# Application for ethical approval

## This document is the official application template for ethical approval by *The Faculty of Social Sciences Research Ethics Committee.*

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| The application must be completed in accordance with the guidelines provided below and submitted as a pdf to [legal@samf.ku.dk](mailto:legal@samf.ku.dk) with the subject line ‘Application for Ethical Approval’. The application will then be forwarded to the Research Ethics Committee, who will evaluate applications on a running basis. The length of the application should be no longer than 3000 words (section 1 below not included).  Please only write in the designated, grey areas and avoid deleting any of the supplementary text. Please do not use acronyms without introducing them first. Any contact with the Committee must be through the abovementioned mail. The information provided in this application will be treated as strictly confidential and will only be handled by research officers at the Faculty. |  |

## 1. Basic Contact Information

Name of submitter: Name

Email: Email

Phone: Phone

Affiliation to the Faculty of Social Sciences: Title/position, e.g. postdoc or professor  
Department: Department

Date of submission (application): dd-mm-yyyy

Date of project start: dd-mm-yyyy

Date of project finish/finalized: dd-mm-yyyy

**Project participants**

*Include the names of all researchers and project participants, who will be a part of the collection, analysis and/or handling of data and informants in any capacity (both inside and outside the Faculty of Social Sciences).*

Name, email, position, institutional affiliation

Name, email, position, institutional affiliation;

Name, email, institutional affiliation;

Etc.

## 2. Project information Title of project

Please provide the title of the project

**Funding**

*Please specify if the project is funded by any external grants.*

Description including name of foundation, grant-type and year (approx. 200 words)

**The reason for the application for ethical approval**

*Please describe why you need an ethical approval of the project from SAMF Research Ethics Committee. If your project has been subject to an ethical review by some other authority, please attach this to the application.*

Description (approx. 200 words)

**Aim**

*Please provide a description of the research project’s main research aims and goals (should be understandable for non-peers).*

*Please also attach the research proposal.*

Description (approx. 200 words)

**Method**

*Please provide a brief description of the main research method employed (e.g. interviews or textual analysis), estimated size of empirical data (e.g. 10 interviews) and type of informants (e.g. particular age range, gender, cultural grouping, etc.)*

Description (approx. 300 words)

**Location of data collection and project**

*Please specify (a) where the research data will be gathered, and (b) where the research project will be physically located. In case of more than one location please specify.*

Description (approx. 200 words + 100 words per additional location)

**Information provided to informants**

*Please specify what and how informants will be informed prior to the collection of data and how their consent to participate will be given. If information cannot be given or it is not relevant to inform the people involved before research is carried out, please state the reasons why.   
If letters of information and/or informed consent will be used, please attach the templates.*

Description (approx. 200 words)

**Recruitment of informants**

*Please specify how informants will be recruited to participate in the project.*

Description (approx. 200 words)

**Opt-out options provided to informants**

*Please specify whether and - if possible - how informants are able to opt out of the project/withdraw their consent before, during and after the research has been conducted. If no such possibility is given, please specify why (e.g. due to the anonymization of the data).*

Description (approx. 200 words)

## 3. Storage/Archiving of data and anonymization

**Storage/Archiving of data (during project)**

*Please specify how research data will be stored/archived during the project period.*

Description (approx. 200 words)

**Storage/Archiving of data (after project)**

*Please specify how research data will be stored/archived after the project period (deleted, shipped off to third party, etc.). If a third party is involved, please include the contract.*

Description (approx. 200 words)

**Transfer and sharing of data**

*Please specify whether and under what conditions the research data (or parts of it) will be shared with collaborators (include name, position, and country) as well as reason for sharing.*

Description (approx. 200 words, collaborators’ names, positions, and countries not included)

**Anonymization of data**

*Please specify whether, and if relevant, how data will be anonymized for publication and/or storage.*

Description (approx. 200 words)

## 4. Ethical considerations

*Please describe your considerations regarding the balance between the benefits of the project and the potential risks of the project. Please provide examples of situations where you must weigh competing ethical dilemmas/obligations. Please reflect on the following topics, if relevant 1) possible risks and disadvantages for participants as well as researchers and how these will be handled 2) informed consent vs. covert research 3) considerations regarding vulnerable participants and/or questions about vulnerability which may arise during the course of the research 4) risk of incidental findings and how these will be handled 5) issues related to data protection and privacy and 6) other possible considerations.*

Description (approx. 300 words)

## 5. Additional information

**Additional information**

*Should there be any additional information that is vital to the project and cannot be included under the above, please provide it below.*

Additional information