**Department of Psychology**

**University of Fribourg**

**IRB Application Form**

(Application for approval of a research project in psychology by the Ethics Committee of the Department of Psychology at the University of Fribourg)

**This form must be filled out in English** and all accompanying documents must be submitted either in English or with an English translation (use online tools if needed)

This form must also be accompanied by the **signed confirmation of the responsible research group leader** (form for download on the website) – otherwise the application will not be reviewed!

Mode of application:

Single study 

Series of studies[[1]](#footnote-1) 

Modification of an existing application  ID of original application:

**1. General Information**

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| **Name and address of the person making the request:** |  |
| **Name(s) of person(s) conducting the research, contact information (email, phone number):** |  |
| **Who/which institution funds the research?** |  |
| **Research unit/team undertaking the research:** |  |
| **Are there any conflicts of interest or role conflicts for the researchers or members of the funding organisation?** |  |
| **Title of project:** |  |
| **Please summarize the study with a focus on important *ethical* issues[[2]](#footnote-2) (max. 1000 characters, including spaces).** |  |
| **Please provide the date when you expect your study to finish: (mm.yy)**  **You will have to submit an** **amendment if your study runs longer!** |  |

**2. Process and progress of the proposed research project**

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| **a) Please describe the potential participants in terms of number, gender, age, positive and negative selection criteria, special/vulnerable populations and by other relevant descriptors**.[[3]](#footnote-3) |
| **b) Please list ALL kinds of information/data you will collect and specifically indicate whether you will assess personal, physiological, or medical information.** |
| **c) How will you recruit participants for the study? (E.g., will they be recruited directly by the researcher or via other people/media? Please submit recruitment letters/flyers etc.)** |
| **d) How will you inform participants about the study ahead of time? Please describe in a separate file and submit any written information given to participants.** |
| **e) Please describe the intended experimental or research procedure. This should include a description of what the subject will experience or be required to do. (Please submit as a separate document.)** |
| **f) What are the exact instructions during the procedure? Which questionnaires are used? (Please submit written or oral instructions for specific tasks and/or questionnaires in a separate document*.*)** |
| **g) Will the subjects be deceived in any way? If yes, please describe how, and why this is necessary.** |
| **h) How will you debrief your participants at the end of the study? What information is communicated to participants? Please describe and submit any written information given to participants.** |

**3. Ethical issues specific to the proposed research project**

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| **a) Are the participants paid, do they receive credits or other kinds of compensations for taking part in the study? (If so, how much? What kind?)** |
| **b) If participation is part of study requirements (such as participant hours required to pass a module), can it be replaced e.g., by participation in another study or by a literature review?** |
| **c) Please describe how the voluntary nature of participation is ensured? How and when are participants informed about this?** |
| **d) Are there any negative consequences for *not* participating in the study? (e.g, being teased, not benefitting from an intervention, not passing a class, etc.)** |
| **e) Can participants withdraw at any time without explanation or negative consequences? How and when are participants informed about this?** |
| **f) For participants under 14 years of age: will you obtain verbal assent of the child? Will you obtain the written consent of a legal representative? Please submit a consent form.** |
| **g) For participants over 14 years of age: will you obtain their written consent? Please submit a consent form with the application.** |

**4. Risks or disadvantages associated with participation**

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| **a) Is there a potential threat to the *physical* integrity of participants? (E.g., taking drugs, drawing blood)? Can there be negative consequences? (E.g., headaches, dizziness)?** |
| **b) Is there a potential threat to the *mental* integrity of participants? (E.g., decrease in concentration, onset of negative emotions)?** |
| **c) Is there a potential threat to the *social* integrity of participants? (E.g., in group experiments). Are there any negative consequences for participants on the social level? (E.g., a participant may acquire a negative reputation / be stigmatised by other participants).** |
| **d) If you answered “yes” to any of the questions 4 a), b), or c): What impact do these risks have on the participant? Does it go beyond a minimal or daily risk[[4]](#footnote-4)?** |
| **e) If you answered “yes” to question 4 d): please provide a justification for exposing the subjects to these risks and explain the measures and precautions that you will take to prevent these risks from occurring.** |
| **f) How and when are participants informed about these possible risks?** |
| **g) Are any of the above risks not included in the University’s general insurance? If so, which insurance will cover these risks?** |

**5. Declaration of confidentiality**

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| **a) Please indicate how the data will be collected (specifically: visual (pictures, videos), auditory, or other kinds of records).** |
| **b) How will you assure the anonymity of the data?** |
| **c) How will you assure confidentiality of the data? Please specify how you will store the code lists and data? Who will have access? How will you protect data that cannot by anonymized (e.g., videos)?** |
| **d) Can participants request the deletion of their data at any time? If there is a moment when it is no longer possible, how do you inform participants? Please set a date (e.g. X weeks/months after participation) because at some point data deletion will not be possible anymore, e.g. after completion of data analysis or after publication.** |

Place and date Applicant’s Signature

1. This option is for researchers who are planning several studies with the same paradigm. If your new study uses the paradigm already approved by the IRB and just adds a new measure, you have to submit an amendment which will be treated with priority. [↑](#footnote-ref-1)
2. I.e., no detailed theoretical motivation of the study necessary, but please describe the methodological approach, including ethically relevant points such as special populations, assessment of medical/physiological/personal data, use of cover stories, etc. [↑](#footnote-ref-2)
3. The response must be specific as to the requested information. Subjects that may belong to particularly vulnerable populations include, for instance, minors, single parents (including minors), pregnant women, sick persons, persons who are HIV positive or who have AIDS, mentally impaired persons, chronically disabled persons, pregnant women, individuals in nursing homes, terminally ill patients, students, prisoners, armed forces personnel, impoverished persons, battered adults, abused children. If subjects are to be excluded because of age, gender, economic status, ethnic origin, etc., reasons for exclusion must be documented by the investigator(s).

   If subjects are to be excluded because of age, gender, economic status, ethnic origin, etc., reasons for exclusion must be documented by the investigator(s). If subjects are to be excluded because of age, gender, economic status, ethnic origin, etc., reasons for exclusion must be documented by the investigator(s). [↑](#footnote-ref-3)
4. „Minimal risk“: very slight and temporary negative impact on (the health of) the person [↑](#footnote-ref-4)