



## **Application form**

### **for the assessment of the ethical aspects of a research project at the Faculty of Humanities and Social Sciences of Humboldt-Universität zu Berlin**

Please fill out the form completely, taking into account the [information on the application process]. You can also get additional information on the individual points of the application form by moving the mouse over the respective answer field. If a question is irrelevant to your research project, please say so in corresponding answer field.

Please send the completed form with all annexes *consolidated in one PDF document* to the following e-mail address:

**[ethikkommission.ksbf@hu-berlin.de](mailto:ethikkommission.ksbf@hu-berlin.de)**

## 1. Applicant and contact person

### 1.1. Applicant and contact person

1.1.1. Forename and surname:

1.1.2. Position:

Please select

1.1.3. Department:

Please select

*I am not yet a member of the Faculty of Humanities and Social Sciences*

1.1.4. Email address:

1.1.5. Telephone number:

### 1.2. Additional applicants

1.2.1. Forename(s) and surname(s):

2. Questions required to classify your research project	Yes	No
<p>2.1. Have you already submitted an application for the ethical review of your project to the Ethics Committee of the Faculty of Humanities and Social Sciences or the Ethics Committee of another institution within and outside of Humboldt-Universität zu Berlin?</p> <p><i>If yes:</i></p> <p>Title:</p> <p>Institution:</p> <p>File ref.:</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2.2. Are test subjects or research participants involved in the research?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>If yes:</i></p> <p>2.3. Are vulnerable people involved in the research?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2.4. Are the test subjects or research participants deceived in the research?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2.5. Does the research pose any risks to the physical and mental health of the test subjects or research participants that go beyond the everyday level?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2.6. Are the test subjects or research participants offered any financial incentives?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2.7. Are the test subjects or research participants confronted with sensitive topics and/or content that are deemed hurtful, disturbing, frightening, etc. or that could lead to the test subjects or research participants making statements that could have criminal consequences for themselves or others?</p>	<input type="checkbox"/>	<input type="checkbox"/>

### **3. Project description**

#### **3.1. Project title**

#### **3.2. Brief description**

**3.3. Planned start and end of the research project**

from:

to:

**3.4. Nature of the research project**

Please select

**3.5. Funding**

3.5.1. Is funding planned or already approved?

Please select

3.5.2. Source of third-party funding / grant

Institution:

Address:

Website:

**3.6. External project partners, employees and other people and institutions involved in research**

#### 4. Research methods

Multiple options can be selected.

Narrative interviews		<input type="checkbox"/>
Standardised interviews (questionnaires)		<input type="checkbox"/>
Focus groups / group discussions		<input type="checkbox"/>
(Participant) observation		<input type="checkbox"/>
Participatory action research / participatory research / arts-based research		<input type="checkbox"/>
Document research	Public, freely accessible sources	<input type="checkbox"/>
	Non-public, restricted sources	<input type="checkbox"/>
Laboratory experiment		<input type="checkbox"/>
Field experiment		<input type="checkbox"/>
Intervention study		<input type="checkbox"/>
Visual methods (e.g. videos, photographs)		<input type="checkbox"/>
Internet-based survey (e.g. Facebook, Twitter)		<input type="checkbox"/>
Secondary analysis		<input type="checkbox"/>
Data collection (e.g. face to face, online, by telephone, by post)		<input type="checkbox"/>
Other		<input type="checkbox"/>

5. Possible risks for the participants	Yes	No
Collection of personal data	<input type="checkbox"/>	<input type="checkbox"/>
Collection of sensitive data	<input type="checkbox"/>	<input type="checkbox"/>
Emotional strain / psychological stress	<input type="checkbox"/>	<input type="checkbox"/>
Other risks	<input type="checkbox"/>	<input type="checkbox"/>

6. Possible risks for the researchers	Yes	No
Emotional strain / psychological stress	<input type="checkbox"/>	<input type="checkbox"/>
Physical risks	<input type="checkbox"/>	<input type="checkbox"/>
Other risks	<input type="checkbox"/>	<input type="checkbox"/>

## **7. Conflicts of interest and other comments**

### **7.1. Conflicts of interest**



**7.2. Other comments**

## 8. Annexes

### **Annex I – Carrying out the research**

Methods

Sampling

Risks for participants, test subjects and researchers

Handling data and publication

### **Annex 2 – Participant and test subject information,**

### **Annex III – Declaration of consent (if applicable)**

### **Annex IV – Additional applicants (if required),**

### **Annex V – Additional external parties (if required)**

**Additional annexes may be enclosed if required.**

## 9. Declaration of accuracy

I hereby confirm that I have read the principles of HU for ensuring good scientific practice and on dealing with allegations of scientific misconduct as well as the information on the application process provided by the Ethics Committee of the Faculty of Humanities and Social Sciences of the Humboldt-Universität zu Berlin. I also confirm that the information I have provided in this application and in all attached annexes is correct to the best of my knowledge.

Date

Surname, forename(s)

Signature