0 1A 1B 1C 2 3 4A 4B 4C 4D 4E 5 6 7 8

1. START

A. TITLE AND CONTEXT OF THE RESEARCH PROJECT

1. What is the title of the research project? (max. 100 characters)

Please note that, if you plan to use the BMS pool of test subjects (SONA) to recruit participants, this title will also be the one shown to potential research participants.

Field is required

2. In which context will you conduct this research?

- Bachelor's thesis
- Master's thesis
- PhD project
- Post-doctoral project
- Academic research conducted by a faculty member
- Other:

3. Date of the application

The date will be automatically inserted when the research project request is submitted.

-

5. Is this research project closely connected to a research project previously assessed by the BMS Ethics Committee?

This may be relevant because:
1. The set-up of the current project is similar to that of a previous project (hence there are similar issues for ethical consideration). OR
2. The current project is part of a larger research project and should be understood within that broader context.
This will facilitate coherence and efficiency in the ethical-review process.

- Yes, please provide the ethic request number(s) for the research project(s):
- No/Unknown

B. CONTACT INFORMATION

6. Contact information for the lead researcher

6a. Initials:

6b. Surname:

6c. Education/Department (if applicable):

6d. Staff or Student number:

6e. Email address:

6f. Telephone number (during the research project):

6g. If additional researchers (students and/or staff) will be involved in carrying out this research, please name them: [Please include full name and email]

6h. Have you completed a PhD degree?

- ○ Yes
  (go to 8)
- ◉ No
  (go to 7, enter the contact details for your supervisor)

7. Contact information for the BMS Supervisor

For research proposals submitted by Bachelor's, Master's or PhD students, the academic supervisor is responsible for verifying whether the information provided in this application is correct and granting approval for conducting the research as described. For this reason, when you submit this application, it will first be sent to your supervisor for approval. **Only** in case you do **not** have a BMS supervisor at all, you can select a supervisor from another faculty.

Select your supervisor ▾

7a. Initials:

7b. Surname:

7c. Department:

7d. Email address:

7e. Telephone number (during the research project):

8. Involvement of a BMS ethics committee reviewer

Is one of the ethics committee **reviewers** involved in your research? Please see the list of reviewers here under'about the BMS Ethics Committee'. Note: not everyone is a reviewer.

- ○ No
- ◉ Yes, enter name:

C. RESEARCH PROJECT DESCRIPTION

9a. Please provide a brief description (150 words max.) of the background and aim(s) of your research project in non-expert language.

This summary should tell the reader concisely but clearly what you are planning to do in your study. You should also include a sentence or two about the background/'problem' the research will address and why it is important.

9b. Approximate starting date/end date of data collection:

If you will be collecting new data, indicate when you expect to start/end your data collection. If you will be using existing data, indicate when you will start working with (or when you will gain access to) the data. Because you are required to request ethical permission for your research before you start to collect data, you select only dates in the future.

Starting date : (dd-mm-yyyy)

End date : (dd-mm-yyyy)

9c. If applicable: indicate which external organization(s) has/have commissioned and/or provided funding for your research.

Commissioning organization(s):

☐ Not applicable

Funding organization(s): Grant number

☐ Not applicable

2. TYPE OF STUDY

Please select the type of study you plan to conduct:

○ I will be using **only existing (secondary) data** pertaining to individuals, groups or organizations.

→Proceed with Flow 1. (3 → 5 → 6)

Examples of such data: documents, annual reports, datasets resulting from earlier research projects, social media platforms, websites, medical files. In most cases, you will have no direct contact with the individuals to whom these data pertain.

○ I will be collecting **new data** from individuals acting as respondents, interviewees, participants or informants.

→Proceed with Flow 2. (4 → 5 → 6)

Examples of methods used to collect such data: interviews, observations, surveys, interventions, experiments or focus/stakeholder groups. The use of this type of data usually involves some contact with the participating individuals or organizations, at least during recruitment.

◉ My study will involve both existing and new data.

→Proceed with Flows 1 and 2. (3 → 4 → 5 → 6)

Depending on the type of study, questions will disappear from the final submitted PDF:

- In case Flow 1 is chosen (existing data) all questions under 4A-4E (nr 20-39) become redundant and will not appear in the PDF.
- In case Flow 2 is chosen (new data) questions under 3 (nr 10-12) become redundant and will not appear in the PDF.
- All question appear in the PDF when both Flows are chosen (option 3).

