university of groningen

campus fryslân

CF Research ethics checklist for BA-MSc student projects

February 2023

This checklist is based on *Research Ethics for Students in the Social Sciences* (Jaap Bos, 2020), an open-access book that provides a non-technical introduction to research ethics and integrity-related issues.
The procedure for completing this checklist and submitting it to the Campus Fryslân Ethics Committee is as follows:

1. The student completes and signs the ethics checklist and sends it to the supervisor.
2. The supervisor reviews and countersigns the checklist.
3. The signed checklist is then sent by the supervisor to: ethics-cf@rug.nl.

Please do not hesitate to contact ethics-cf@rug.nl with any questions concerning the procedure.

1. Participants

- What is the (estimated) number of participants? What is the power analysis to determine sample size, if relevant?
- Does the study involve participants who are unable to give informed consent (i.e. people with learning disabilities)? If yes: Explain why and what measures you will take to avoid or minimize harm.
- Does the research involve potentially vulnerable groups (i.e. children, people with cognitive impairment, or those in dependent relationships)? If yes: Explain why and what measures you will take to avoid or minimize harm.
- Will the study require the cooperation of a gatekeeper for initial access to the groups or individuals to be recruited? (i.e. students at school, members of self- help group, residents of nursing home)? If yes: Who is the gatekeeper? What agreement have you made, and which expectations do you share?
- Will it be necessary for participants to take part in the study without their knowledge and consent at the time (i.e. covert observation of people in non-public places)? If yes: Explain why and how, and provide a risk analysis if applicable.
- Will any dependent relationships exist between anyone involved in the recruitment pool of potential participants? If yes: Explain why and how, and provide a risk analysis.

2. Research design and data collection

- Will the study involve the discussion of sensitive topics? (i.e. sexual activity, drug use, politics) if yes: Which topics will be discussed or investigated, and what risk is involved? What measures have you taken to minimize any risk, if applicable?
- Are drugs, placebos, or other substances (i.e. food substances, vitamins) to be administered to the study participants? If yes: Explain the procedure and provide a brief cost-benefit analysis.
- What measures have you taken to minimize any risk, if applicable?
- Will the study involve invasive, intrusive, or potentially harmful procedures of any kind? If yes: Explain the procedure and provide a brief cost-benefit analysis. What measures have you taken to minimize any risk, if applicable?
- Could the study induce psychological stress, discomfort, anxiety, cause harm, or have negative consequences beyond the risks encountered in everyday life? If yes: Clarify the procedure and explain why no alternative method could be used. Provide a brief cost-benefit analysis if necessary. What measures have you taken to minimize any risk, if applicable?
- Will the study involve prolonged or repetitive testing? If yes: Explain the procedure and clarify how the interests of the participants are safeguarded.
- Is there any form of deception (misinformation about the goal of the study) involved? If yes: Explain the procedure and provide a rationale for its use.
- Will you be using methods that allow visual and/or vocal identification of respondents? If so: What will you do to guarantee anonymity and confidentiality?
- Will you be collecting information through a third party? If yes: Who is that party? Provide a brief outline of the procedure.
- Will the research involve respondents on the internet? If yes: How do you plan to anonymize the participants?

- How will you guarantee anonymity and confidentiality? Outline your procedure and give an estimate of the risk of a breach of confidentiality.
- What information in the informed consent will participants be given about the research? Please consult the template for information sheets and informed consent sheets for further guidance. Provide a brief summary or upload the consent form. Which procedures are in place in case participants wish to file a complaint?
- Will financial compensation be offered to participants? Provide a short accounting of any compensation being offered.
- If your research changes, how will consent be renegotiated?

3. Analysis and interpretation

- What is the expected outcome of your research? What would you consider a significant result?
- During the course of research, how will unforeseen or adverse events be managed (i.e., do you have procedures in place to deal with concerning disclosures from vulnerable participants)?

4. Dissemination

- How do you plan to share your research findings? Which audience to you intend to target?

5. Data storage

- Where will your data be stored? Which measures have you taken to make sure it is secure?
- Which safety precautions have you arranged for in case of data leakage?
- Will your data be disposed of? If yes: When? (date) if no: Why not?
- Will your research involve the sharing of data or confidential information beyond the initial consent given (such as with other parties)? What specific arrangement have you made and with whom?

Supervisor

Signed: Date: Place:

Student

Signed: Date: Place: