User Manual for submission of ethics applications to the Psychology Research Ethics Committee (Dutch: Commissie Ethiek Psychologie, CEP)

Please note:
- Submission of ethics applications cannot be performed from tablet computers or smart phones
- Applications can only be submitted by a person holding a Ph.D..

How to submit a CEP application:

1. To submit a CEP application go to the following link:
   https://teams.leidenuniv.nl/sites/CommissieEthiekPsychologie/SitePages/Submission%20page.aspx
2. When opening this link from outside the university, you will be asked to login first. Make sure the login-domain is accurate by typing 'VUW\' before your username

   This will open the submission portal displayed below:

3. On the right side of the screen, under 'Principal Investigator' you can find a list of previous CEP-applications on which you are listed as principal investigator. By clicking on its title, each application can be reviewed and downloaded. The status of each application is automatically updated (i.e., awaiting assignment, pending approval, approved, revision required, rejected, cancelled), and the submitted application forms can be downloaded.
4. Under 'Co-Investigator' you find a list of previous CEP-applications on which you are listed as co-investigator. The status of each application is automatically updated and the submitted application forms can be downloaded.

5. On the left side of the screen you can download a new CEP application form, as well as the guidelines for CEP application. Please take note of the guidelines, as these will help you determine whether your research needs to be evaluated by the CEP (or whether it needs to be submitted to the Medical Ethical Committee of the LUMC), and give additional information about ethical aspects of psychological research. **It is assumed that researchers submitting a CEP-application have taken note of and adhere to these guidelines or discuss and justify any deviations from these guidelines in the application form.**
6. Please complete the form and upload it by clicking on 'upload and submit form'. This will open the application screen displayed below:

7. Please enter the research title. This title will appear in the overview of your applications, so make sure the title allows you to distinguish between different CEP applications.
8. **Only researchers holding a Ph.D. are allowed to be a principal investigator**. This means that Ph.D. students can only list themselves as co-investigator. Co-investigators receive the same updates per e-mail on the status of CEP-applications as the principal investigator, however, the principal investigator is the CEP's primary contact person. It is possible (but not mandatory) to enter UL students who work on the project as co-investigators. This can be useful if they should also receive the updates on the CEP-application.
9. It is possible to enter an external investigator; however, this person will not be able to get access to the application website, and will not receive status updates.
10. Please select the principal investigator's unit.
11. It is possible to explicitly indicate in the application form that the new study is an adaptation of a previously approved application. If this is the case, please link the previous CEP application by selecting it from the drop down menu.
12. Finally, attach the CEP application form and click 'save'.

How to cancel an application that has already been submitted:
- In the submission portal, on the left side of the screen there is an option to cancel applications that have already been submitted but not yet approved. Simply click on 'select CEP-number here to cancel application'. This will open a screen where you can select the

application you would like to cancel. After selecting a CEP-number, click 'cancel selected application'. Cancelled applications remain in your list (so you can still review them) but are taken out of the CEP review process.

How to resubmit a revision of the original application:

When revision is required, please submit your revision as a new proposal:

1. Please start the title of the new proposal with the word 'Revision:'.
2. In the submission portal, please link the new application to the original proposal (see point 11 under 'How to submit a CEP-application'). This will also open a textbox in which you can outline the changes that are made with respect to the original application.