Formular
(last amended 19.11.2021)

Request for an ethics-vote on a research project

individual-request ☐ group-request ☐

revision-request ☐ (approval-number:)

1. General information

a. Name and contact-information of responsible applicant	
b. Name(s) of persons carrying out the research, incl. contact information	
c. Who provides funding for the research?	
d. Responsible chair / institute	
e. Supervisor	
f. Topic / title of the project	

g. Abstract of the project (max. 1000 signs)

h. Time-period, the ethics-vote is requested for (max. 3 years)?	
i. Does the research funding body require an ethics-vote by an ethics committee?	☐ Yes ☐ No
j. Does the research funding body require a registration of the project?	☐ Yes. ☐ No.

2. Procedure of the project

a. Participants (targeted number, sex, age, education, population)

b. What personal data will be acquired (study variables)?

c. How will the participants be recruited?

d. How will the participants be informed prior to the project? *Please attach the complete information material to this request.*

e. How will the study be carried out from the point of view of the participants? *Please describe this in a separate document and attach it to the request*.

f. What are the exact instructions during the study? What questionnaires and/or interview-guides will be used? *Please set out in a separate document the verbatim instructions, tasks or questionnaires and attach them to the application*.

g. How will the participants be informed after the end of the project? What will be reported back and how? *Please attach to the separate document.*

3. Specific ethical aspects of the project

a. Will the participation be remunerated or are participants otherwise compensated? If yes, exactly what and how much do they receive?

b. If participation is undertaken for academic course credit (e.g. mandatory test subject - hours) will it be possible to obtain the course credit in alternative ways?

c. Is the voluntary nature of participation through informed consent ensured? *Please submit consent form.*

d. Are there any disadvantages for possible participants if they don't partake in the study? *If yes, specify.*

e. Is it possible for participants to withdraw their participation at any given time without any explanations without having to bear any negative consequences?

f. For participants under the age of 16 years: Is written consent obtained from their legal guardian? *Please submit consent form.*

g. Is the participation of persons with limited capacity/ incapability of judgment or the participation of minors possible or intended? *If yes, please clarify*:

h. Will participants expose themselves to a risk that requires insurance coverage? If yes, what is the risk and what insurance coverage has been taken out? Please attach any potential insurance documents.

4. Burdens during the examination

a. Will the *physical integrity* of participants be affected (e.g. by taking drugs, having blood samples taken)? Is there a possibility for adverse effects (e.g. headache)? *If yes, please clarify*.

b. Will the psychological integrity of the participants be affected (e.g. ability to concentrate, induction of negative emotions)? Can negative psychological consequences occur? *If so, please explain.*

c. Will the social integrity be affected by participation (e.g., participation contributes to a bad reputation)? Can negative social consequences result? *If so, please explain:*

d. If you answered yes to any of the questions 4a-c, do the burdens or consequences go beyond the everyday level ("minimal risk")?

e. If you answered yes to question 4d, please provide a justification for your action and explain the protective measures you will take with regard to the participants:

f. Will participants be asked to disclose personal experiences (e.g., burdensome experiences), sensitive information (e.g., sexual behavior, drug use), or attitudes (e.g., political preferences)?
If so, please explain:

g. Will participants be deliberately given incomplete or false information (with the aim of deception) about the objectives and procedure of the project (e.g. by manipulating feedback about their performance)?
If so, please explain (especially the "debriefing"):

h. Will it be necessary that persons participate in the study without knowing and without having given informed consent (e.g., covert observation of persons in non-public places)?

5. Data protection information

a. Are picture, film or audio recordings or any other type of behavior recordings intended?

b. How will the acquired data be anonymized?

c. How will the confidentiality of the data be ensured?

d. Can participants request the deletion of their data at any time?

e. Will the acquired data be partially or completely deleted after a certain period of time?

f. Do you plan to publish the raw data on a public data repository such as the Open Science Framework?

6. Submitting the application

Please send the completed and signed application form to the Institute of Social Ethics:

Institut für Sozialethik
Ethik-Zentrum
Universität Zürich
Zollikerstr. 117
CH-8008 Zürich
sekretariat@sozethik.uzh.ch

7. Place, date and signature of the applicant

Place

Date

Signature

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