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| HUMBOLDT-UNIVERSITÄT ZU BERLIN  FACULTY OF LIFE SCIENCES  INSTITUT FÜR BIOLOGIE  ETHICS COMMISSION |  |

Application form[[1]](#footnote-1)

**For the evaluation of ethical aspects in research projects at the   
Institut für Biologie at the   
Faculty of Life Sciences of Humboldt-Universität zu Berlin**

**Applicant**

Insert text here

**Project title**

Insert text here

Please complete the form in full and consider the application instructions. If any statements do not apply to your research project or are irrelevant, please comment on them on a separate sheet with reference to the relevant point.

Please send the completed form together with all attachments as *a single PDF document* to the following email address:

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

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| 1. Applicant and contact person | |
| 1.1 | Applicant and contact person**First and last name**: Insert text here**Position**: Select from menu.**Topic**: Insert text here *I am not a member of the Institut für Biologie* **Email address**: Insert text here**Phone number**: Insert text here |
| 1.2 | Other applicants**First and last name(s)**:Insert text here |

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| 2. General If you answer any of the following statements with “no”, please provide the reasons with reference to the relevant point on a separate sheet of paper. | | **Yes** | **No** |
| 2.1 | The ethics guidelines of the Institut für Biologie of the Humboldt-Universität zu Berlin are known to the applicants and those responsible for the project. |  |  |
| 2.2 | I have prepared the *information on participants and their consent forms* in accordance with the principles of the ethics guidelines. |  |  |
| 2.3 | Data collection relevant to the ethics review has not yet started. |  |  |
| 2.4 | Data analysis relevant to the ethics review has not yet started. |  |  |

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| 3. Questions about the classification of the research project If you answer any of the following statements with “no”, please provide the reasons with reference to the relevant point on a separate sheet of paper. | | **Yes** | **No** |
| 3.1 | I have not yet submitted an application for the ethical review of this research project to the ethics committee of the Institut für Biologie of Faculty of Life Sciences or the ethics committee of any other institution within or outside the Humboldt-Universität Berlin.If your answer is “no“:**Title**: Insert text here **Institution**: Insert text here **File number**: Insert text here |  |  |
| 3.2 | Data collection and analysis do not include vulnerable persons. |  |  |
| 3.3 | The information is generally written in an understandable and age-appropriate manner. |  |  |
| 3.4 | The participants will not be deceived. |  |  |
| 3.5 | The research does not involve risks to the physical and mental health of the participants that go beyond the everyday level. |  |  |
| 3.6 | The participants will not be offered any financial incentive beyond the compensation. |  |  |
| 3.7 | The participants will not be asked about sensitive topics and/or content that could be hurtful, upsetting, frightening etc., or that could lead the participants to make statements that could have legal consequences lead to discrimination and/or to political persecution of the participant or others. |  |  |
| 3.8 | From the research team’s point of view, there is no conflict of interest in relation to third parties. |  |  |

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| 4. Project description | |
| 4.1 | Title of the projectInsert text here |
| 4.2 | Short description (max. 4 000 characters with spaces)Insert text here |
| 4.3 | Planned start and end of research projectfrom: Click here to insert date. to: Click here to insert date. |
| 4.4 | Type of research project: Select from menu**Explanation, if applicable:** Insert text here |
| 4.5 | Financial support**Is financial support planned or already approved?** **Select from menu.** **Explanation, if applicable:** Insert text here **Third-party funding or institution of grant provider:**Institution: Insert text here Address: Insert text here Internetadresse: Insert text here |
| 4.6 | External project partners, employees or other persons or institutions involved in  the researchInsert text here |

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| 5. Title of the study |
| Insert text here |

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| 6. Research methods (You may check several boxes) | | |
|  | Narrative interviews | |
|  | (Semi-)structured interviews (questionnaire) | |
|  | **Focus groups/group discussions** | |
|  | **(Participant) observation** | |
|  | **Participatory Action Research/Participatory Research/Arts based research** | |
|  | Document research | **Public, freely accessible sources** |
|  | **Non-public, restricted access sources** |
|  | **Laboratory experiment** | |
|  | **Field experiment** | |
|  | **Intervention study** | |
|  | **Visual methods (e.g. videos, photographs)** | |
|  | **Internet-based data collection (e.g. Facebook, Twitter)** | |
|  | **Secondary data analysis** | |
|  | **Data collection (e.g. face to face, online, telephone, postal)** | |
|  | Others**Explanation, if applicable:**  Insert text here | |

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| 7. Participants | | | | | |
| 7.1 | | N= Number: Insert text here no specification | | | |
| 7.2 | | Age:  < 12 years  12-17 years  18-67 years  >67 years | | | |
| 7.3 | | Compensation | | | |
|  | No compensation | Compensation | Participation  in lottery | Feedback | |
|  | **How much €/h:** Insert text here | **Value of the main prize:** Insert text here | Other | |
| 7.4 | Proportionate renumeration in the event that the participant drops out of study **Yes**  **No** | | | | |

