**Research Ethics Review Application[[1]](#footnote-1)**

*Instructions:*

* The researcher must complete the online Research Ethics Application either before the commencement of data collection or prior to applying for third-party funding (if required by the funding source), whichever comes first. Department of Sociology, University of Copenhagen will not provide institutional documentation of ethical approval for retrospective applications. Exceptions will be made for projects that commenced before this policy went into effect.
* This application may be completed in English.
* Relevant supporting documents should be attached to the application, e.g. informed consent form, survey questionnaire or an overview of the topics covered in the survey. Please use the checklist to outline your attachments.
* All correspondence regarding this application should be sent to the Chair of Department of Sociology’s Ethics Review Board.

Part 1: General Information (required for all projects)

**Name of Applicant:**

Click here to enter text.

**Status (doctoral candidate, postdoc, etc.):**

Click here to enter text.

**For doctoral candidates, name of project supervisor:**

Click here to enter text.

**Names of all investigators and assistants who will be working on project and who are known at the time of application:**

Click here to enter text.

**Preferred e-mail address and telephone number for correspondence relating to submission:**

Click here to enter text.

**Date of submission of application:**

Click here to enter text.

**Project title:**

Click here to enter text.

**Funding sources, both approved and pending:**

Click here to enter text.

**Anticipated start and end dates of the research project:** [[2]](#footnote-2)

Click here to enter text.

**Location(s) of research:**

Click here to enter text.

**Will you be collecting new data?**

 [ ] Yes [ ] No

**Describe the social and/or scientific value of the proposed research (max 200 words).**

Click here to enter text.

**Abstract describing project methods, research questions, and purpose (max. 500 words).**

Click here to enter text.

*Part 2: Type of Ethical Review (required for all projects)*

There are three different levels of ethical review at the Department of Sociology (SI). Projects may (1) be exempt from ethical review; (2) be eligible for self-certification; (3) require full review by the research ethics committee. Answer the following questions to determine what level of review the project requires.

1. **Will the project undergo review by another Danish ethics committee in the social or behavioral sciences?**

[ ] Yes [ ] No

**If yes, please indicate the name of the committee or institution:**

Click here to enter text.

If **yes**: Your project is **exempt from SI ethical review.** Please sign the self-certification page and return it to the Office for Research Planning with (1) a copy of the application and approval from the external ethics board and (2) Parts 1 and 2 of this application.

1. **Does the project involve data collection?**

[ ] Yes [ ] No

**If yes, please indicate data source:**

Click here to enter text.

1. **Do any of the following statements describe your project?**
2. Review by the SI Research Ethics Committee is required for purposes of funding, publication, obtaining data, collaborating with international partners, or any other reason.[[3]](#footnote-3)

[ ] Yes [ ] No

1. The research involves vulnerable populations.

[ ] Yes [ ] No

1. The research requires the involvement of a gatekeeper for initial access to the individuals or groups being recruited. Examples include the principal of a school, director of a nursing home, or leader of a self-help group.

[ ] Yes [ ] No

1. Participants are enlisted in the study without their knowledge or consent.

[ ] Yes [ ] No

1. The research involves deception.[[4]](#footnote-4)

[ ] Yes [ ] No

1. The study may cause physical pain more than mild discomfort.

[ ] Yes [ ] No

1. The study may induce psychological stress or anxiety or cause harm beyond the risks encountered in normal life.

[ ] Yes [ ] No

1. The study asks participants to watch or listen to materials

that could be seen as threatening or offensive.

[ ] Yes [ ] No

1. The study concerns illegal activities that are liable to

prosecution.

[ ] Yes [ ] No

1. The research deeply delves into personal experience.

[ ] Yes [ ] No

1. The research raises other ethical issues not covered by this questionnaire and the applicant requests voluntary review and written approval from the Research Ethics Committee.

[ ] Yes [ ] No

If, after careful consideration, you have answered “**no**” to all statements in Questions 2 and 3 a-k, then the project is **eligible for self-certification.** Please fill out the Research Ethics Questionnaire in **Part 3 A**, sign the self-certification page, and return this application to the Office for Research Planning. No review by the SI Research Ethics Committee is provided. If you wish to seek for official approval by the SI Research Ethics Committee, then full review is required.

If you have answered “**yes**” to one or more statements, then **full review by the SI Research Ethics Committee is required.** Please fill out the Research Ethics Questionnaire in **Part 3 B**, attach any relevant supporting documents by using the corresponding checklist, sign the last page, and return the full application to the Office for Research Planning.

*Part 3B: Research Ethics Questionnaire for projects requiring* ***full review****.*

Directions: Please fill out completely.

**Review by the SI Research Ethics Committee**

1. **Is review by the SI Research Ethics Committee required for purposes of funding, publication, obtaining data, collaborating with international partners, or any other reason?**

[ ] Yes [ ] No

**If yes, please provide further information.**

**Who requires review by the SI Research Ethics Committee?**

Click here to enter text.

**Deadline for SI approval:**

Click here to enter text.

**Please comment on any specific requirements of the publication, data source, funding source, etc.**

Click here to enter text.

