

Application form for the evaluation of the ethical safety of research projects

Please complete this form if you require a vote from the Ethics Committee of HafenCity University Hamburg for your third-party funding application or research project.

The application text including project description must be attached to this application.

1. General information

1.1	Name and contact information Project manager	
1.2	Name(s) and contact information of the person(s) responsible for realisation	
1.3	Funding organisation	
1.4	Research field of the project	
1.5	Title of the research project	
1.6	Scheduled start and duration of the research project	
1.7	Does the funding organisation require an assessment of the ethical harmlessness of the research project?	

2. Information on the study implementation (if applicable, otherwise continue with 5.)

2.1	Study participants (number of participants, gender, age, education, group affiliation)	
2.2	What personal data is surveyed (study variables)?	
2.3	How are the participants recruited?	

2.4	How will the participants be informed before the study? Please enclose complete information material with this application.	
2.5	What are the exact instructions for conducting the study? Which questionnaires are used? Please attach the verbatim instructions, tasks or questionnaires in a separate document.	
2.6	How are the participants informed after the end of the programme? What is reported back and how?	

3. Ethical aspects of conducting the study (if applicable, otherwise continue with 5.)

3.1	Indication of the amount of payment/compensation for participation in the project	
3.2	Is the voluntary nature of participation guaranteed on the basis of an informed consent form?	
3.3	Can participants withdraw their participation at any time before and during the programme without giving reasons and without any disadvantages	
3.4	For participants under the age of 16: Please enclose the declaration of consent from the legal representatives.	
3.5	Is the participation of persons of limited capacity, incapable of judgement or minors possible or envisaged? If yes, please explain and justify in detail.	

4. Reasonableness of the risks and burdens of conducting the study (if applicable, otherwise continue with 5.)

4.1	Is the psychological integrity of the participants affected (e.g. ability to concentrate, induction of negative emotions)?	
4.2	Does participation affect social integrity (e.g. participation contributes to a bad reputation)? Can negative social consequences arise?	
4.3	If you answered yes to any of the questions in 4.1-4.2: Do the stresses or consequences go beyond the everyday level? If yes, add reasons and explain protective measures.	

4.4	Are participants asked to disclose personal experiences (e.g. stressful experiences), sensitive information (e.g. sexual behaviour, drug use) or attitudes (e.g. political preferences)? If yes, please provide detailed information with reasons.	
4.5	Are the participants deliberately given incomplete or false information (with the aim of deceiving them) about the objectives and procedure of the research project (e.g. through manipulated feedback on their performance)? If yes, please provide detailed information with reasons.	
4.6	Do people take part in the study without knowing this and without having given their consent (e.g. covert observation of people in non-public places)? If yes, please give reasons.	

5. Data privacy

5.1	Are image, film or sound recordings or other forms of documentation made?	
5.2	Is the data collected anonymised?	
5.3	How is the confidentiality of the data guaranteed?	
5.4	Can participants request the deletion of their data at any time?	
5.5	Will collected data be partially or completely deleted after a certain period of time? If yes, please specify the time. If no, please give reasons.	
5.6	Is there an intention to publish the raw data on a public data repository?	

6. Further ethically relevant factors

If you answer yes to one of the following questions, please describe the situation and the planned risk management in more detail.

6.1	Does the project generate results that could be used for military purposes or otherwise misused (dual-use)?	
6.2	Does the project involve working with materials or under conditions that could pose a risk to the environment or human health?	
6.3	Is there a risk of psychological or physical consequences for the project staff (e.g. due to the working conditions, the social environment of study participants or their behaviour during or after the project)?	

7. Submission

The signed application including attachments must be sent in digital form as a pdf to the office of the doctoral examination board of the HCU at promotionsausschuss@hcu-hamburg.de.

You will then receive a confirmation of receipt. The processing time for applications is usually four weeks.

Place, date

Signature applicant