

Please note the following:

- **You find the deadlines for submitting your project for ethical review and the meeting dates of the AISSR Ethics Advisory Board [here](#).**
- **We recommend that you work on the Ethics Review form, the Data Management Plan and the Informed Consent modules at the same time. If that is not possible due to the preliminary stage of your research the Ethics Advisory Board might request more information to evaluate your project. During the evaluation meeting of the AISSR Ethics Advisory Board and the AISSR Data Stewards, the answers to all three modules will be reviewed .**
- **If there is a need for help from the Secretary of the AISSR Ethics Advisory Board, please enter your request in the comment box above.**
- **To share/discuss the content of this form, you can share this form by clicking the share link at the top right of this page.**
- **To upload an attachment, drag and drop the file on this page.**

*Required fields

Remember that there is never just one 'good' answer. Not all questions are necessarily relevant in your case. And there are often tensions to face (e.g. between anonymity and openness). We hope that with everyone's concerted efforts, we will be able to collectively assemble intelligence on what might be good research under the highly varied circumstances and in the highly varied settings in which AISSR members do their highly varied research.

Please be concise when you answer the following questions-and only answer the questions that are relevant in your particular case.

Who funds this research?

How is the research data obtained? *

- Directly from human participants (in person)
- Directly from human participants (online)
- Other data sources, such as secondary data

Please note that collecting data online on (social media or other) digital platforms, is considered data directly from human participants. For example, when posts of social media users are collected or when digital ethnography methods are used.

Other data source questions

3. Please specify the information sources to be used: *

4. How is this data collected?*

What do you know about the data collection? By whom and under what conditions was this data collected? Was there monetary or other kind of compensation offered? Please substantiate.

Human participant questions

5. Do you request Behavioural Science Lab (BSL) facilities? *

For example for recruitment of participants (online or lab) and/or lab reservations

Yes No

6. Will you be working with an external company/organization in the process of collecting your data?

Yes No

7. Please specify the company/organization to be used and what its role is exactly?

8. What kind of arrangements are made with this company/organization, for instance, when it comes to privacy of the participants and remuneration for participants?

How will the privacy of participants be handled when working with this organization? If the company is collecting and/or analyzing personal data on your behalf, there should be privacy arrangements should be in place. When participants are paid, will they receive at least minimum wage for their participation? Are there any other agreements or arrangements in place? Please substantiate.

9. Will you be including experiments/manipulations in your research project?

Yes No

10. What do your experiments/manipulations entail?

11. Who are your human participants (research subjects or informants), how are you recruiting them, and in what role will they be involved? Please see also the sub-questions and the explanation below.*

Make clear who your research subjects or informants are and which methods you will use when dealing with them. Which are the possible different groups that have an interest (think also of groups who are not a focus in your own project)? Are there potential tensions between (groups) of participants or others involved? Will your research involve vulnerable people, if so how will you accommodate that? Are you thinking of providing monetary or other kind of compensation? Please substantiate.

12. Make clear if at any stage of your research you will work with other institutions (e.g. healthcare providers, schools, refugee centres, universities, municipalities, etc.)? *

If this is the case, what arrangements will you make with these institutions? How will you assure that these institutions do not treat those who participate in your research differently from those who do not? How will you maintain and communicate your relative independence from these institutions?

13. How will you inform participants about your research? If you work with different groups of people, please specify per group. . If your research includes manipulations/experiments, is there deception involved in the if so, how will you debrief your participants? And please, once again take note of the sub-questions.*

How will you explain your research and its purposes to the people in your field? Will you ask people for their consent (verbal or written) to take part in the research? If so, what exactly will you ask them to consent to? If you use consent forms, please upload them as an attachment to the ethics portal. If paperwork is not convenient in the settings where you will be working, how will you explain that you are a researcher and the way you will be using what you learn? It could happen that you find yourself in a situation where your work is 'undercover' and cannot be discussed openly during the process of research. In this case, how will you still ensure decency, respect and fairness?

Sometimes, asking for informed consent from research participants is impossible or requires disproportionate effort. If this applies in your research context, please explain why. Elaborate on the context, and whether this applies to all study participants or data subjects in your study or to a specific group. Note that you should also complete the "informed consent" module.

14. . What is the potential impact of your research (both the research process as well as the output) for those participating in it and for third parties? Does this include potential negative effects? See also the sub-questions.*

What is at stake for the participants in your research and what are others likely to win or lose? First, do you intend to warn those directly involved against potential negative consequences of their participation in your research? If so, how? If not, why not? Think of situations where your informants wish to remain under the radar (such as when they are undocumented), or when governments or other organisations are at least as interested in them as you are. What kinds of risk reduction measures will you take? Do your research goals merit the risks? Second, what about other people concerned in one way or another, or other creatures involved (such as fish, if you study fisheries, and so on), what are the potential positive or negative effects for them? How do you accommodate to that?

With regard to manipulations/experiments: Is there a possibility of harming your participants in any way? Do you intend to warn those directly involved against potential negative consequences of their participation in your research? If so, how? If

not, why not? Are there sensitivities in the experiment/manipulation? Are there privacy risks involved? If a person is identified could that lead to harm?

15. How do you protect the privacy of the people involved? See sub-questions below.*

How do you protect the privacy of the people involved in your research? Will you ensure anonymity? If so, how? Will you use pseudonyms in note making or in reports, or do you plan to alter identifying information about people in your texts? Providing anonymity may come at the cost of a lack of transparency about your sources. Is that relevant in your case? If so, how do you intend to handle this tension? What will you do if the people involved actively want to be identified, or if they are public figures whose identities cannot be kept confidential?

Also consider whether both research data and contact information of your participants could be used to harm participants or others involved and/or make them a target for hostile parties, for instance when a data leak takes place. If so, explain how and why and explain which parties might misuse the data.

16. . Will you work with junior researchers or research assistants? If not, say so. If you will, how will you ensure that they work in accordance with the ethical style of your research? See sub-questions.*

How will you train junior researchers and research assistants to work ethically? How will you track their work style over the course of the project? What are the main ethical issues you expect junior researchers and assistants to encounter? Will you communicate with them about these issues before the research? How will you support junior researchers and research assistants when they encounter new ethical dilemmas and conundrums?

17. How will you protect yourself? And (if relevant) how will you protect junior researchers and research assistants working with you? See sub-questions.*

You, the other researchers and assistants involved may be confronted with physical violence, either as victim or as witness. You may feel powerless when learning about other painful situations. There may be risks in dealing with informants involved in illegal activities. You may be at risk of catching a disease. This list goes on and on. If any of these or other similar circumstances are relevant in your case, what kind of personal (practical and emotional) support will you arrange for yourself and for others involved? How will you consider coping with potential negative effects for those carrying out the research? What kind of post-research support will you arrange?

- 18. Which ethical issues do you expect to encounter in relation to your publications? What kind of data are you planning to share, such as texts, photos, video or audio recordings? What arrangements will you make with informants (and, if applicable, with the institutions you work with) about making the results of your research publicly available? See more on this in the sub-questions.***

Where, when and for whom will you publish? What, in your case, are the relevant ethical issues in this context? Where do you think your work should circulate and in which language(s)? How does this relate to your own concerns, to the concerns of your research subjects and informants, and to concerns that are otherwise pressing in the practices that you studied? Are you sure that your publications will not harm those who have put their trust in you? Think here also of visual materials: who and what is recognisable in these materials and to what effect? Have you considered what might happen to your results, what others might do with them?

- 19. Will you encounter, or do you expect to encounter, yet further ethical issues not addressed so far? For instance, concerns with regard to animals, plants or other organisms; or concerns to do with the protection or destruction of heritage objects; or to do with the legitimacy of people speaking about or on behalf of others? What will you do when new, unexpected ethical issues come up during the research project?***