To the
Ethics committee
of the
Carl von Ossietzky Universität
Oldenburg Ammerländer
Heerstraße 114 -118 26129
Oldenburg

Carl von Ossietzky
Universität
Oldenburg

Short questionnaire for requests for an ethical vote* (
Version 06/2024)

Important information:

This form can be submitted as a short questionnaire and is used as an overview for full applications. It should also serve as an initial checklist when preparing the study, as well as the participant information and the declaration of consent. However, it also helps you to decide whether a full application is necessary:
If none of the "correct/not correct" questions are answered with "not correct", this short questionnaire can be submitted as a short application.
If one or more of the "correct/not correct" questions is/are answered with "not correct", but you still consider your application to be ethically unobjectionable, a comprehensive justification for the necessity of this procedure (in relation to this question) must be provided or, alternatively, a full application must be submitted to the Ethics Committee.
In the following cases, a full application is required in all cases:

- Studies with vulnerable populations (children, persons undergoing treatment, participants with complex restrictions, inmates in detention, etc.).
- Examinations with invasive or potentially dangerous measurements (including MRI, TMS, tES, tACS, electrotactile stimulation, etc.)
- Examinations that are associated with high physical and/or mental stress for the participants (e.g. high psychological, emotional or physical stress; surveys of considerable duration)
- Studies with particularly sensitive data (e.g. origin; political opinions; religious/ideological beliefs; genetic data; GPS; biometric data that could lead to identification; sexual orientation and sex life; trade union membership; health data)

We would like to emphasize that submitting a short proposal may result in a loss of time if the proposed study is not suitable for this purpose. If you are unsure whether a short proposal is sufficient, it is generally recommended to submit a full proposal directly. In any case, the ethics committee is free to request the submission of a full proposal.
The participant information and the declaration of consent according to the templates of the Ethics Committee are part of the proposal for an ethical vote and must be **attached** to both short and full proposals. You can find these templates at the following address:
https://uol.de/en/senate/ethic/application-process-and-forms

* Adapted from short proposal of the ethics committees of the Department of Psychology of the Philipps University of Marburg and the Department 05 Psychology and Sports Science of the Johann-Wolfgang-Goethe University Frankfurt as well as the Institute of Psychology of the Humboldt University of Berlin by Prof. Dr. M. Rolfs (7.11.2023).

I. General information

1	**Title of the study:**
2	**In which specialist discipline is your application anchored?**
3	**Name and contact details of the applicants and project managers:**
4	**Who is funding the project (research organisation or notified third-party funding body)?**
5	**Project description (background, objectives, approach, expected benefits; max. 150 words):**
6	**Existing applications for review or ethics votes:**
	If the applicants have already applied to another organisation for an assessment or have already received a vote on comparable examinations, please provide the following information and enclose the vote with your application: Project name: Ethics Committee: Date of the application or vote:

General information		correct	Not correct	If not correct, description on page:
7	Applicants and project managers are familiar with the regulations of the Commission for Research Assessment and Ethics at the University of Oldenburg.	☐	☐	
8	The participant information and declaration of consent were prepared in accordance with the current template of the Ethics Committee. (https://uol.de/en/senate/ethic/application-process-and-forms	☐	☐	
9	Data collection has not yet started.	☐	☐	
9a	Planned start of data collection (please specify date) *			
10	The applicants and project managers are aware of the GDPR (DSGVO).	☐	☐	
11	A data protection concept is available for the working group of applicants and project managers.	☐	☐	

* An ethics vote is not possible if the research project has already begun. Please note the dates of the committee meetings.

II. Participants and voluntary participation

12	**Number of participants:**
	N =
13	**Age:**
	☐ < 12 years ☐ 12-18 years ☐ > 18 years ☐ > 60 years
14	**Compensation:**
	☐ No expense allowance ☐ No allowance → How much €/h? ☐ Vouchers → How many? ☐ Feedback ☐ Other (please specify):
15	**Proportionate compensation if the examination (participation) is cancelled:**
	☐ Yes ☐ No
16	**Vulnerable samples (persons with interests worthy of protection):**
	☐ Not applicable ☐ Persons in treatment ☐ Inmates in (disciplinary) detention ☐ People with complex restrictions ☐ Other (please specify):

Voluntariness of the participants		correct	Not correct	If not correct, description on page:
17	The voluntary nature of participation is ensured; in particular, there is no direct relationship of dependency between the person responsible for the project and the test subjects (e.g. therapist-patient).	☐	☐	
18	The amount of the expense allowance does not limit the voluntariness.	☐	☐	
19	Only persons who are not under persistent health or psychological stress and who have full legal capacity are examined (counterexamples: children, inmates in detention, patients).	☐	☐	

