Appendix 6. Checklist for submitting a research proposal to the Ethics Committee
(See Chapter 3)
Checklist for the principal researcher when submitting a request to the EC or the EC member for an assessment of the ethical permissibility of a research proposal

1. General

1. Title of the project:
2. Principal researcher (with doctoral research also a professor):
3. Researchers/research assistants (PhD students, students etc. where known):
4. Department responsible for the research:
5. Location where research will be conducted:
6. Short description of the project (about 100 words):
7. Expected duration of the project and research period:
8. Number of experimental subjects:
9. EC member of the department (if available):

2. Questions about fulfilled general requirements and conditions

1. Has this research or similar research by the department been previously submitted to the EC?
   □ Yes,
   □ No
   If yes, what was the number allocated to it by the EC?
   Explanatory notes:

2. Is the research proposal to be considered as medical research (Also see Appendix 4)
   □ Yes
   □ No
   □ Uncertain
   Explanatory notes:

3. Are adult, competent subjects selected? (§3.2)
   □ Yes, indicate in which of the ways named in the general requirements and conditions this is so
   □ No, explain
   □ Uncertain, explain why
   Explanatory notes:

4. Are the subjects completely free to participate in the research, and to withdraw from participation whenever they wish and for whatever reason? (§3.2)
   □ Yes
   □ No, explain why not
   □ Uncertain, explain why
   Explanatory notes:

5. In the event that it may be necessary to screen experimental subjects in order to reduce the risks of adverse effects of the research: Will the subjects be screened? (§3.4)
   □ Screening is not necessary, explain why not
   □ Yes, explain how
   □ No, explain why not
   □ Uncertain, explain why
   Explanatory notes:
6. Does the method used allow for the possibility of making an accidental diagnostic finding which the experimental subject should be informed about? (§3.6 and Appendix 4)
   □ No, the method does not allow for this possibility
   □ Yes, and the subject has given signed assent for the method to be used
   □ Yes, but the subject has not given signed assent for the method to be used
   □ Uncertain, explain why
   Explanatory notes:

7. Are subjects briefed before participation and do they sign an informed consent beforehand in accordance with the general conditions? (§3.2, §3.3, §3.7, §3.8)
   □ Yes, attach the information brochure and the form to be signed
   □ No, explain why not
   □ Uncertain, explain why
   Explanatory notes:

8. Are the requirements with regard to anonymity and privacy satisfied as stipulated in (§3.8)?
   □ Yes
   □ No, explain why not
   □ Uncertain, explain why
   Explanatory notes:

9. If any deception should take place, does the procedure comply with the general terms and conditions (no deception regarding risks, accurate debriefing) (§3.10)?
   □ No deception takes place
   □ The deception which takes place complies fully with the conditions (explain)
   □ The deception which takes place does not comply with the conditions (explain)
   If deception does take place, attach the method of debriefing
   Explanatory notes:

10. Is it possible that after the recruitment of experimental subjects, a substantial number will withdraw from participating because, for one reason or another, the research is unpleasant? (§3.5)
    □ No
    □ Yes, that is possible
    If yes, then attach the recruitment text paying close attention to what is stated about this in the protocol.
    Explanatory notes:

3. Questions regarding specific types of standard research

   Answer the following questions based on the department to which the research belongs.
   11. Does the research fall entirely under one of the descriptions of standard research as set out in the described standard research of the department? (Chapter 4)
       □ Yes, go to question 12
       □ No, go to question 13
       □ Uncertain, explain what about, and go to question 13
       Explanatory notes:

   12. If yes, what type of research is it? Give a more detailed specification of parts of the research which are not mentioned by name in this description (for example: What precisely are the stimuli? Or: What precisely is the task?)

   13. If no, or if uncertain, give as complete a description as possible of the research. Refer where appropriate to the standard descriptions and indicate the differences with your research. In any case, all possible relevant data for an ethical consideration should be provided.