To the

Ethics Committee of the Institute of Psychology

Humboldt-Universität zu Berlin
Lebenswissenschaftliche Fakultät
Unter den Linden 6
10099 Berlin

Short questionnaire for requests of ethical approval*

(Version 06.2021)

Important notes:
This form can be submitted as a short application and is used as an overview for full applications. At the same time, it is intended to serve as an initial checklist for the preparation of the study, as well as for information on the study and the consent form. It is also a decision-making aid as to whether a full application is necessary:

If none of the "true/not true" questions are answered with "not true", this short questionnaire can be submitted as a short application.

If one or more of the "true/not true" questions is/are answered with "true", but you still consider your application to be ethically unobjectionable, a comprehensive justification for the necessity of this procedure (with regard to this question) must subsequently be provided or, alternatively, a full application must be submitted to the Ethics Committee.

In any case, a full proposal is required in the following cases:

- Investigations with vulnerable populations (children, patients undergoing treatment, subjects with disabilities, inmates in correctional institutions, etc.).
- Investigations involving invasive or potentially dangerous measurements (including MRI, TMS, TES, tACS, electrotactile stimulation, etc.).
- Examinations that are associated with a high level of physical and/or mental stress for the subjects (e.g., severe psychological, emotional, or physical stress; surveys of considerable duration)
- Surveys 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 sexual life; trade union membership; health data).

We strongly caution that submitting a short application may result in a loss of time if the proposed study is not appropriate for this purpose. If you are unsure whether an abbreviated application is sufficient, it is usually advisable to submit a full application directly. In any case, the ethics committee is free to request the submission of a full proposal.

Subject information and informed consent according to the templates of the Ethics Committee are part of the application for an ethical vote and must be attached to both short and full applications. You can find these templates at the following address:
https://www.psychologie.hu-berlin.de/de/institut/intra/ethik/

*** Adapted from short applications of the Ethics Committees of the Department of Psychology of the Philipps-University Marburg and the Department of Psychology and Sports Science of the Johann-Wolfgang-Goethe-University Frankfurt.**

I. General Information

1	**Title of the study:**
2	**In which psychological discipline does your proposal fall (e.g., cognitive psychology, social psychology, clinical psychology, etc.)?**
3	**Name and contact details of the applicant and the project leader:**
	v
4	**Who is funding the project (research sponsor or notified third-party funder**
5	**Project description (background, objectives, approach, expected benefits; 150 words max.):**
6	**Existing requests for peer review or ethics votes for the project.**
	If the applicant(s) have already applied for review from another agency or have already received a vote on similar research, please provide the following information and include the vote with your application: Project name: Ethics Committee Date of application or vote:

General Information		True	Not True	If not true, justification on page
7	The ethics guidelines of the Institute of Psychology at the Humboldt University of Berlin are known to the applicants and those responsible for the project.	○	○	☐
8	The subject information and consent form were prepared according to the template of the Ethics Committee.	○	○	☐
9	Data collection has not yet begun.	○	○	☐
10	The applicants and project managers are aware of the GSDVO.	○	○	☐
11	A data protection concept is available for the working group of applicants and project managers	○	○	☐

II. Participants: demographics and voluntary participation

12	**Number:**
	N = ☐
13	**Age:**
	☐ < 12 years ☐ 12-18 years ☐ > 18 years ☐ > 60 years
14	**Compensation:**
	☐ No compensation ☐ Financial compensation -> How much €/h? ☐ ☐ Test subject credits (Versuchspersonenmarken) → Number? ☐ ☐ Feedback about results ☐ Other (please specify): ☐
15	**Pro rata remuneration if the examination is discontinued:**
	◯ Yes ◯ No
16	**Vulnerable groups (individuals with interests worthy of protection):**
	☐ not applicable ☐ Patient:in treatment ☐ Inmates in (correctional) institutions ☐ People with (mental) disabilities ☐ Other (please specify):_____ ☐

Voluntary nature of the participants		True	Not True	I not true, justification on page
17	The voluntary nature is ensured; in particular, there is no direct relationship of dependency between the person responsible for the project and the volunteer (e.g. therapist-patient).	◯	◯	☐
18	The amount of the compensation does not limit the voluntary nature of participation.	◯	◯	☐
19	Only persons who are not under persistent health or psychological stress and who have full legal capacity are examined (counterexamples: children, inmates in a correctional facility, patients).	◯	◯	☐