III. Examination setup, exposure and risks

20	**Measures:**
	☐ EEG ☐ Interview ☐ fMRI ☐ Behavioural data (e.g. reaction times) ☐ TMS ☐ Surveys ☐ tDCS ☐ Videography / Audiography ☐ Genetic analyses ☐ Pharmacology ☐ GPS ☐ Peripheral-physiological measurements ☐ Focus groups ☐ EMA/Experience Sampling ☐ Eye tracking / Motion tracking ☐ Other measurements:
21	**Stimulus material:**
	Emotional content: ☐ Yes → Declaration section VI. or in the full application on page: ☐ No **Sexual content:** ☐ Yes → Declaration section VI. or in the full application on page: ☐ No **Physical risks:** ☐ Yes → Declaration section VI. or in the full application on page: ☐ No
22	**Multiple meetings:**
	☐ Yes → How many? ☐ No

23	**Duration of the examination (hours in total):**
24	**Participants must undress:**
	☐ Yes → The affected body area is: ☐ No
25	**How demanding is the examination in your opinion (select a level):**
	Low 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ ***High*** → What does the exposure consist of?

Exposure and risks of participation		correct	Not correct	If not correct, description on page:
26	The participants are not physically stressed beyond the usual level in everyday life (e.g. through MRI scans, performance diagnostics, etc.).	☐	☐	
26a	*The participants are not under particular mental stress (e.g. due to duration of activity, aversive stimuli, negative experiences, sustained deception with personal relevance).* ***[If "correct" is selected, please skip 26b.]***	☐	☐	
26b	In case of particular mental stress, the participants will be supported during and after the study if necessary or will be given the contact details of a contact point that has been informed about the study in advance.	☐	☐	
27	The participants do not disclose any confidential information (e.g. health information, financial circumstances or their religious, sexual or political views).	☐	☐	
28	The tests are only carried out by investigators who are adequately trained for the type of data collected.	☐	☐	

IV. Participant information (clarification)

Informing the participants		correct	Not correct	If not correct, description on page:
29	Prior to the examination, a clarification is provided about the duration of the examination.	☐	☐	
30	The invitation to participate already includes information about the examination methods used in the study and the resulting necessities (e.g. partial undressing for ECG) as well as stresses and risks (e.g. electrotactile stimulation; psychological or emotional stress).	☐	☐	
31	Prior to the examination, the participants are informed about compensation and other commitments.	☐	☐	
32	Prior to the examination, comprehensive information is provided about the voluntariness of participation.	☐	☐	
33	Prior to the examination, comprehensive information is provided on the possibility of cancelling participation at any time and without consequences.	☐	☐	
34	Prior to the examination, information is provided about the type of information that will be requested (e.g. confidential information such as medical history, autobiographical experiences, political and religious attitudes, ethnicity, finances and migration background).	☐	☐	
35	Prior to the investigation, information is provided on the duration and type of data storage (anonymisation or pseudonymisation; who has access to the data; how personal data is secured).	☐	☐	
36	Prior to the study, the participants are informed about their rights in accordance with the GDPR (DSGVO), including the possibility of having their own data deleted retrospectively or, in the case of anonymous data collection, that there is no possibility of subsequent deletion.	☐	☐	
37	A clarification will be provided about the objectives of the examination before - or if not otherwise possible - at the latest immediately after participation.	☐	☐	
37a	There is no deception of the subjects (i.e. misleading or false information about study objectives and procedures; manipulated feedback on performance; false information about the veracity of stimulus material). ***[If "correct" is selected, please skip 37b.]***	☐	☐	

37b	In case of deception, comprehensive information about the true objectives of the test is provided after the end of the test.	☐	☐	
38	The information is written in a generally understandable and age-appropriate way.	☐	☐	
39	Participants receive the contact details of the project managers with the information and consent form.	☐	☐	
40	If random results are to be reported back to participants, their consent will be obtained before the start of the study. Anyone who does not wish to provide feedback cannot participate in the study. Insurance implications must be pointed out.	☐	☐	

V. Data protection

41	**How confidential is the data collected? (select a level)**	
	Low 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ ***High***	
	Where is the raw data saved? ☐ Within the university ☐ Another research centre: ☐ Within Germany ☐ Outside of Germany, but within the EU ☐ Outside the EU	

		correct	Not correct	If not correct, description on page:
42	No video or audio recordings are planned.	☐	☐	
43	No recordings (such as interviews with biographical details, GPS data, genetic or biometric measurements) are planned that allow the risk of (re-)identification of the individual participants.	☐	☐	
44	No particularly sensitive data is collected (e.g. origin; political opinions; religious/ideological beliefs; sexual orientation and sex life; trade union membership; health data).	☐	☐	
45	The data is either completely anonymised (i.e. there is no coding list, so that it is no longer possible to assign the data to individuals) or pseudonymised (i.e. personal data is replaced by a code).	☐	☐	

VI. Optional: Reason for necessity of points answered with "not correct":

Item-number	Explanation

Place, date

*Signature of applicant

*In the case of student theses, the supervising professor must also act as applicant and co-sign the application.