**Brief Description of the Research Project**

Principal Investigator[[1]](#footnote-1)\*

|  |  |
| --- | --- |
| Title & Name: |  |
| Department: |  |
| Research Group: |  |
| Email: |  |
| Telephone: |  |

Information on the Research Project

|  |  |  |
| --- | --- | --- |
| (Working) Title |  | |
| Brief description of the research project:  (max. 700 characters) |  | |
| Planned running time (from… until…): |  | |
| Other participating researchers:  (also external co-operation partners, if applicable) |  | |
| Vote of the Commission is mandatory to apply for third-party funds? | Yes | No |
| If so, amount and funding body: |  | |

Checklist

|  |  |  |
| --- | --- | --- |
| Does the implementation of your research project pose any physical stress or hazards to participants (e.g. laser radiation, noise, intense physical exertion)? | Yes | No |
| Do the experiments in subjects potentially cause pain or mental stress through strong emotions (e.g. traumatic experiences, anger, anxiety) that exceed the level to be expected in everyday life? | Yes | No |
| Are you using methods of deception or manipulation of the participants in the context of your study? | Yes | No |
| Are (also) sick persons (patients) used as participants? | Yes | No |
| Are (also) minors included in your study as participants? | Yes | No |
| Could individuals, minorities or socially vulnerable groups be exposed – e.g. through the statistical linking of data? | Yes | No |
| Might any third parties be involved or affected by the research project (e.g. family members)? | Yes | No |
| Is personal data (e.g. age, sex, education, nationality, health data, physical characteristics) collected from the participants? | Yes | No |
| Does your research project utilise – or deliberately or potentially produce – hazardous substances (e.g. chemicals, biological agents, radioactive materials) – even within the legal limits? | Yes | No |
| Do you plan to publish your research results without being able to guarantee the anonymity of the participants (e.g. by anonymizing data sets, pixelating images)? | Yes | No |
| Are you conducting research with commercially created data sets? | Yes | No |
| Are there any uncertainties regarding the origin of the data used? Could ethical/legal principles have not been observed in the collection of such data? | Yes | No |
| Do you cooperate with a commercial project partner within the scope of your study that is also using data that you are collecting? | Yes | No |
|  |  |  |
| In your opinion, is your study an uncritical research project from an ethical point of view? | Yes | No |
|  |  |  |
| If you have answered “Yes” to any of the questions (except the last one), your research project could affect ethical issues. You should submit an application to the Ethics Commission. For this purpose, **please also complete the following pages.** The Checklist document above will serve as part of the application form. | | |

APPLICATION

Detailed Description of the Research Project

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| Please describe the implementation of your research in a generally understandable way.  Among others, the following aspects should be addressed:  Location of experiments, recruitment of participants, number and required characteristics (if applicable) of the participants, time requirement of each participant, if applicable: exclusion of pre-existing conditions resp. illnesses of the participants, if applicable: details on rewards, possibility of terminating the experiment, potential benefits of your research for society, types of collected data. |
|  |
|  |
| Please describe how you deal with the issues marked with “yes” on the checklist. |
|  |
|  |
| Please describe to which regulations (e.g. legal provisions, technical standards, scientific conventions, guidelines of professional associations) you adhere to – apart from the Declaration of Helsinki and DFG-requirements – and how you do this in the context of your research project. |
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| Data Protection[[2]](#footnote-2) |
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| Which methods (e.g. survey, experiment) and which data collection instruments (e.g. paper and pencil questionnaire, online survey, sensors) are used to collect and record data? |
|  |
| Which groups of persons and how many individuals (possibly “approx.”) are affected by the collection of personal data? |
|  |
| How is the data subject’s consent to data storage obtained? |
|  |
| What types of personal data are collected? |
|  |
| After what period of time will the data be deleted? |
|  |
| How are personal data pseudonymised or anonymised? |
|  |
| Where (i.e. on which servers) is the collected data stored and who has access to it? |
|  |
| Who is analysing the data? At what location and with what software do they do this? |
|  |
| How can participants request the deletion of their data? |
|  |
| Is a subsequent use of the collected data planned? If so, which ones? |
|  |
| Attachments |
| Informed Consent |
| Questionnaire(s) |
| Research Proposal |
| Images |
| other: |
| Signature |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Date and signature of the Principal Investigator mentioned above[[3]](#footnote-3)\* |

1. \* Applicants need to be eligible for DFG-funding. That means, having obtained a Ph.D. and being a member of the TU Darmstadt. A detailed definition can be found on the [DFG-website.](https://www.dfg.de/en/research_funding/faq/faq_submitting_proposal/index.html) [↑](#footnote-ref-1)
2. The information provided here can be used to compile a *Record of Processing Activities* and thus cover the requirements of Art. 30 para. 1 DSGVO. [↑](#footnote-ref-2)
3. \* Applicants need to be eligible for DFG-funding (see above). [↑](#footnote-ref-3)