![hhu Heinrich Heine Universität Düsseldorf]

**Ethics Committee for non-invasive research on humans
of the Arts and Humanities Faculty
at Heinrich-Heine-Universität Düsseldorf**

Application Guide

Introduction

The Ethics Committee for Non-Invasive Research on Humans of the Faculty of Arts and Humanities (Philosophische Fakultät) at Heinrich-Heine-Universität Düsseldorf was established in 2019 to facilitate research involving human subjects. In various fields covered by the faculty, ethics reviews have become a standard requirement in both grant applications and scholarly publishing. These reviews are intended to maximize the protection of the persons involved, and to minimize any risks the collection and storage of (sensitive) information may pose. The committee's purpose thus does not consist in judging whether any given project is 'ethical' in its scope, questions, or research objectives; rather, the committee aims to ensure that basic standards are met in all interactions with 'human subjects', i.e. persons who have agreed to participate in a study as research subjects. In the humanities, common types of involvement include surveys, questionnaires, and the testing of spoken and written verbal utterances.

Eligibility

Professorial, Postdoctoral, and Doctoral researchers who are members of the Faculty of Arts and Humanities (Philosophische Fakultät) at Heinrich-Heine-Universität Düsseldorf, and who will be employed by and/or affiliated with the university for the duration of the project are eligible to apply, and to serve as faculty advisers. M.A. and B.A. students should contact their faculty adviser(s) to determine whether an application to the Ethics Committee is appropriate for their project. If an ethics review is deemed necessary, an application should be submitted jointly by the student and at least one faculty adviser.

How To Apply

Applications should be submitted via email to the Chair of the Ethics Committee, Univ.-Prof. Dr. Soelve I. Curdts - curdts@hhu.de
Please use the application form provided. Be sure to complete all parts of the form; incomplete applications will not be considered.
Applications are accepted in English and German.

How to complete the application form

This guide will walk you through all parts of the application form. Both in this guide and in the application form, the terms 'participants' and 'subjects' are used interchangeably to describe persons who have agreed to participate in the study as research subjects.

Part One - Applicants

Please state personal information including name, academic title, and departmental affiliation for all applicants. Your application should list at least one applicant, a co-applicant where pertinent, and a faculty adviser (if the applicant is a student). Applications must be supported by at least one eligible faculty adviser. Single professorial, postdoctoral, or doctoral applicants should list their information under both 'applicant' and 'faculty adviser'. Co-applicants should determine who will serve as faculty adviser for the project, and list that person both as applicant or co-applicant, and as faculty adviser. The faculty adviser assumes full responsibility for the project, and confirms that s/he is prepared to do so by checking 'yes' in the box provided.

Part Two - Project

Project Description

Please provide an overview of the project, its context, scope, aims, and general methodology. Design and Experiments will be described in subsequent sections.

Design

Please describe the design of the study, and how subjects/participants will be involved. Be specific about the kinds of participation you envisage: Questionnaires? Interviews? Laboratory tests or experiments?

Experiments

Please describe the experiments you will be carrying out for this project. Describe any questionnaires, interviews, laboratory tests and equipment as well as any audio-visual or medical devices to be used.

Part Three - Participants

This part asks for information on who will be participating in the study, and any risks to which participants may be exposed. You will also be asked to specify what measures (if any) will be taken to mitigate potential risks.

Part Four – Recruitment and Information

In this part, you will be asked to provide information on how participants will be recruited and informed.
Under "How will participants be recruited for the study?" please list recruitment procedures you will be using. For example, will participants be recruited online? By campus ad? By word of mouth?
The remainder of this part concerns information you are planning to provide to or withhold from participants as well as the form this information will take. Will participants be informed in writing? What part(s) of the study will be made transparent? Will information be (partially) withheld? If so, why? For example, you might withhold a project's aims and objectives, or initially provide 'misleading' information if you are seeking to study forms of discrimination, discriminatory attitudes etc. Please give as much detail as possible.

Part Five – Consent and Withdrawal

In this part, you will be asked to specify how participants' voluntary consent is obtained. Please ensure that participants are made aware that they can withdraw at any time.

Part Six – Data

This part is concerned with data you will be collecting from participants, and how personal data will be processed and stored. First, you will be asked to list the data to be collected; please check all that apply. The remaining questions in this part cover whether and, if so, how data will be anonymized or pseudonymized, how data will be stored and for how long, who will have access to the data collected, and how data will be shared and published. Please give as much detail as possible.

Part Seven – Final Disclosures

Please provide any additional information you wish to disclose.