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| 8. Information given to the participants If you answer any of the following statements with “no”, please provide reasons with reference to the relevant point on a separate sheet of paper. | | **Yes** | **No** |
| 8.1 | Prior to data collection, the participants are informed about the duration of the interaction. |  |  |
| 8.2 | Prior to data collection, the participants are informed about compensations and other commitments. |  |  |
| 8.3 | Prior to data collection, the participants are fully informed about the voluntary nature of the participation in a language they understand. |  |  |
| 8.4 | Prior to data collection, comprehensive information is given to the participants on the possibility to withdraw from the study at any time without consequences. |  |  |
| 8.5 | Prior to data collection, information is provided on the type of information that will be collected (e.g. confidential information, autobiographical experiences, political and religious attitudes). |  |  |
| 8.6 | Prior to data collection, information is provided on the duration and type of storage of the data (anonymization or pseudonymization; who has access to the data; how is personal data secured). |  |  |
| 8.7 | Prior to data collection, the participants are informed of their rights in accordance with the DSGVO, including the possibility of having their data deleted retrospectively or, in the case of anonymous data collection, that the possibility of retrospective deletion does not exist. |  |  |
| 8.8 | Please fill in only in case of deception: After completion of the interviews/study/data collection, full information about the true aims of the study will be provided immediately. (Please explain on a separate sheet if your answer is “no”.) |  |  |
| 8.9 | The participants receive the contact details of the persons responsible for the project with the information details and the consent form. |  |  |

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| 9. Voluntary participation If statements do not apply, then please give reasons with reference to the relevant point on a separate sheet of paper. | | **Yes** | **No** |
| 9.1 | The voluntary nature of participation is ensured; in particular, there is no direct relationship of dependency between the project managers and participants. |  |  |
| 9.2 | Amounts paid correspond to the customary expense allowance and does not restrict the voluntary nature of participation. |  |  |

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| 10. Possible risks for participants If you answer any of the following statements with “no”, please provide reasons with reference to the relevant point on a separate sheet of paper. | | **Yes** | **No** |
| 10.1 | The data collection does not exert *emotional stress* on the participants. |  |  |
| 10.2 | Data is collected only once.If not applicable, how many? Insert text here |  |  |
| 10.3 | Duration of data collection:Total hours: Insert text here |  |  |
| 10.4 | Collection of *personal data*No personal data will be collected from the participants. |  |  |
| 10.5 | Collection of *personal data* Only personal data necessary for the study and its objectives  will be collected from the participants. |  |  |
| 10.6 | Collection of *sensitive data* No confidential information will be collected from the participants (e.g. health information, financial circumstances,  or religious, sexual or political beliefs/attitudes). |  |  |
| 10.7 | The participants are not exposed to emotional *stress*/psychological stress/physical risks. |  |  |
| 10.8 | No other risks arise in the context of data collection. |  |  |

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| 11. Data protection If you answer any of the following statements with “no”, please provide reasons with reference to the relevant point on a separate sheet of paper. | | **Yes** | **No** |
| 11.1 | No video or audio recordings will be made. |  |  |
| 11.2 | No recordings (such as interviews with biographical details) will be made that would allow direct identification of individual participants. |  |  |
| 11.3 | The data will be either completely anonymized (i.e. there is no unblinding list, so that it is not possible to assign the data to individuals) or pseudonymized (i.e. personal data is replaced by code). |  |  |

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| 12. Possible risks for the researchers If you answer any of the following statements with “no”, please provide reasons with reference to the relevant point on a separate sheet of paper. | | **Yes** | **No** |
| 12.1 | The researchers will not be exposed to emotional distress/psychological stress. |  |  |
| 12.2 | The researchers are not exposed to any physical risks. |  |  |
| 12.3 | The researchers are not exposed to any other risks. |  |  |

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| 13. Conflict of interest of the participants and others Notes | |
| 13.1 | Conflict of interest Insert text here |
| 13.2 | Other comments Insert text here |

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| 14. Annexes | | **Yes** | **No** |
| 14.1 | Annex I – Implementation of research Methods, sampling  Data handling and publication  Written explanations if answers given above were “no” |  |  |
| 14.2 | Annex II – Information for participants and respondents |  |  |
| 14.3 | Annex III – Data collection instruments |  |  |
| 14.4 | Annex IV – Informed consent form (if relevant for the study) |  |  |
| 14.5 | Annex V – Other applicants and external stakeholders (if any) |  |  |
| 14.6 | Weitere Anlagen Insert text here |  |  |

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| 15. Declaration on the accuracy of the information |
| I hereby confirm that I have read the instructions for submitting an application to the ethics committee of the Institut für Biologie of the Faculty of Life Sciences of the Humboldt-Universität zu Berlin. Furthermore, I confirm that the information I have provided in this application and all enclosed attachments is correct to the best of my knowledge.  DateLast name, first name  **Date Last name, first name Signature** |

1. The application is based on the application of the ethics committee of the Faculty of Humanities and Social Sciences and the Department of Psychology of the Faculty of Life Sciences. [↑](#footnote-ref-1)