

Check List

The following documents need to be submitted along with the application form to the Ethics Committee:

- **Standard questionnaire**
https://www.uni-paderborn.de/fileadmin/ethik-kommission/Standard-Fragebogen-Ethikkommission-UPB-24042023_engl.pdf
- **Consent form for participation**
Please note: In the case that minors are participating in the planned study or project, the Ethics Committee recommends obtaining both the signature of the parent or guardian, as well as the signature of the minor. In any case, the researchers should obtain age-appropriate and informed consent in projects with minors (for very young children, oral consent will suffice).
- **Data protection regulation**
- **The underlying project proposal or the project outline, if applicable**
- **Description of the research project**
 - ➔ Standard application: 1 to 2 pages max.
Content:
 - Participating researchers
 - Objective and research question
 - Structure and procedure of the research project (e.g. study design, measurement and survey methods)
 - Groups of individuals involved (information on the study population (samples))
 - Recruiting and informing the participants (e.g. use of stimuli, information notices)
 - Granting and securing the rights of the participants (e.g. anonymity, data security, alternative offers, in cases where the experiment takes place in an academic context)
 - Information about the type of data and how it should be handled, the storage of data, and who can access it
 - Statement on the subject of the dual-use issue of the research project, if needed.

For an in-depth proposal¹, the following should also be submitted:

- A document expanding on the critical points (yellow boxes) ticked in the questionnaire, spanning 3 to 5 pages
 - Additional attachments
(Please note: for an in-depth proposal, please also submit the questionnaires and explanations used regarding the survey methodology)
- ⇒ Please submit one PDF-file including all of the documents as an e-mail attachment to ethik-kommission@zv.upb.de

¹ An in-depth application is the case, if at least one yellow box is ticked in the standard questionnaire of the Ethics Committee