**Checklist for applicants**

The following **checklist for the documents to be submitted to the Ethics Committee** of the University of Mannheim intends to assist applicants in their application to the Ethics Committee and to facilitate the work of the commission. **The Ethics Committee only processes applications that are submitted electronically and to which the completed checklist (I. -V.) is attached**. Please send your documents as a single PDF document to **ethik@mail.uni-mannheim**.

Please consider **a 4-week review period** by the ethics committee when planning your project.

The **vote** will be sent to you (beforehand) as a scan and by internal mail. The applicant is responsible for implementing the instructions in the voting report. Proof of this only needs to be submitted to the Commission if there is a corresponding reference in the vote.

If you require a voting in English, please let us know. Otherwise, the voting will be written in German.

**Documents** to be submitted to the Ethics Committee (a version number should also be indicated on each document):

**I. Letter to the Commission**

* Exact sender (responsible person[s] for the study)
* Specification of the exact title of the study
* Request for evaluation of the relevant study
* If applicable, request for an English version of the vote (we only issue *one* vote)
* If applicable, reference to the affiliation of the project or the applicant with a member of the Ethics Committee
* If applicable, reference to a previous review by the ethics committee that is related to the application (please attach a previous vote); in the case of only minor changes to the design of a study that has already been reviewed, the Committee usually recommends contacting it in advance to discuss the need for a new review.
* Signature

**II. Study protocol:** Detailed description of the study on the following points in particular (the relevant text may be inserted in the following table). Please add your detailed study protocol, if available.

|  |  |
| --- | --- |
| Name of the study |  |
| Responsible person(s) |  |
| **Please tick below if it applies:** |  |
| 1. It is a research project on humans |  |
| which involves health risks, psychological stress or risks, |  |
| that triggers strong emotions such as disgust, anger or fear, |  |
| in which test subjects have to report traumatic experiences, |  |
| in which the self-image of the study participants is considerably questioned by manipulation, |  |
| in which minors are involved, |  |
| in which participants are deliberately deceived in advance about the actual purpose of the study, |  |
| which causes ethical issues for other reasons. |  |
| 2. It is a research project involving personal data; the research project thus involves the collection of individual data on personal or factual circumstances of an identified or identifiable natural person. |  |
| 3. It is a research project which involves significant security-related risks to human dignity, life, health, freedom, property, the environment or peaceful coexistence, in particular scientific work likely to generate knowledge, products or technologies that can be directly misused by third parties. |  |
| **Further details:** |  |
| Participating persons/institutions with their respective tasks |  |
| Planned start of the study |  |
| Briefdescription of the study |  |
| Aim of the study |  |
| Description of the way the study is conducted |  |
| Schedule of total duration |  |
| Expected number of study participants to be included |  |
| Inclusion and exclusion criteria for study participants |  |
| Recruitment methods |  |
| Type of assignment to groups (for group formation) |  |
| Risks for the participants |  |
| Personal benefit for the participants |  |
| Expense allowance |  |
| Other remuneration, reward or benefit (including participation in a competition or similar) |  |
| Risk-benefit assessment  |  |
| Behaviour in case of incidents |  |
| Termination criteria |  |
| Type of evaluation |  |
| Nature of the data collected; in particular: data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, union membership, health or sex life |  |
| Data management information:* Anonymisation or pseudonymisation (Anonymisation is the alteration of personal data in such a way that the individual details of personal or factual circumstances can no longer or only with a disproportionate expenditure of time, cost and labour be attributed to a specific or identifiable natural person. Pseudonymisation is the replacement of the name and other identifying features by a pseudonym (e.g. combination of letters and numbers) for the purpose of excluding or significantly complicating the re-identification of the person concerned.)
* Is it possible to assign survey data to individual persons? If yes: for whom?
* When using survey platforms and other online tools (e.g., SoSciSurvey, Prolific or similar): Please note point 9 of the Guide for Handling Data in University Research Projects).
 |  |
| In the case of pseudonymisation: responsibility for the key (pseudonym) |  |
| In case of pseudonymisation: decryption procedure |  |
| Planned data transfers and recipients |  |
| Information and consent procedures for potential participants |  |
| If the study participants cannot be fully informed about the purpose of the study at the beginning of the study: the way in which the debriefing is subsequently provided (including the question of how to ensure the debriefing in the event of premature discontinuation of the study; please refer to point 10 of the Guide for Handling Data in University Research Projects) |  |
| Brief justification for the failure to provide initial clarification in the latter case |  |
| If relevant: Rationale for a study design in which study participants are deliberately deceived or manipulated. For studies in the field of psychology, please consider the guidelines and recommendations of the German Psychological Society (art. 8 of the ethical guidelines of the DGP) |  |
| Type of funding of the study (chair funds, third-party funds [incl. third-party donors]) |  |
| Has advice been provided by the data protection representative of the University of Mannheim? |  |

The submitted study plan should be tailored to the evaluation by the Mannheim Ethics Commission and should contain the required information in full, but no further information. An extract, e.g. from another publication, is generally not suitable.

**III. Information material** (sample) to inform potential study participants about the study (information documents) (if required by the nature of the study)

**IV. Consent form** (sample), by which study participants declare their consent to participate in the study (if required by the nature of the study)

**V. Questionnaire or other study material used** (e.g. images) (sample) (if required by the nature of the study)