**Ethics Assessment questionnaire for research other than research with potential dual use or misuse, with human subjects and/or with use of personal data**

Version September 2023

**Ethics Review Committee of the Faculty of Science**

* The Committee meets at least 4 times a year. Please see the website for dates and deadlines.
* Please email this questionnaire to ethicscommittee@science.leidenuniv.nl

**Title of research:**

**Applicant(s) (the main applicant is a staff member, not a student):**

**Institute:**

**E-mail of contact person:**

**The Committee assesses research proposals on the basis of the following codes of conduct and sources:**

**Royal Netherlands Academy of Arts and Sciences (KNAW)**

* Royal Netherlands Academy of Arts and Sciences (2012). *Zorgvuldig en integer omgaan met wetenschappelijke onderzoeksgegevens. Advies.* The Hague: KNAW.

This document has been translated into English as:

* Royal Netherlands Academy of Arts and Sciences (2013). *Responsible Research Data Management. Advisory Report.* The Hague: KNAW.
* Royal Netherlands Academy of Arts and Sciences (2013). *Vertrouwen in wetenschap*. The Hague: KNAW.

This document includes an English summary, in which its title is translated as “Trust in Science”.

**Association of Universities in the Netherlands (VSNU)**

* *Netherlands Code of Conduct for Research Integrity* (2018).

**Dutch Data Protection Authority (APG)**

* Information about the General Data Protection Regulation (GDPR) and its implementation in practice.

**Dutch Medical Research (Human Subjects) Act (WMO)**

* *Dutch Medical Research (Human Subjects) Act (WMO).*

**Ethics Assessment questionnaire for other research**

**Question 1**

**Goals of the research**

*The committee needs this information to understand the purpose of your research. Please keep your answers short and concise.*

1. What is the general research question of the research?
2. Explain the research question in terms that non-experts can also understand.
3. What is the scientific relevance of this research? You may use 1 or 2 key references but keep your explanation short and understandable by non-experts.
4. What is the societal relevance of this research? Keep your explanation short and understandable by non-experts.

**Question 2**

**Research context and funding**

*The committee needs this information because the funding source and external collaborations might lead to potential ethical concerns*

1. What kind of funding will finance the research?

[ ]  1st stream (internal university funding or research related to teaching)

[ ]  2nd stream (NWO, EU, or another funding agency). Please specify which funding agency.

[ ]  3rd stream (a company). Please specify which company.

1. If you selected 3rd stream: What, if any, influence does the funding source have on the design and execution of the study, data collection and processing, and publication of the results?

[ ]  Not applicable (1st or 2nd stream funding)

1. Are any persons or institutions from outside Leiden University functionally involved in this research? *Note that this question is not about participants, but about people with a role in the research.*

[ ]  Yes

[ ]  No

If yes, what kind of arrangement has been made regarding the interrelationships, allocation of tasks and responsibilities among the various persons and institutions involved in the research?

1. Do these persons and institutions adhere to codes of conduct, such as those of the Association of Universities in the Netherlands (VSNU), the Royal Netherlands Academy of Arts and Sciences (KNAW), the Dutch Data Protection Authority (APG) and the Dutch Medical Research (Human Subjects) Act (WMO)?

[ ]  Yes

[ ]  No

[ ]  Not applicable (no external people involved)

**Question 3**

**Composition of the research team**

1. Which persons (name and position)/groups are a functional part of the research team and what are their roles?

*If students participate in the capacity of researcher, they must sign a written statement on confidentiality, integrity in acquiring and processing data, data ownership and the Code of Conduct for Research Integrity. The model statement is available via the Committee’s website and does not need to be attached separately to this questionnaire.*

**Question 4**

**Allocation of tasks and responsibilities to ensure careful data collection and data management**

1. Which person (name and position) is responsible for supervising and monitoring the data collection and data analysis?
2. Which person (name and position) is responsible for managing the stored data files, monitoring the retention period and supervising the destruction of data and other research materials after the research has been completed?

1. Who will have access to the data?
2. Where will the data be stored? (Please use Leiden university storage services where possible)

**Question 5**

**Reporting of results**

1. How do you intend to publish the research results (papers; theses)?
2. How will the data be available after the research has been completed (open science, open data)?
3. Is it possible that publication of the data could have any negative effects for the participants in the research?

**Question 6**

**Possible ethical concerns**

**a) Does the research involve procedures or substances that may potentially cause harm to humans, the environment or to animals, or which may raise ethical concerns for other reasons?**

*Describe in detail what the unwanted impact or ethical concerns of this research may be and the way in which you will minimize the potential negative effects and/or ethical concerns of this research.*

1. **Are you unsure about the ethical consequences of your proposal?**

*Describe the concerns/questions for which you need the committee’s advice.*