Data, Ethics and Privacy Tool - Quick Start Guide

Start Application
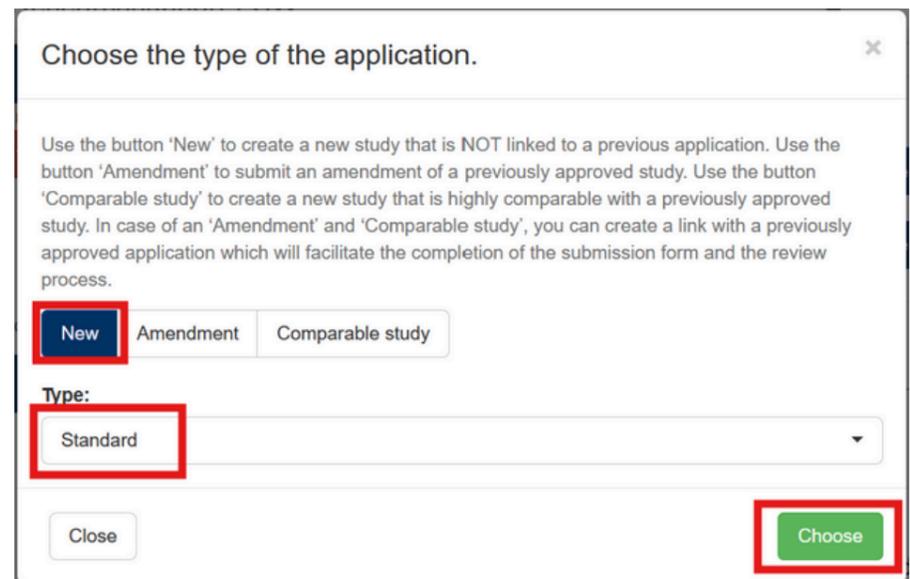
Log in at https://researchsupport-fsw.universiteitleiden.nl/ with your ULCN and click the button 'Start ethics and privacy' on the right-hand side of the page. Note: the tool uses the same infrastructure as the FSW, hence the URL.
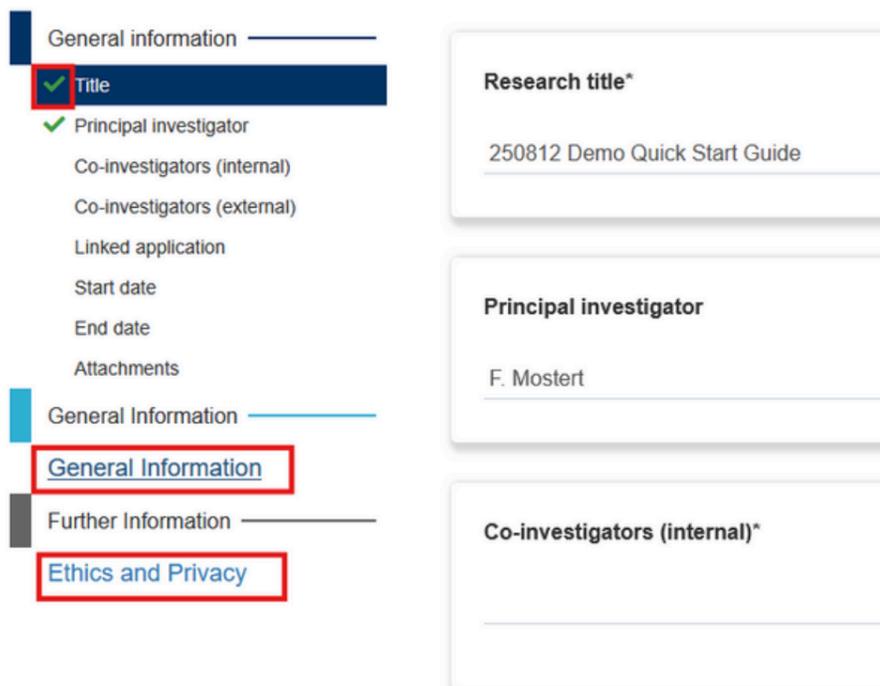
Select the following settings in the pop-up screen:

- Button: select 'New'
- Type: select 'Standard'

Click 'Choose'. You will now be redirected to the application form.
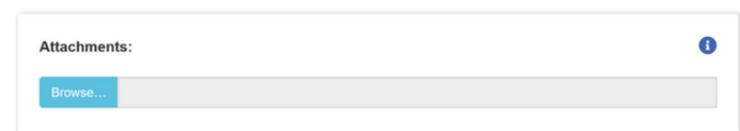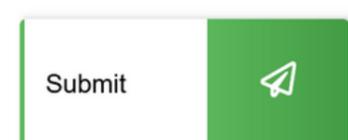
Application Form

In the side bar on the left-hand side, your progress in the form is being tracked. This list can also be used for navigation.

There are two tabs: General Information, with questions about the research, and Further Information, with questions concerning Ethics and Privacy. You can use the buttons shown below to toggle between the question overviews.
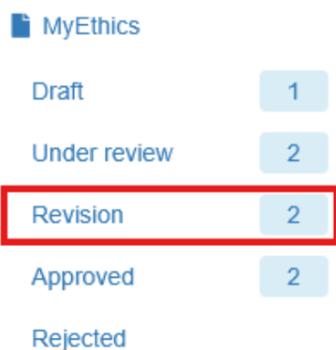
When filling in the form, you can save it and return to the application later through 'MyEthics' in the main menu on the left-hand side.

If all obligatory questions have been answered, the application can be submitted through the green 'Submit' button. You will receive a response from the Ethics Committee within 3 weeks.

In case of revisions

Navigation

In case revisions are needed, you will receive an e-mail containing a general comment with any issues. You can find your application under 'MyEthics' > 'Revision'

Submitting the revision

After revising, summarise the changes in the 'Changes' section under 'General Information' and send it back using the green submit button.

Additional Information

Information tab

Information tabs are provided about the application process. When you log in to the tool, you will see this menu.

Click on the 'Ethics' or 'Privacy' buttons to learn more about the Guidelines and read the FAQs of the respective subjects.

Adding Co-investigators

One of the first questions on the application asks you to select internal co-investigators. When you fill in the surname of your co-investigator and you see the message 'nothing found' (below), your co-investigator does not have an account in the tool yet. Before submitting an application, ask your co-investigators to log into the tool once to activate their account and grant them access to the application.
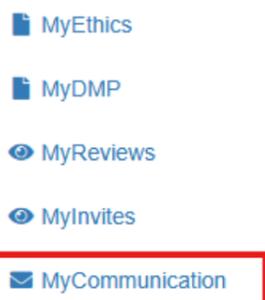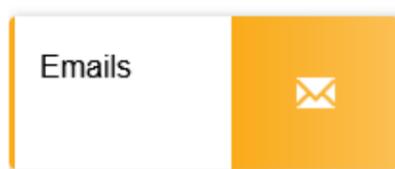

Communication

There are two ways to view the communication about applications through the tool. A general overview of all applications and reviews can be found in the 'MyCommunication' tab.
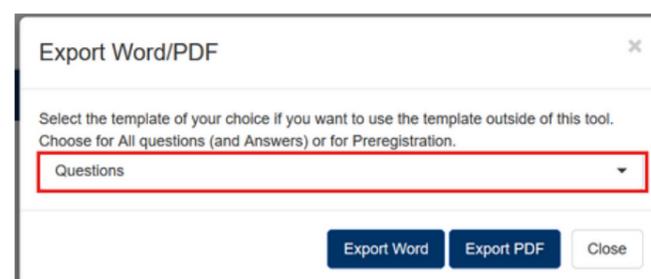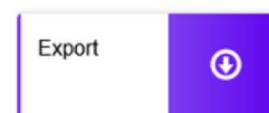

You can also find the communication in a specific application using the yellow 'Emails' button.

Download questions

It is possible to download the questions and answers to a .pdf or .doc file. Navigate to the application and click the 'Export' button, then select 'Questions' or 'Questions and answers'.

Questions or issues? Contact EthicsCommittee@fgga.leidenuniv.nl