III. Study design, stress and risks

20	**Messungen:**
	☐ EEG ☐ Interview ☐ fMRT ☐ Behavorial data (e.g. reaction times) ☐ TMS ☐ Questionaires ☐ TDCS ☐ Video / Audio ☐ Gen analysis ☐ Pharmacology ☐ GPS ☐ Peripheral physiological measurements ☐ Eye tracking / Motion tracking ☐ EMA/Experience Sampling ☐ Other measurements:
21	**Stimulus Material:**
	Emotional Conent: ◯ Yes → Statement Section VI or in the full application on page ☐ ◯ No **Sexual Content:** ◯ Yes → Statement Section VI or in the full application on page ☐ ◯ No **Physical Risks:** ◯ Yes → Statement Section VI or in the full application on page ☐ ◯ No
22	**Multiple Sessions:**
	◯ Yes → how many? ☐ ◯ No
23	**Duration of the examination (in hours total):**
	☐
24	**Will participants need to undress:**
	◯ Yes → The body area in question is: _____ ◯ No
25	**How demanding do you consider the examination to be (choose a level)**
	Not at all ◯ 0 ◯ 1 ◯ 2 ◯ 3 ◯ 4 ◯ 5 ◯ 6 ***Very Demanding*** → what is the nature of the demand? ☐

Stress and Risks of Participation		True	Not True	if not true, justificcation on page
26	The test persons are not physically stressed beyond the usual level in everyday life (e.g. by MRI scans; by substance, drug or placebo administration; by sports medicine diagnostics; by blood sampling; etc.).	○	○	☐
26a	The test persons are not particularly mentally stressed (e.g., by duration of activity, aversive stimuli, negative experiences, sustained exposure with personal relevance).). ***[If "true" is checked, please skip 26b]***	○	○	☐
26b	In the case of special mental stress, the participant will receive support during and after the study, if necessary, or will be given the contact data 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 attitudes).	○	○	☐
28	The test persons do not have to undress (even partially).	○	○	☐
29	Experiments will be conducted only by investigators who are adequately trained for the type of data being collected.	○	○	☐

IV. Participant Information: Informed Consent

Informed Consent of participants		True	Not True	if not true, justification on page
30	Prior to the study, the participant is informed about the duration of the examination.	○	○	☐
31	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).	○	○	☐
32	Prior to the study, there is a clarification of compensation and other benefits to the participant.	○	○	☐

33	Prior to the study, a comprehensive explanation of the voluntary nature of participation is provided.	◯	◯	▭
34	Prior to the study, a comprehensive explanation of the possibility of withdrawing from participation at any time without consequences will be provided.	◯	◯	▭
35	Prior to the study, the participant is informed about the type of information that will be requested (e.g., confidential information such as medical history, autobiographical experiences, political and religious attitudes).	◯	◯	▭
36	Prior to the study, information is provided on the duration and type of data storage (anonymization or pseudonymization; who has access to the data; how personal data is secured).	◯	◯	▭
37	Prior to the study, the participants will be informed about their rights in accordance with the GDPR, including the possibility of having their own data deleted afterwards or, in the case of anonymous data collection, that the possibility of subsequent deletion does not exist.	◯	◯	▭
38	Information about the aims of the study is provided before or, if not otherwise possible, immediately after participation.	◯	◯	▭
38a	There is no deception of subjects (i.e., misleading or false information about study objectives and procedures; manipulated feedback about performance; false information about the truthfulness of stimulus material). ***[If "true" is checked, please skip 38b]***	◯	◯	▭
38b	In the event of deception, the true objectives of the test will be fully explained after the end of the test.	◯	◯	▭
39	The information is written in a generally understandable and age-appropriate manner.	◯	◯	▭
40	Subjects receive the contact details of the persons responsible for the project with the information and consent form.	◯	◯	▭
41	If random findings are to be reported back to participants, their consent will be obtained before the start of the study. In case of a feedback of random findings, offers for support of the participants will be made.	◯	◯	▭

V. Data Protection

42	**How confidential is the data, which is collected? (select a level)**
	Not at all ◯0 ◯1 ◯2 ◯3 ◯4 ◯5 ◯6 ***Very***
	Where is the raw data stored? ◯ Within the HU ◯ Other research center: _____ ◯ Within Germany ◯ Outside Germany, but within the EU ◯ Outside the EU

		True	Not True	if not true, justification on page
43	There are no video or audio recordings.	◯	◯	☐
44	No recordings (e.g. interviews with biographical details, GPS data, genetic or biometric measurements) are foreseen that would allow the risk of (re-)identification of the individual subjects.	◯	◯	☐
45	No particularly sensitive data is collected (e.g. origin; political opinions; religious/ideological beliefs; sexual orientation and sexual life; trade union membership; health data).)	◯	◯	☐
46	The data are either completely anonymized (i.e., there is no unblinding list, so that it is no longer possible to assign the data to individuals) or pseudonymized (i.e., personal data are replaced by a code).	◯	◯	☐

VI. Optional: Reason for necessity of items answered with "not true"

Item Number	Explanation