. **How will participants be informed about the use of these devices? Attach your information sheet if relevant.**
 | *<max. 75 words>* |
| 1. **What measures will you take to ensure the comfort and safety of your participants while using these devices?**
 | *<max. 75 words>* |
| 1. **How will incidental findings (unusual measurements indicating a potential health problem) be addressed?**
 | *<max. 75 words>* |