Application Form for the Ethics Commission of the University of Basel for research with human subjects

### General Information

| **Project Title** |  |
| **Expected start date and end date** |  |
| **Type of review** |  
- ☐ Pre-Review (at proposal stage, voluntary)  
- ☐ Full Review (required before the project starts) |
| **Principal Investigator** | Name  
Department  
Email |
| **Co-Investigator(s)** | Name  
Department  
Email |
| **Project members (names, function)** | + |
| **Study Type** |  
- ☐ Monocenter study  
  - ☐ Switzerland  
  - ☐ EU Country, specify:  
  - ☐ Non-EU country, specify:  
- ☐ Multicenter study  
  - ☐ Switzerland  
  - ☐ EU Country, specify:  
  - ☐ Non-EU country, specify: |
| **External Partners** |  
- ☐ No  
- ☐ Yes  
*Enter name(s) and institutions and explain how they are involved* |
| **Funding** | *Explain how the study will be financed* |
1. Study Rationale

1.1 Background

Explain the background and scientific relevance of the planned research so that readers can get a sufficient understanding of the performed research in the area and the research question of this project.

1.2 Study objectives

Explain the aims and objectives of your study.

1.3 Ethical reflection

Please provide an ethical reflection on the justification of your research proposal. Ethical issues at stake may include, but are not narrowed to the following principles: social value, scientific validity, fair subject selection, favorable risk-benefit ratio and respect for subjects.

2. Research Protocol

2.1 Study type
In case of retrospective study, please explain how you obtained the permission to use the data and, if applicable, how participants gave their consent to use their data.

2.2 Research techniques, instruments & equipment

☐ Questionnaire (include as annex), specify:
☐ Interview (include as annex), specify:
☐ Participant observation/tracking, specify:
☐ Behavioral experiments/manipulation, specify:
☐ Video/Audio recordings, specify:
☐ Social Media data, specify:
☐ Data sets with personal data, specify:
☐ Imaging, specify:
☐ Other, please specify:

2.3 Research method

*Present the methodologies and practical procedures.*

3. Data handling and management

3.1 Data Types

*Explain which type of data you are using*

☐ Anonymized data, please specify:
3.2 Data Management

Explain how the privacy of the participants is being protected, how the data is safely stored, who has access to the data, and what will happen to the data at the end of the project. If possible, attach Data Management Plan.

4. Participants

4.1 Inclusion and exclusion criteria

List details such as age, sex, ethnic / socio-demographic background, life style factors, etc., under which a participant is deemed to be suitable to participate in the study. Make a statement on the vulnerability of participants. Indicate as well the anticipated number of participants.

4.2 Sample Size

Please specify the number of participants enrolled in the sample(s) of your study.

4.3 Recruitment

Specify who will recruit the participants, how, where and by whom the participants will be approached for inclusion and obtainment of informed consent.
5. Participant Information

Include your Informed Consent form(s) and information letter(s) as annex and describe your Informed Consent procedure in detail.

6. Research involving deception

Will participants be deceived?

☐ No

☐ Yes – explain why deception is necessary in this study and how participants will be deceived.

7. Debriefing

Which information is given to participants during debriefing and how will this be provided?

8. Risks, discomfort and counseling

Describe possible risks and whether participants might experience (physical or mental) discomfort, embarrassment, confusion etc. during the course of the study or afterwards. Explain how you plan to minimize these risks. Explain if any support or counseling is offered during and after participation.

9. Remuneration, benefits and study outcome
Will participants receive a remuneration or compensation for their participation?

☐ No – explain:

☐ Yes – cost reimbursement (i.e. transport, food, drinks) – specify:

☐ Yes – additional compensation (e.g. voucher, course credits, money) – specify:

Are there other benefits to participation in this project?

☐ No

☐ Yes – specify:

Which information is given to participants about the outcome of the study? Will participants receive their individual results or only the overall study results? How will this information be provided?

Checklist annexes

☐ Participant information letter(s)

☐ Informed Consent form(s)

☐ Questionnaire(s) or interview format(s)

☐ Other documents – specify: