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**INSTITUT DE RECHERCHE EN SCIENCES PSYCHOLOGIQUES (IPSY)**

**APPLICATION TO THE ETHICS COMMISSION FOR APPROVAL OF A RESEARCH PROJECT INVOLVING THE PARTICIPATION OF HUMAN BEINGS**

Your opinion and suggestions regarding this document are important for the Ethics Commission. You can send us your comments by e-mail to [demande-ethique-ipsy@uclouvain.be](mailto:demande-ethique-ipsy@uclouvain.be). If you wish to do so in an anonymous way, you can also send an unsigned letter to the president of the ethics commission: Nicolas Vermeulen, UCL-Institut de recherche en sciences psychologiques, Place du Cardinal Mercier, 10, 1348 Louvain-la-Neuve.

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| PART A. Project identification |
| 1. **Name of the principal investigator[[1]](#footnote-1)**:   **Title of the experiment**: |
| **For your information:**  The signatures certify that the information contained in this form has been given in good faith and to the best of your knowledge.  You hereby certify that the study(ies) conducted in the framework of your project will be carried out in accordance with the ethics code of your profession, and in strict compliance with the physical and moral integrity of the participants.  As an investigator, your signature at the bottom of this document attests that you will assume the role and responsibilities that are assigned to you during the execution of this project. You also undertake to obtain prior authorisation from the Ethics Commission before carrying out any substantial change to this project.  **Date:**  **Investigator's signature:** |
| As the research supervisor, your signature at the bottom of this document attests to the fact that you will assume the role and responsibilities of the supervision of this project.  **Date:**  **Supervisor's signature (if applicable):** |

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| 1. **Purpose of the research**   PhD Thesis  Starting date of thesis: Academic Year:  Academic research  Sponsored research – Specify:  Starting date of research:       End date of research (estimated):  Any further details:  Master Thesis |
| 1. **Principal investigator[[2]](#footnote-2)**   First and Last name:  Status:  Specify the discipline if you are a PhD student:  Institute/Center/Department:  Phone number:  E-mail: |
| 1. **Academic or scientific supervisor**   First and Last name :  Institute/Center/Department :  Phone number :  E-mail : |
| 1. **The institution(s) where the research will be conducted**   Name:  Postal address:  If the research is not conducted in a specific institution, specify the modalities (e.g. volunteers' homes, survey in railway stations, ....): |
| 1. **Discipline of the study**     If other discipline, specify : |

**If you have obtained an agreement after completing this application, please keep a copy for future reference.**

Please answer all the questions on this form. If the question is not relevant to your project, please indicate N/A. At the end of your work, please save the file in .pdf format for dissemination within the committee.

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| PART B. Programme description: Scientific information |

**IMPORTANT INSTRUCTIONS**

Please do not print and scan sections B, C and D of the form.

In order to avoid scanning part A, the e-mail message mentioning the approval of the promoter is also acceptable.

**Please submit all documents in one PDF file**. If you do not send all your documents in one PDF file, your application may not be considered. Other formats (.doc, .jpeg, etc) will not be accepted.

Save each document as a PDF and merge different PDF documents into one using software available for example [here](https://www.sodapdf.com/fr/fusionner-pdf/).

**For approval**

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| 1. **Summary of the research programme (1 page); present a summary of the programme in a language that is understandable to all psychological researchers, including the following points.** | |
| * 1. Aim of the investigation   Title:       Have you already submitted your project to another ethics commission? Yes No  If YES, which one? Cliquez ou appuyez ici pour entrer du texte.  If YES, what was the commission's decision? Cliquez ou appuyez ici pour entrer du texte.  My project is related to clinical psychology: Yes No  ***To read the definition of clinical psychology, click on the following link :*** *https://uclouvain.be/fr/instituts-recherche/ipsy/procedures.html* | |
| * 1. Theoretical framework (about 5 lines) | |
| * 1. Aims, hypotheses, research questions, contributions to knowledge development (approx. 5 lines) | |
| * 1. Description of the population of interest and of the concrete **procedures** used, in a way that makes it clear what is expected of the participants (approx. 20 lines) | |
| 1. **Methodological information** | |
| 1. **Data collection strategy:** Tick the procedure(s) used in your project | |
| 1. Use of archival documents, files or data bases containing personal information not accessible to the general public |  |
| 1. Observation of individuals (several answers possible)   *B.1: direct observation by researcher visible to the participant*  *B.2: direct observation by researcher hidden from the participant*  *B.3: recorded observation that is known to the participant: audio*  *recorded observation that is known to the participant: video*  *B.4: recorded observation that is unknown to the participant* |  |
| 1. Administration of a questionnaire |  |
| 1. Conducting individual or group interviews |  |
| 1. Performance of a task or administration of a test allowing the collection of psychological, psychometric, physical, intellectual or other measures |  |
| 1. Administration of an experimental medical treatment |  |
| 1. Collection of biological material |  |
| 1. Administration of products or substances |  |
| 1. Use of biological material originally obtained for medical purposes or from previous research or from outside researchers |  |
| 1. Physiological, neurological or electrophysiological investigation (EEG, MEG, MRI, PET, skin conductance, etc.).   If you have ticked this point J, specify the technique(s) used and their possible invasive nature: |  |
| 1. Other (specify) : |  |
| 1. **Number of participants in the study** | |
| * Indicate the expected number of participants and briefly justify this choice of sample: * Indicate if they are individuals / groups / families (specify): | |
| 1. **Selection criteria for participants** | |
| * Study inclusion criteria: * Study exclusion criteria[[3]](#footnote-3) : | |
| 1. **Recruitment of participants**   *Indicate how you will obtain participants' contact details and how you will contact them. Attach in Annex D a copy of the announcement text or email that will be used or the text identifying the information that will be given during contact by phone, if applicable:* | |
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| 1. **Recruitment period** | |
| Starting date of recruitment:       (Estimated) end date of recruitment:  Comments, if any: | |