**Recruitment and Selection of Research Subjects**

1. **Describe the subject population. Who will be included or excluded, and approximately how many people will take part in the research?**

Click here to enter text.

1. **Cultural, Social, Gender-based characteristics: comment on any cultural, social or gender- based characteristics of the research participants that affect the project design.**

Click here to enter text.

1. **How will subjects be recruited? (Flyer, e-mail, etc.)
Please attach copy of flyer, announcement, script for in-person recruitment, etc. If using an external survey organization or outside contractor, summarize their recruitment methods.**

Click here to enter text.

1. **Does the research require the involvement of a “gatekeeper” for initial access to the individuals or groups being recruited?**

[ ] Yes [ ] No

**If yes, please provide more information:**

**Who will be providing access to the individuals of groups, and why is their involvement necessary for this project?**

Click here to enter text.

**Describe the roles and responsibilities of the gatekeeper. What safeguards have been included to minimize potential coercion or undue influence in recruitment and ongoing participation in the study?**

Click here to enter text.

1. **Does the research involve vulnerable populations?**

[ ] Yes [ ] No

**If yes, please provide more information:**

**Briefly justify the inclusion of these subjects in the project.**

Click here to enter text.

**Describe the additional safeguards that have been included in this study to protect the rights and welfare of these subjects. Include the measures that will be taken to minimize any potential coercion or undue influence in recruitment and ongoing participation in the study.**

Click here to enter text.

1. **Is there any way in which subjects could feel obliged to participate in the study?
(e.g., subjects are in a dependent relationship with those involved in the research, recipients of medical or social services, etc.)**

[ ] Yes [ ] No

**If yes, describe steps taken to communicate that participation is voluntary, and that there will be no negative consequences of nonparticipation or withdrawal from the study.**

Click here to enter text.

1. **Will compensation exceed that for time and reasonable expenses?**

[ ] Yes [ ] No

**If yes, justify the need for additional compensation.**

Click here to enter text.

**Consent (Note: Please include copy of consent form, if applicable)**

1. **Are participants to be enlisted in the study without their knowledge or consent?**

[ ] Yes [ ] No

**If yes, briefly explain why this is required by the research design.**

Click here to enter text.

**Describe any potential physical, psychological, social, or economic risks to the subject. What steps will be taken to minimize harm?**

Click here to enter text.

1. **Will research subjects be fully informed about the study design, purpose, risks, and benefits prior to participation?**

[ ] Yes [ ] No

**If not, briefly explain why the study design precludes a consent process.**

Click here to enter text.

1. **How will consent be documented?**

*(Examples may include a signed consent form, oral consent, an information sheet included with a questionnaire, online consent, or use of field notes.)*

Click here to enter text.

1. **Does the research involve individuals who would have difficulty giving meaningful informed consent?**

[ ] Yes [ ] No

**If yes, how and from whom will consent be obtained?**

Click here to enter text.

1. **Does the research involve deception and research subjects will not be fully informed about the study design, purpose, risks, and benefits prior to participation?**

**If yes, briefly justify your use of deception in this study.**

Click here to enter text.

1. **In the event that the project involves deception, will subjects be debriefed at the end of the study?**

[ ] Yes [ ] No

**If yes, describe how and when the debriefing will take place.**

**If not, briefly explain why this is not feasible or unnecessary.**

Click here to enter text.

**Describe any potential physical, psychological, social, or economic risks to the subject. What steps will be taken to minimize harm?**

Click here to enter text.

**If the research involves the deception of persons in vulnerable groups, can the information be obtained by other means?**

Click here to enter text.

1. **What provisions have been made to respond to queries or concerns raised by participants in the course of the project or after the project concludes?**

Click here to enter text.

**Risks to participants**

1. **Is physical pain more than mild discomfort likely to result from participation?**

[ ] Yes [ ] No

**If yes, describe the use of pain and summarize the steps taken to minimize such effects.**

Click here to enter text.

1. **Could the study induce unacceptable psychological stress or anxiety or cause psychological or social harm beyond the risks encountered in normal life?**

[ ] Yes [ ] No

**If yes, summarize the steps taken to minimize such effects.**

Click here to enter text.

1. **Will identification with the research group pose a risk or burden to the research subject? (e.g., domestic abuse victims, illegal immigrants, etc.)**

[ ] Yes [ ] No

**If yes, describe the steps taken to preserve their safety and confidentiality.**

Click here to enter text.

1. **Will the study involve discussion of sensitive topics or illegal activities?**

 [ ] Yes [ ] No

**If yes, describe the nature of the subject matter or these activities.**

Click here to enter text.

**What steps will be taken to preserve anonymity and confidentiality of the subject?**

Click here to enter text.

**Describe any potential physical, psychological, social, or economic risks to the subject. What steps will be taken to minimize harm?**

Click here to enter text.

1. **Does the study ask participants to watch or listen to materials that could be seen as threatening or offensive?**

[ ] Yes [ ] No

**If yes, describe the nature of the materials and how participants will be exposed to them.**

Click here to enter text.

**What is the likelihood that these materials will be seen as threatening or offensive to the study participants?**

Click here to enter text.

**Justify the use of offensive or threatening materials in the study. Could the necessary information be obtained through other means?**

Click here to enter text.

**Protection of Others**

1. **Will this project pose any risks to the health and safety of the researchers?**

[ ] Yes [ ] No

**If yes, describe any potential physical, psychological, social, or economic risks to the researcher. What steps will be taken to minimize harm? (e.g., travel, health, evacuation insurance)**

Click here to enter text.

1. **Will this project pose any risks to workers beyond the research team? (e.g., translators, guides, community partners, etc.).**

[ ] Yes [ ] No

**If yes, describe the risks and precautions being taken.**

Click here to enter text.

**Data and Confidentiality**

1. **How will data be collected and analyzed?**

Click here to enter text.

1. **How will data be stored, and who will have access to the data?**

Click here to enter text.

1. **Will research involve respondents to the internet or other visual/vocal methods where respondents may be identified?**

[ ] Yes [ ] No

1. **Does the study involve methods in which individual responses will be known to others in a group? (e.g., focus group research)**

[ ] Yes [ ] No

**If yes, please describe the steps taken to preserve privacy and confidentiality among group members.**

Click here to enter text.

1. **What steps will be taken to maintain the confidentiality of the research subject and comply with data protection requirements? (e.g., data will be fully anonymized, “linked” data files, etc.)**

Click here to enter text.

1. **Will you require access to data on research participants held by a third party?
(Physician, school, etc.)**

[ ] Yes [ ] No

**If yes, describe arrangements you will make to obtain this information.**

Click here to enter text.

1. **How will the data be used or made available for future research?**

Click here to enter text.

**Multisite research**

1. **Will any part of the research take place outside of Denmark?**

[ ] Yes [ ] No

**If yes, please indicate where.**

Click here to enter text.

* 1. **If you are undertaking research outside Denmark, have you received formal clearance to carry out this work, either from the government or a formal ethics board in the host country?**

[ ] Yes [ ] No

**If yes, please include correspondence with this questionnaire.**

**If not, explain why this is unnecessary.**

Click here to enter text.

**Dissemination**

1. **Are there any groups likely to be harmed by the dissemination of research results?**

[ ] Yes [ ] No

**If yes, describe the potential harm and steps being taken to minimize it.**

Click here to enter text.

1. **Does this research have potential for Dual Use (i.e., military applications)?**

[ ] Yes [ ] No

1. **Does this research have potential for misuse (i.e., abuse by criminal or terrorist groups)?**

 [ ] Yes [ ] No

**Other ethical issues**

1. **Does the research raise other ethical issues not covered by this questionnaire?**

[ ] Yes [ ] No

**If yes, describe the ethical issues or concerns you would like to have reviewed by the SI Research Ethics Committee.**

Click here to enter text.

**Attachments**

Directions: Please provide an outline of the attachments enclosed with the application.

[ ]  Approval from an external ethics board (for applications exempt from review)

[ ]  Survey questionnaire

[ ]  Topics / topic blocks covered

[ ]  Informed consent

[ ]  Experimental design

[ ]  Click here to enter text

[ ]  Click here to enter text

[ ]  Click here to enter text

[ ]  Click here to enter text

[ ]  Click here to enter text

[ ]  Click here to enter text

[ ]  Click here to enter text

**Signature**

I have read and understood the SI Research Ethics Policy and the questions contained in the questionnaire above, and I confirm that the information I have offers, to the best of my ability, an accurate assessment of the ethical implications of the proposed project. Furthermore, I confirm that I have undertaken training and/or have significant experience in research ethics over the course of my career.

**Researcher Signature:**

**Name (please print):**

Click here to enter text.

**Date**:

Click here to enter text.

**Project advisor/supervisor signature (required for doctoral candidates):**[[5]](#footnote-5)

Click here to enter text.

1. This Ethics application template is an adapted version of the WZB Berlin Social Science Center Research Ethics Review Application. [↑](#footnote-ref-1)
2. Please note that you can only apply for ethics approval before you start the part of the research project involving human participants and/or personal data. [↑](#footnote-ref-2)
3. Please answer ‘yes’, if you collect new data and (1) need a vote by the Ethics Committee and/or (2) intend to submit the ethical review to a journal or elsewhere. Where there is doubt, advice should be sought from the Office for Research Planning. [↑](#footnote-ref-3)
4. According to the American Political Science Association’s principles for human subjects research (2020), deception can take at least four forms: (i) Identity deception: Deception about who you are (a researcher in political science) or with whom you are working. (ii) Activity deception: Deception about what you are doing (e.g. research for social science) or the situation confronting research participants. (iii) Motivation deception: Deception about the reasons for the research or the use to which the research or data will be put. (iv) Misinformation: Providing false information about the state of the world—e.g., by providing unreliable or inaccurate information about political candidates. [↑](#footnote-ref-4)
5. By signing here the project advisor/supervisor confirms that the doctoral candidate has been advised in relation to any ethical issues raised by her/his research; these have to the best of the supervisor’s understanding been adequately addressed in the research design; and the student has been made aware of her/his responsibilities for the ethical conduct of her/his research (adapted from the WZB Research Ethics Review Application). [↑](#footnote-ref-5)