3. RESEARCH INVOLVING EXISTING DATA OR DOCUMENTS

A. WHICH DATA AND/OR DOCUMENTS WILL BE ACCESSED AND HOW?

10. Please provide a brief description of the data or documents that you plan to use (max. 2000 characters, including spaces).

11. Please indicate whether the data/documents you will use are:

(you may select multiple options)

☐ **Publicly available** (for example: public documents, reports, newspapers, public websites, open web forums or web platforms, including public Twitter communication, and other public media and/or public data sets, like the European Social Survey data, LISS data or national election studies)

If you will be using only existing public data, the access to and analysis of which will not conflict in any way with the interests of individuals, groups or organizations to which these data pertain, **no ethical review is needed**. Examples of research that usually does not pose any ethical problems include: literature research, document analysis of public newspapers, magazines or publicly available corporate annual reports, and media analysis of public websites or public tweets.

☑ **Semi-public** (for example: all data from web forums, discussion forums, online chatrooms, Facebook and other social media that are accessible only to members of an organization or to registered users with a password)
If so:

These data are not automatically available to all. You may obtain access if you register as a user. You should nevertheless be aware that individuals who use such platforms expect that other users will have purposes similar to their own. They may not wish to be observed or cited by researchers. In such cases, you should start by consulting the terms and conditions of use of the specific platform to determine whether there is a gatekeeper/administrator whom you should approach for approval or advice.

11a. Do your activities as a researcher conform to the terms and conditions of the specific platform?

- ◉ Yes
- ○ No (please explain):

11b. If relevant, has permission for the use of the data/documents been secured from the moderator/administrator/ owner of the website?

- ◉ Yes
- ○ No (please explain):
- ○ Not applicable

11c. Will you make your intentions clear to site users before retrieving data and offer them the opportunity to withdraw from your research?

- ◉ Yes
- ○ No (please explain):
- ○ Not relevant (please provide a brief description):

☑ **Private** (these may be personal private data [e.g. medical or police files on individuals], data or microdata from Statistics Netherlands (CBS), personal records, non-anonymized or semi-anonymized secondary data from previous research or corporate private data [e.g. internal documents from companies or other organizations] or financial data)
If so:

11d. Please indicate the purpose for which these data were originally collected (max. 2000 characters, including spaces):

11e. How will you obtain access to these private data, and what are the conditions for use?

11f. Have the individuals/organizations to whom these data pertain provided consent for additional, later use of the data?

Please note, if you answer 'no', this does not imply that your research is ethically unacceptable. For further guidance on the conditions to be satisfied, please consult the info under Question 12.

- (●) Yes
- ( ) No

B. CONFIDENTIALITY AND ANONYMITY

12. Does the dataset contain information (or a combination of information) that can be traced back to specific individuals/organizations?

This information could pertain to personally identifiable data, although it could also be a combination of several anonymous datasets that could lead to identification.
Research involving research data from or the re-analysis of existing databases does not require informed consent from the original participants, as long as data have been anonymized and the new use or purpose does not lead to or increase the risk of disclosure of any individual's identity. Re-use that also involves personal data is restricted to the original researchers or research group, and it must comply with the original research goal, as formulated in the informed consent documents.
Sharing personal data with external researchers (see the following point) or re-using them for a purpose other than the originally formulated purpose requires informed consent from the original participants.

Anonymization is especially important for data or documents pertaining to sensitive subject matter (e.g. data about physical/mental health or financial issues, illegal or socially controversial behaviour, or data that provide a competitive advantage to an organization), as well as for data that were originally obtained from individuals who are vulnerable in some way.
Please note that anonymity is not fully protected unless you remove all details that make an individual or organization identifiable. Coding data (e.g. by working with pseudonyms) is NOT the same as anonymization. If you save the key to the coding, you should store it separately from the data set and document all individuals who will have access to it. If there is no reason to preserve the key, we recommend disposing of it.

- (●) Yes

  Will you take steps to protect the privacy and other legitimate interests of individuals, groups or organizations involved (both in the dataset and in publication of results)? Please explain how …

- ( ) No

→GO to '5. Data Management' & '6. Other potential ethical issues/conflicts of interest'

Any attachments can be uploaded at the end of this application.

Personally identifiable data link: https://www.utwente.nl/en/bms/datalab/guidelines-personal-information/

FLOW 2

4. RESEARCH INVOLVING THE COLLECTION OF NEW DATA

A: RESEARCH POPULATION

20. Please provide a brief description of the intended research population(s):

'Research population' covers all the individuals and organizations acting as sources for your data collection, including participants, respondents, subjects in experiments, informants, interviewees and people to be observed.

21. How many individuals will be involved in your research?

Please indicate how many participants/respondents you expect to include (e.g. for your survey/interview). If you will be working with organizations/groups/teams, you can also indicate how many you include, in addition to estimating how many individuals are in such groups/teams.

22. Which characteristics must participants/sources possess in order to be included in your research?

Here you can list the inclusion criteria for your research participants/sources (e.g. age, gender, membership of a specific organization). Where relevant, please formulate additional exclusion criteria. This concerns individuals who meet the inclusion criteria but who will be excluded from the study for other reasons (e.g. because they may be particularly vulnerable to the risks to which study subjects will be exposed).

23. Does this research specifically target minors (<16 years), people with cognitive impairments, people under institutional care (e.g. hospitals, nursing homes, prisons), specific ethnic groups, people in another country or any other special group that may be more vulnerable than the general population?

If so, please provide a brief explanation of why this is necessary and which measures you will take to protect their interests.

Please be aware that a random sample from the general population could also include individuals from vulnerable groups. If this will be a problem for your research, you can specify how you will extract these individuals from your population in Question 22.

- ○ No
- ◉ Yes, minors,
  - ○ for educational research purposes
  - ○ for other purposes, (please explain):
- ○ Yes (please explain):

24. Are you planning to recruit participants for your research through the BMS test subject pool, SONA

NOTE: The SONA subjects pool consists of BMS students only, thus only when students are (one of) your target group(s) SONA is useful..

SONA is an electronic pool of test subjects organized by the Faculty of BMS. It enables students to gain experience as test subjects and facilitates the recruitment of test subjects by BMS researchers. Additional information is available here.
SONA will not be available for use until the ethical review of your project has been completed.

- (●) Yes
- ( ) No

SONA info link: https://www.utwente.nl/en/bms/intranet/research/test-subjects-pool(SONA)/

FLOW 2

4. RESEARCH INVOLVING THE COLLECTION OF NEW DATA

B. METHODS OF DATA COLLECTION

25. What is the best description of your research?

(you may select multiple options)

- [x] (Online) survey research
- [x] Observation research
  - [ ] By researcher in person
  - [ ] By photo, video or audio recording
- [x] Experimental/intervention research
- [x] Interview research
- [x] Research using focus groups and/or stakeholder workshops
- [x] Other (please provide a brief description of the methods used to generate and/or collect data):

26. Please briefly describe the research procedure for participants in your research (max. 2000 characters, including spaces):

Activities that participants in your research may perform can be real-life activities (in case of observations) or activities performed specifically for the sake of the research project (e.g. answering questions, participating in group meetings, obeying instructions during an experiment). For real-life activities, please describe the type of behaviour/communication that will be observed. For the project-specific activities, please indicate the type of topics/questions that participants will be asked to address or the behavioural instructions with which they will be expected to comply.

How much time will each participant spend (mention the number of sessions/meetings in which they will participate and the time - in minutes - per session/meeting)?

FLOW 2

4. RESEARCH INVOLVING THE COLLECTION OF NEW DATA

C: BURDEN AND RISKS OF PARTICIPATION

27. How will you reduce any short-term or long-term burdens and/or risks to the participants? Consider such burdens and risks as physical or psychological stress, inconvenience or discomfort beyond the normal experience of everyday life.

Please provide a brief description of these burdens and/or risks and how you plan to minimize them:

Please consider any discomfort (physical, psychological or social, in case of distressing or sensitive topics), inconvenience or risk that participation in the research project could cause. You should also reflect on what you could do to minimize the burden and potential risks of participation. Examples include monitoring, defining criteria for discontinuing the research (for individual participants or the entire project) because of major discomfort, arranging for counselling and providing insurance, debriefing or other facilities.

28. Can the participants benefit from the research and/or their participation in any way?

Research need not benefit participants in order to be ethically acceptable. If the participants can benefit personally from the research, this may balance some of the burden and risks to which they are exposed.

- (●) No
- ( ) Yes (please explain):

29. Will the study expose the researcher to any risks (e.g. when collecting data in potentially dangerous environments or through dangerous activities, when dealing with sensitive or distressing topics, or when working in a setting that may pose 'lone worker' risks)?

- (●) No
- ( ) Yes (please explain):

FLOW 2

4. RESEARCH INVOLVING THE COLLECTION OF NEW DATA

D. INFORMED CONSENT

General information: If the research involves new collection or new use (including linkage) of personal data, active informed consent is required, in compliance with the EU General Data Protection Regulation GDPR. This implies that individuals must perform an action to indicate their willingness to participate in the research. Several types of informed consent can be used, and they are explained in Question 32.

Please note that not all human beings are capable of consent. Individuals with the capacity or competence to consent:

- are 16 years or older (adult);
- have the capacity to make choices about a proposed course of action;
- know about the risks, benefits and alternatives;
- understand that consent is 'voluntary and continuing permission';
- understand that consent 'can be withdrawn at any time'.

If an individual is non-competent or less competent to provide consent, you should ask for informed consent from the individual's legal representative(s). For adults who are unable to provide informed consent (incapacitated subjects), their legal guardians must sign consent for participation. (See also (Dutch only): http://www.ccmo.nl/nl/wilsonbekwame-volwassenen). It is good practice to also ask the participant where possible.

Research with minors: according to Dutch law, minors younger than 12 years of age are not able to give informed consent, and parent(s) or legal representative(s) must sign consent for the child's participation. In case of minors older than 11 and younger than 16 years of age, informed consent is obtained from **both** the minor and the parent(s) or legal representative(s). In both cases, consent from one parent/legal representative is considered sufficient, unless the Ethics Commission decides that a particular research project requires consent from both parents. From 16 years of age, consent is only obtained from the participant. For some types of research it may nevertheless be good practice to inform the parents or legal representatives.

Link CCMO:
The current link is broken (CCMO recently updated their website) and we cannot restore the link in the current web application, it will be in a next version. The correct links are available in the corresponding info on our BMS Ethics Website.
(NL): https://www.ccmo.nl/onderzoekers/soorten-onderzoek/onderzoek-bij-wilsonbekwame-proefpersonen
(EN): https://english.ccmo.nl/investigators/types-of-research/research-with-incapacitated-subjects

30. Will you inform potential research participants (and/or their legal representative(s), in case of non-competent participants) about the aims, activities, burdens and risks of the research before they decide whether to take part in the research?

You may inform participants/respondents/informants about the research through an information letter/e-mail/brochure, information posted on a website, information delivered orally by the researcher or intermediary recruiter or other means. Be sure that your informed consent procedure complies with each of the guidelines (if applicable), as mentioned here, or explain why you think that deviating from them is justified.

- (●) Yes, briefly clarify how

→ Go to 32.

- (●) We will provide incomplete information;

Briefly explain which information is withheld and why, in addition to providing brief clarification of how you will inform participants

→ Go to 31.

Information may not be withheld from participants unless it could bias subsequent findings (e.g. if information about the research question/hypothesis is likely to influence participants' behaviour or responses to questions) or if doing so has been found to be in the public interest. If information has been withheld from participants, the information should be provided to them immediately after their participation is completed. Such debriefing should allow participants to confirm/withdraw their initial consent. Please note that information concerning any actual or potential risks or burden of a study should never be withheld.

- (●) We will use deception;

Please explain the nature of the deception and why it is required

→ Go to 31.

Deception is used when participants are deliberately misled about the true nature of a study and what is expected from them. Examples include using covert methods of observation, observing types of behaviour other than those announced beforehand or intentionally misinforming participants about specific aspects of the study. (Please note that withholding some information about the research does not count as deception, although special care is warranted in such cases. Please see Option: Incomplete information above). Although deception can be necessary in order to avoid socially desirable answers or other forms of bias, it also goes against the principle of active, informed consent. It should therefore be applied only when the knowledge sought cannot be obtained in any other way. In addition, participants should never be deceived about potential inconveniences, harm, risk, intrusiveness or stress associated with participating in the study. If deception cannot be avoided, participants should be provided with information about the true nature of the research immediately after their participation is completed. Such debriefing should allow participants to confirm/withdraw their initial consent.

Link naar informed consent procedure: https://www.utwente.nl/en/bms/research/ethics/informed-consent-procedure/

In vraag 30 kun je 1 van de opties selecteren. Bij optie 1 (Yes) sla je vraag 31 over. Bij optie 2 en 3 moet je vraag 31 ook invullen (zie volgende pagina). Bij vraag 31 in het geval er 'nee' wordt aangevinkt dan moet er extra toelichting worden geven.

31. If your research will involve 'incomplete information' or 'deception', will you debrief participants about the true nature of the study AND explicitly offer them the opportunity to confirm or withdraw their initial consent (which was based on incomplete or false information)?

Debriefing is always required in case of deception, if the purpose of the study has not been explained beforehand or if the information provided was incomplete. Debriefing should be done as early as feasible, preferably immediately after participants have completed their participation in the study. The explanation should be given in plain language, with emphasis on the actions of the participants and/or what was asked of them and why. At the end of the debriefing, the researcher should inform participants of their right to withdraw their initial consent (and hence the data resulting from their participation) without any negative consequences.

a.

- ○ Yes, I will debrief participants about the true nature of the research after they complete their participation.
- ◉ No, I will not debrief participants (please explain why you think withholding a debriefing is justified):

b.

- ○ Yes, I will offer them the opportunity to confirm or withdraw their initial consent once they have been debriefed. If they withdraw consent, I will delete their data from the dataset.
- ◉ No, I will not offer participants an opportunity to confirm/withdraw initial consent (please explain why you think withholding this opportunity is justified):

NOTE: Question 31 only required if in Question 30 is answered 'provide incomplete information' or 'use deception'.

32. How will you obtain the voluntary, informed consent of the research participants (or their legal representatives in case of non-competent participants)?

The informed consent procedure is explained at our website, as well as examples of Informed Consent forms.

Consent should be provided in an intelligible and easily accessible form using clear and plain language establishing a freely given, specific, informed and unambiguous indication of the participant's agreement to the processing of personal data relating to him or her, such as by a written statement, including by electronic means, or an (recorded) oral statement. Consent should cover all processing activities carried out for the same purpose or purposes. When the processing has multiple purposes, consent should be given for all of the separate purposes.

NOTE: If personal identifiable information of individuals will be processed in your research, active consent is required, according to EU General Data Protection Regulation GDPR.

If you process sensitive personal data than explicit consent is required for collecting those data. For explanation on personal identifiable information check our BMS Datalab guidelines on personal information and the UT Personal Data website on privacy rules and definitions.

Which type of consent will you use? Explanation of the different types of consent are provided here

- ○ Signed, written consent form prior to participation (upload your informed consent form in section 7 'Attachments')
- ○ Active online consent before the start of the research (upload the opening statement of your online survey in section 7 'Attachments')
- ○ Oral (recorded) consent prior to an interview.
- ◉ Passive/tacit consent (opt out) (Read information first! This type of consent assumes individuals' consent if they do not explicitly object to participation after they have been informed about the research):
  Please provide a brief explanation of why you think passive consent is acceptable and how sufficient action will be taken to inform the participants or their legal representatives
- ○ No consent (only **exceptional** cases: please read the accompanying information).
- ◉ Other

33. Will you clearly inform research participants that they can withdraw from the research at any time without explanation/justification?

It must be as easy to withdraw consent as it is to give it. According to the GDPR, the research participants can withdraw their consent to process any further data of them during your research. After this, you have no legal ground anymore to gather information on this person. However, you are allowed to use the data that was gathered before the person withdrew their consent. For more information see the explanation to the poster 'Personal Data Research Protocol'

- ◉ Yes
- ○ No (please explain why not):

34. Are the research participants somehow dependent on or in a subordinate position to the researcher(s) (e.g. students or relatives)?

Participants who are in any dependent or unequal relationship with the researcher or research supervisor (e.g. students or employees of the researcher or the research supervisor) may also be regarded as a vulnerable group. If your study will involve such participants, it is essential for you to guard against possible adverse consequences of this situation (e.g. staff members assigning lower grades to the coursework of students because they have refused to participate in a research project). This can be achieved by ensuring that participants will remain anonymous to the individuals concerned (e.g. you should not seek the names of students taking part in your study).

- (●) No
- ( ) Yes

35. Will participants receive any rewards, incentives or payments for participating in the research?

(you may select multiple options)

Participants may be offered proportionate compensation. If you are intending to use incentives/payments, keep in mind that such rewards should be modest, in order to avoid enticing individuals to participate. If you plan to offer professional services (e.g. treatment or teaching) to your test subjects as an incentive for participating in the research, you should clearly specify the nature of these services, as well as any possible risks, obligations and restrictions associated with them.

If you will be reimbursing participants for travel expenses, please indicate the financial limit of the reimbursement. If you use the SONA system to recruit participants, these participants can be rewarded with human research participant credits.

- [x] No
- [x] Reimbursement of travel expenses (indicate the maximum payment to the participant):
- [x] Reimbursement of out-of-pocket expenses
- [x] For student participants: Human research participant credits (if you use the SONA test subject pool)
- [x] Voucher, monetary value: €
- [x] Lottery amongst participants with one or a few prizes (please specify):
- [x] Financial reward: € per activity/amount of time
- [x] Other, briefly clarify:

Links:

Informed Consent Procedure: https://www.utwente.nl/en/bms/research/ethics/informed-consent-procedure/
BMS Datalab guidelines .. : https://www.utwente.nl/en/bms/datalab/guidelines-personal-information/
UT Personal Data website .. : https://www.utwente.nl/en/cyber-safety/privacy/guideline-for-research/
Different types of consent: https://www.utwente.nl/en/bms/research/ethics/explanation-webapplication/types-of-informed-consent/
Read Information first: https://www.utwente.nl/en/bms/research/ethics/explanation-webapplication/types-of-informed-consent/
Explanation to the poster 'Personal Data Research Protocol':
https://www.utwente.nl/en/cybersafety/privacy/explanation_gdpr_and_research_poster/

36. In the interest of transparency, it is a good practice to inform participants about what will happen after their participation is completed. How will you inform participants about what will happen after their participation is concluded?

(you may select multiple options)

- [x] Participants will receive the researcher's contact details, so that they can contact the researcher if they have questions/would like to know more.
- [x] Participants will receive oral/written information about what the researcher(s) will do with the collected data.
- [x] Participants who indicate they are interested will receive a summary of the research results.
- [x] Other (please specify):
- [x] We will not provide any information about what will happen after their participation is completed (please provide a brief explanation of why not):

0 — 1A — 1B — 1C — 2 — 3 — 4A — 4B — 4C — 4D — 4E — 5 — 6 — 7 — 8

FLOW 2

4. RESEARCH INVOLVING THE COLLECTION OF NEW DATA

E. CONFIDENTIALITY AND ANONYMITY

37. Does the dataset contain personal identifiable information that can be traced back to specific individuals/organizations?

For explanation on personal identifiable information check our BMS Datalab guidelines on personal information and the UT Personal Data website on privacy rules and definitions.

- (●) Yes

  ⓘ All data registrations of personal information must be recorded across the University of Twente. Use the registration tool to report your research project in which personal data are processed.

- ( ) No
  → go to 39

NOTE: Question 37 'yes' than Question 38 is required. If answered 'no' than Question 38 is redundant and will not appear.

38. Will all research data be anonymized before they are stored and analysed?

For guidance on anonymization and pseudonymization see here.

- ( ) Yes, by removing and deleting all information that may directly or indirectly identify individuals or organizations

  ⓘ This implies that even the researcher(s) does/do not have access to personally identifiable information. Anonymous data, falls outside the scope of the GDPR.

- ( ) We use, pseudonymization (e.g. by key-coding (assigning numbers) or using pseudonyms)

  ⓘ Pseudonymization is "the processing of personal data in such a way that the data can no longer be attributed to a specific data subject without the use of additional information, as long as such additional information is kept separately and subject to technical and organizational measures to ensure non-attribution to an identified or identifiable individual. Unlike anonymous data, pseudonymous data remains subject to the remit of the GDPR. Many of the techniques traditionally used to protect privacy in research settings, such as key-coding, fall within the definition of pseudonymization and therefore remain subject to the GDPR.

  Coding is justified if you need to be able to link separate datasets about the same individuals. In all other cases, full anonymization is the preferred option. Please note: The linking files (which establish a link between individuals and their data for the use of researchers) should be encrypted and stored offline. The coding key should not be saved in a folder together with the coded datasets. The environment in which the coding key/linking files are stored must be properly secured. In addition, you should clearly document all individuals who will have access to the coding key.

- (●) No

  Please provide a brief explanation of why not, and what other measures will be taken to prevent violations of participants' privacy and confidentiality:

Links:

BMS Datalab guidelines .. : https://www.utwente.nl/en/bms/datalab/guidelines-personal-information/
UT Personal Data .. : https://www.utwente.nl/en/cyber-safety/privacy/guideline-for-research/
Registration tool: https://www.utwente.nl/en/cyber-safety/privacy/#reporting-data-processing
Guidance anonymization/pseudonymization: https://www.utwente.nl/en/bms/datalab/guidelines-personal-information/

39. Will you make use of audio or video recording?

Please note: to comply with EU law (GDPR), researchers should obtain active permission from participants or their legal representatives for the use for research purposes of audio-visual recordings (photos, audio and/or video recordings) made of them, or of recordings of their behaviour that have been collected in any other way.

- ○ No
- ◉ Yes

— What steps have you taken to ensure safe audio/video data storage?

— At what point in the research will tapes/digital recordings/files be destroyed?

0 1A 1B 1C 2 3 4A 4B 4C 4D 4E 5 6 7 8

JOINT QUESTIONS FOR FLOW 1 AND FLOW 2

5. DATA MANAGEMENT

Please become familiar with the UT Data Managament Policy (see here), if applicable, as well as with any additional frameworks (e.g. 'personal identifiable research data'). Information on the infrastructure for research data (collection, storage and support) available to UT researchers is available on the websites of BMS Datalab, BMS Lab and LISA.

Both boxes must be checked

- [ ] I have read the UT Data Managament policy.
- [ ] I am aware of my responsibilities for the proper handling of data, regarding working with personal data, storage of data, sharing and presentation/publication of data.

Links:
UT Datamanagement policy: https://www.utwente.nl/en/bms/datalab/datapolicy/
Personal Identifiable research data: https://www.utwente.nl/en/bms/datalab/guidelines-personal-information/
BMS Datalab: https://www.utwente.nl/en/bms/datalab/
BMS Lab: https://bmslab.utwente.nl/
LISA: https://www.utwente.nl/en/lisa/researchsupport/

0 1A 1B 1C 2 3 4A 4B 4C 4D 4E 5 6 7 8

6. OTHER POTENTIAL ETHICAL ISSUES/CONFLICTS OF INTEREST

40. Do you anticipate any other ethical issues/conflicts of interest in your research project that have not been previously noted in this application? Please state any issues and explain how you propose to deal with them. Additionally, if known indicate the purpose your results have (i.e. the results are used for e.g. policy, management, strategic or societal purposes).

This section invites you to consider whether your research might raise any other ethical conflicts/dilemmas, apart from protecting the interests of the human subjects involved. Please feel free to share your considerations/hesitations with the committee. Doing so will not compromise your proposal, and it might actually help you to address such conflicts or dilemmas in the best way possible.

0 1A 1B 1C 2 3 4A 4B 4C 4D 4E 5 6 7 8

7. ATTACHMENTS

Please think about the added value of uploading attachments, most of time it is not relevant for the ethical procedure. An informed consent procedure (letter or form) can be informative to upload, but we do not assess the form as that is the responsibility of you and your supervisor. If you have a document stating that your research is 'not subject to WMO legislation' it is important to upload it here. In case you have doubts, contact the ethical committee . If you upload an attachment, make sure it is in **PDF format**.