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| PART C. Ethical considerations |

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| 1. **Have you requested the approval of a biomedical ethics committee for your study?** |
| Yes  No  ***If yes***, what was the opinion of this committee? (attach or specify if pending)    ***If no***, and you are using one or more of the procedures mentioned in points F to J in the methodology used, or your project is related to clinical psychology\*, please give reasons why you consider that the opinion of this committee is not necessary. \* ***To read the definition of clinical psychology, click on the following link :***[*https://uclouvain.be/fr/instituts-recherche/ipsy/procedures.html*](https://uclouvain.be/fr/instituts-recherche/ipsy/procedures.html) |
| 1. **Protections for vulnerable populations** |
| 1. **Minors, disabled adults, prisoners**   Does the research include:   * ***Minors***: Yes  No * ***Adults whose incapacity has been established by a court decision***: Yes  No   If you tick this box, you must obtain the consent of the persons who are legally responsible. You must also obtain the assent of minors or persons who lack capacity to understand the purpose and nature of the research.  Please explain how you will achieve this:   * ***Individuals in prisons***: Yes  No |
| 1. **Dependency**   Does the research include:   * Individuals who are in a ***client-professional relationship*** with you, your supervisor or one of their associates?  Yes  No * Individuals who are in a ***student-teacher relationship*** with you? Yes  No * Individuals who are in an ***employee-employer relationship*** with you? Yes  No   If you answered 'yes' to any of these questions, what strategy(ies) do you intend to use to preserve the freedom of these people to participate or not? |
| 1. **Risks and benefits (other than financial or material) for participants** |
| 1. What direct or indirect benefits can participants expect to receive from their participation? 2. What are the potential discomforts related to this participation such as, for example, negative affects (even temporary), deterioration of self-image (even temporary), worries or ruminations, physical discomfort (even slight), tiredness, or any other discomfort?   Please be aware that the vast majority of research in psychology and/or educational science leads to such inconveniences.[[4]](#footnote-4)  Specify:  What precautions are being taken to address these inconveniences?   1. Does your research involve risks for participants that go beyond those encountered in everyday life: physical, psychological, social, professional, economic, political or other risks? Yes  No   If yes, specify:  If so, what precautions are planned to minimise known or anticipated risks to participants?   1. Identify, if applicable, the persons, services or organisations that can assist the participants: |
| 1. **Consent of the participants** |
| Do participants give informed consent for their participation in the study?  ***Yes, in written form*** (please provide a copy of this document in Annex D)  ***Yes, in oral form***. In the case of oral consent, specify how it will be obtained and why written consent cannot be obtained:  ***No***. If no consent is given, please explain the reasons:  Do participants give written consent for the use of their anonymised personal data (e.g. audio or video recording, photo, etc.)?  ***Yes***, by the researcher only, ***for the analysis of the results***  ***No***. If no consent is given, please explain the reasons:  ***For a minor or adult who is not capable of giving consent***, describe the procedure for obtaining the participant's consent:  If other, specify:  If you found it difficult to choose, or could not give an answer for any of the items under this heading, please specify the reasons: |
| 1. **Partial disclosure and deception**   *In psychological research, it is generally accepted that the hypothesis being tested should not be disclosed to participants, in order to reduce effects of the investigator's expectations. The information provided to participants to obtain their consent is often general, with details being made available upon request at the end of the study. However, in some cases, the investigator is led to conceal the real purpose of the research or to claim a different purpose from the one being pursued. Such deception may cause psychological harm, especially if the misinformation relates to personal characteristics of the participants (personality, skills, dispositions, etc.). The following two questions aim to assess these risks.* |
| 1. Is there any information about the purpose or methodology of your study that should be hidden from participants for research purposes? Yes  No   ***If yes***, Do you provide participants the opportunity to obtain more specific information about the research? Specify:   1. Does your research procedure involve temporarily misleading participants about the aims and procedures of this study? Yes  No   ***If yes***, describe the nature of the subterfuge, and the reasons for using subterfuge:  If you answered yes to either of these two questions, please specify how and when you will inform the participants (method of desensitization – debriefing – offered to participants in relation to the subterfuge used): |
| 1. **Data confidentiality** |
| Regarding data confidentiality, a distinction must be made between personal archives used for research purposes (videos, tests/retests, etc.) and information made public (courses, scientific communication).   1. Does the information stored allow the participant to be identified (e.g. name, date of birth, voice, photo, video image, etc.)? Yes  No   ***If yes***, which information and for what purpose?   1. What procedures are in place to ensure the anonymity of participants and the confidentiality of data during processing and dissemination (e.g. coded transcription, data encryption or digitalisation, erasure of tapes, aggregated data, omission of certain characteristics, use of a pseudonym, destruction of questionnaires, etc.)? 2. Will the results of the research be communicated to the research partner organisations in a form other than a publication or a general presentation of the results?   Yes  No  NA  ***If yes***, describe how the results will be transmitted and how you will ensure that the presentation of the results will preserve the anonymity of the participants:   1. In certain circumstances, you may be required by law to disclose certain information to third parties (e.g., reporting abuse). Have you included a clause to this effect in the consent form?   Yes  No  NA  ***If the answer is yes and you are faced with such a situation***, what strategy(ies) will you apply? |
| 1. **Compensation** |
| 1. Will participants receive compensation for their participation in the research?   Yes  No  ***If yes***, in which modalities?  a sum of money equivalent to the expenses incurred. Specify the amount and justify:  a fixed sum of       euros  a gift (voucher, lottery ticket, etc.). If applicable, please specify which one:  credits for a course  a psychological follow-up  another form of compensation. Specify:  ***If no***, justify: |
| 1. Is the amount to be paid or the manner in which it will be paid the same for each participant?   Yes  No ***If no***, justify :  NA |
| 1. If a participant withdraws from the study, will they still receive compensation?   In full  Partly Specify:  No Justify: |
| 1. **Feedback** |
| At the end of the session, will you inform the participants of the objectives of the study and the means you used to achieve them ("debriefing")? For online studies, participants must be able to download the debriefing.  Yes  ***If yes***, Please provide in Annex D a list of the main points to be discussed during this debriefing.  No  ***If no***, justify:  Will participants have the opportunity to ask you questions and give feedback?  Yes  No  NA  ***If no***, justify: |
| At the end of the analyses, will the results of the research be communicated to the participants (individually or collectively)   * Individually: Yes  No   ***If yes***, justify and draw participants' attention to the fact that these are preliminary results:   * Collectively: Yes  No   ***If yes***, justify and draw participants' attention to the fact that these are preliminary results:  **The committee recommends that individual results should not be reported. Caution should be exercised in the presentation of preliminary, non-peer-reviewed results.** |
| 1. **Question to the Ethics Committee** |
| Is there a particular problem or issue on which you would like to seek advice and/or assistance from the Ethics Committee? |

