

Research proposal for ethical evaluation by the FGGA Ethics Committee

In accordance with the [VSNU Code of Conduct for Scientific Practice](#) (2018), Leiden University ensures that researchers can address their questions regarding research integrity to an ethics committee and have their research proposals ethically reviewed. The FGGA Ethics Committee evaluates all new research projects that directly involve human subjects and are designed by FGGA researchers or where the main applicant is a researcher of the FGGA, using the most recent, nationally recognized version of the [DSW Code of Ethics Social and Behavioral Science](#) or other relevant guidelines for ethical research conduct.

Before using this form and for further guidelines on the procedure for submitting an application for ethical review, please consult the [FGGA Ethics Committee Guidelines](#)

Name and contact details
<i>Please include email address and telephone number (office)</i>
Name of project and group
<i>Name your supervisors/co-researchers</i> <i>Name principal investigator/co-researchers/supervisor (if relevant)</i>
Title of research project
Project duration
<i>Projected starting date and duration</i>
Funding body/bodies
<i>If applicable: 1st money stream (Leiden University), 2nd money stream (NWO/KNAW/EU), 3rd money stream (all other)</i>
Grant number
<i>If applicable. A grant number provides unique identification for the grant.</i>

Partner organizations

If applicable. These may be research partners that use your data, or that you use data from.

Data

Indicate whether your research directly involves human subjects

If yes, please answer all questions in the template format below

If no, please answer questions 1 through 3 and 8 in the template below

Medical-Ethical Evaluation Committee

If applicable. Is or will this research proposal be evaluated by a Medical-Ethical Evaluation Committee?

1. Research topic and research question

- a. Please describe in max. 100 words what your research topic and preliminary research question(s)/objective(s) are.

2. Summary of Proposed methods and brief work plan

- a. Please provide a brief statement of your methodology and clarify your theoretical and methodological premises

- b. Are you prepared to make your theoretical premises and main questions open to the Ethics Committee (available for internal review)? **Yes**
No
- c. Are you prepared to make your theoretical premises and main questions open to the public after publication of your results? **Yes**
No
- d. What methods do you intend to use to access data to answer your research question (e.g. survey, qualitative interviews, observation, focus group interviews, life histories, other)?
- i. State the estimated number of participants of your research (including non-response rate, if applicable)
 - ii. State the estimated percentage of non-response of your research.

- iii. What is your recruitment strategy for the target population?
- iv. How do you plan to get access to your research target population?

- e. Do you have assistance (e.g. research partner organizations) in access to your research target population? **Yes**
No
- i. If yes, from what kinds of organizations are you having assistance from to gain access to your research target population?

3. Impartiality and independence¹

- a. What procedures do you have to ensure your impartiality and independence in the way you set up and conduct your research?

- b. Please designate a colleague from the FGGA (at associate or full professor level, who is not involved in the research) to serve as your advisor in case of questions of impartiality and scientific independence in relation to your funder, in the course of your research and specifically in relation to your conclusions

- c. Are you aware of any potential issues that your funding body could use to influence your research? **Yes**
No
- i. If yes, please specify what actions would you undertake to ensure your independence?

4. Location, setting and target population

Describe in max. 200 words:

- a. In which country/countries your research will take place and why there;
- b. What the precise setting is in which you intend to conduct the research (i.e. workplace, shelters, a clinic, people's homes, streets); and
- c. If known, please also specify further which categories of people are directly involved in your research

¹ Impartiality refers to ensuring that the research or experiment be conducted in a fair, honest, impartial, and transparent manner after full disclosure is made by those associated with the research or experiment of each aspect of their interest in the research, and any conflict of interest that may exist. Independence refers to freedom of research and professional integrity that is maintained throughout the research process as well as the dissemination of research findings.

5. Confidentiality, informed consent and data protection

Discuss in max. 200 words:

- a. Do you have a written consent form or do you intend oral consent of your research participants?
 - i. [Please give an example of your personalized Informed Consent form \(template given in the document *FGGA Ethics Committee Guidelines*\). Please append the IC form, so include it in an appendix to the application for ethical review; do not send the IC form as a separate file.](#)

- b. Do you intend to obtain consent in case of semi-structured interviews? **Yes**
No

- c. Is it possible to ensure the anonymity² of your respondents if you publish your analysis? **Yes**
No

- d. Do you intend to keep the information your research participants will provide for your project confidential in your resulting publications/reports? **Yes**
No
 - i. If yes, why?
 - ii. If no, are you going to inform the respondents in advance?

² Anonymity implies that no one can trace back the original respondent; confidentiality means that it is still possible to trace back the original respondent.

6. Vulnerability and protection of research participants/precautionary measures to ensure your own and your participants' safety

Describe in max. 200 words:

- a. What are your precautionary measures to ensure your own safety?

- b. Are the people you intend to collect data from or on part of a group that can be considered vulnerable, in their context? Yes
No

- c. Will your participants potentially be put at risk as a result of participating in your research? Yes
No

- d. Are there any concerns for the safety of persons whom you may contact, due to a.o. the political or cultural context of your research? Yes
No

- i. If yes to questions c or d, how do you intend to mitigate those risks; how will you ensure that your research will not cause harm to the people you involve?

7. Official permission in host country, and embeddedness (*Only in case you plan to carry out research abroad*)

Describe in max. 150 words:

- a. Have you familiarized yourself with the official requirements around research in the country/on the site where you want to conduct the research? (E.g., do you have to apply for specific visa, and/or do you have to be embedded in/affiliated with an organization?)

- b. If you have an organization carrying out research on your behalf, are you familiar with the requirements for their safety? **Yes**
- i. If yes, please briefly list the requirements as well as the risks involved in carrying out the research on your behalf. **No**

Reminder:

Please check whether or not you are allowed to use personal data. In accordance with the European General Data Protection Regulation, researchers should indicate which of the acknowledged foundations justifies their use of personal data. For help or information, you may contact the data protection officer via privacy@bb.leidenuniv.nl.

See <https://www.staff.universiteitleiden.nl/ict/privacy-and-data-protection/general-data-protection-regulation-gdpr/procedures-privacy/governance-and-global-affairs/fqga-board-office?protected=true%3Fcf&cf=governance-and-global-affairs&cd=fqga-board-office>

8. Communication and reporting

- a. Please briefly describe how you intend to communicate your research (before, during, after the research).

- b. Please briefly describe how you intend to communicate your research findings back to the research participants.

Click the button to save and submit your form:

You can send all your questions regarding research integrity in general to ethicscommittee@fgga.leidenuniv.nl.

Reminder:

Have you written a data management plan? Please contact the Centre for Digital Scholarship at the University Library if you need help:
datamanagement@library.leidenuniv.nl