PART D. Annexes

**As a reminder**:

Please submit all documents as a single PDF. Other formats (.doc, .jpeg, etc) will not be accepted.

Save each document as a PDF and merge different PDF documents into one using available software, e.g. [here](https://www.sodapdf.com/fr/fusionner-pdf/).

**Documents to be attached** (Max 3 Mo per folder)**:**

* + Annex 1: The text of the informed consent for the participants and/or for the persons legally responsible for participants who are minors or declared incompetent;
  + Annex 2: A copy of the correspondence confirming the authorisation of the institutions, organisations or establishments whose collaboration is necessary to carry out the research;
  + Annex 3: A copy of the questionnaires, interview layouts or observation grids;
  + Annex 4: A copy of the information that will be given for recruitment purposes: posters, advertisements, phone scripts or e-mails;
  + Annex 5: For online studies, participants must be able to download the debriefing.

1. Please note that for a thesis project, it is mandatory that the project is signed by the doctoral student and the promoter. [↑](#footnote-ref-1)
2. The principal investigator is usually the person in charge of the actual execution of the project, e.g. the doctoral student; in the case of a PhD thesis, the approval of the principal promoter is required and point 4 should be completed. [↑](#footnote-ref-2)
3. This point does not concern data exclusion during the analysis, which can be justified for several reasons. [↑](#footnote-ref-3)
4. This is particularly the case for studies

   (1) using questionnaires measuring symptoms (e.g. depression, anxiety) or potentially dysfunctional psychological processes (e.g. emotional regulation strategies);

   (2) using potentially difficult (e.g. tasks assessing executive, memory or attentional functions) or boring (e.g., tasks lasting longer than 1-5 minutes) laboratory tasks;

   (3) presenting of stimuli likely to trigger emotional and/or psychological activation;

   (4) using constraining methods (e.g. eye tracking, EEG, fMRI, TDCS);

   (5) where the true purpose is not known to the participants (studies using experimental conditions in which participants are purposely deceived).

   [↑](#footnote-ref-4)