**Ethical Permission Application Form**

The application form should be submitted ONLY electronically using *word* format

**Please read the instructions carefully before completion!**

**All enclosures should be part of the present document**

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|  | **Name of the Principal Investigator (PI)[[1]](#footnote-1)** |  |
|  | Academic degree of the PI |  |
|  | Place of work of the PI (Faculty/Institute/Department) |  |
|  | Job title of the PI:  Is the PI employed  by ELTE ?  yes/no[[2]](#footnote-2) |  |
|  | E-mail address of the PI |  |
|  | Title of the research: |  |
|  | Research fields related to the topic of the present research (e.g. cognitive psychology, etc) |  |
|  | Other researchers involved (e.g. students, etc.) |  |
|  | Expected dates of the beginning and the end of the research |  |
|  | The research is funded by  (grant, etc) |  |
|  | Date of the submission of the application |  |
|  | Goal of the research (min. 100, max. 200 words) |  |
|  | Age of the participants (if any) of the study  (please underline) | below 3 years  between 3-14 years  between 14-18 years  above 18 years |
|  | **Age of the participants**  (is important with respect to the form of consent of participation.) Please indicate by underlining which case applies. | If the age of the participant child is ***under 3 years***, the description of the research must be shown to the legal representatives/parents exercising parental control (typically: *parents* in all age groups, see below) of the child and only they can give their consent in writing. Please, attach the description of the research and the consent form. If the research or the recruitment takes place in an institute (i.e., nursery, kindergarten, school), the ethical permission is only valid with the written consent of the head of the host institute.  If the age of the participant child is ***between 3-14 years***, the parents give permission in writing and verbal permission is expected from the child taking part in the study. Please, attach the description of the research and the consent form as well as the content of the information given to the child. If the research or the recruitment takes place in an institution (i.e., kindergarten or a school), the ethical permission is only valid with the written consent of the head of the host institute.  If the age of the young participant is ***between 14-18 years***, the description of the research must be given to both the parents and to the person participating in the study and both of them must sign the consent form. If data collection during the research is performed anonymously and these do not allow the personal identification of the participants and the research does not involve particularly sensitive issues (such as sex, religion, drugs, politics, etc.) the *passive consent of the parents* is acceptable. Please attach the description of the research and the consent form. If the research or the recruitment takes place in an institution (i.e., a school), the ethical permission is only valid with the written consent of the head of the host institute.  If the age of the participant is ***over 18 years***, the research must be explained to the persons taking part in the study in sufficient detail and they must give their consent in writing. Please, attach the corresponding documents.  If the age of the participant is over 18 years but he/she is incapacitated in any way, the consent of a legal representative is indispensable. |
|  | Method of the selection of the participants.  (If relevant, please attach the appropriate documentation: text of the advertising, invitation letter, etc.) |  |
|  | Venue of research. |  |
|  | Short (max 200 words) description of the study  (The research protocol should be described in detail. The theoretical background of the research is not relevant from the ethical point of view.) |  |
|  | Do the data collected during the research allow personal identification?  (Will personal data be collected?) | YES – NO  (if the NO answer is selected it means that data will be collected anonymously and that there is no way in which the participants’ personal identity can be identified. (i.e., no voice recording, e-mail address, healthcare-number, home address, or similar information will be collected).  (if the YES answer is selected it means that for this case general regulations corresponding to data processing apply (See Privacy notice).  For the purposes of this information sheet (and of GDPR), **’data subject’ shall mean** a natural person who has been identified by reference to specific personal data, or who can be identified, directly or indirectly; **’personal data’** means any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person .  If no such data are collected the use of the ‘Privacy notice’ is not necessary. |
|  | What kind of questionnaires, tests and other metering devices are planned to be used (if there are such devices)?  Please add the appropriate references as well.  Please attach the questionnaires and tests to the end of the application and specify the link of the online questionnaires. Also, list the factors concerning the development of these devices that may have ethical relevance. |  |
|  | What kind of equipment, instruments, tools will you use?  Please, attach the appropriate documentation (not necessary if this has been approved earlier). |  |
|  | Describe how the classified short and long-term archiving of the collected data, and that personal identification will be handled. If the person agreed to participate by allowing his/her name to be known, how is the classification of the personal data ensured?  Where, for how long, and in what format will you store the collected data? |  |

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| The YES response to any of the questions below  does not mean that the study cannot be performed.  Please underline the appropriate option. | | | | If you had chosen the YES option for any of the questions below describe how the physical and psychological safety of the participants will be ensured during the study. |
| 1. **2** | Does the study entail the presentation of unpleasant stimuli? | NO | YES |  |
|  | Does the study entail the introduction of unpleasant conditions? | NO | YES |  |
|  | Does the study entail pain? | NO | YES |  |
|  | Does the study entail deprivation of water, food, or sleep? | NO | YES |  |
|  | Does the study entail the application of certain types of medication or psychoactive substances? | NO | YES |  |
|  | Do disabled persons participate in the study? | NO | YES |  |
|  | Do mentally handicapped persons take part in the study? | NO | YES |  |
|  | Does the study involve the participation of minorities (or any other socially vulnerable groups)? | NO | YES |  |
|  | Does the study entail potential physical injury? | NO | YES |  |
|  | Does the study entail voluntary deception of the participants and/or the (partial) concealment of the goals of the study? | NO | YES |  |
|  | Does the study entail any kind of procedures that may even involuntarily cause anxiety or suffering (such as an in depth interview)? | NO | YES |  |

**Special conditions (to be completed if these questions are RELEVANT from the point of view of the planned research). If they are irrelevant, please use the ‘N/A’ option.**

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| --- | --- | --- |
|  | If it is difficult to ensure pre-arranged consent of participants (e.g. research in a public field) explain how the protection of participants, their follow-up or simultaneous referencing and involvement is provided, or what explanation can be given if these conditions cannot be met. |  |
|  | If the research activity does not directly concern persons (e.g. analysis of documents, historical or archives research or research of public fields) but there are individuals (with personal data) indirectly involved, how are the possible ethical concerns (personal identification, their right to present their view, etc.) dealt with? If there are directly and also indirectly involved individuals, how are they separated during the research process? If the data allow the identification of persons, then generally applicable rules pertaining to data processing (see ‘Privacy notice’) apply. |  |
|  | If the research implies personal involvement or action-research, briefly outline how active involvement of participants are carried out. Explain how the research activity may influence the group and/or individuals involved, the localities and communities. Do the involved individuals have the chance to express their view on the results of the research? If yes, how is this achieved? If the answer to the last two questions is no, provide an explanation. |  |
|  | Does the research have (deferred) pedagogical effects? Does it interfere with pedagogical processes? How may these effects influence the participants (especially if they are children)? |  |
|  | In case of research of archives, how is the confidentiality of personal data assured during research and/or publication? When research is conducted in public and private archives the pertaining law (1995. LXVI. 24.§) applies which should be taken into account. |  |
|  | Are there any other ethical aspects of the study not been mentioned above? If yes, please provide a brief description. |  |

**The Research Ethics Committee of ELTE Faculty of Pedagogy and Psychology draws attention to the following:**

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| In case the planned research might have ***biomedical or medical aspects***, the principles recorded in the Declaration of Helsinki (18th World Medical Assembly, 1964) will apply (modification in 2013: LAM 2014,24,152-158). If there is such an aspect, the application must also be approved by the Regional Institute Scientific and Research Ethics Committee of Semmelweis University (1091 Budapest, 93 Üllői Road) or by the the Scientific and Research Ethics Committee of the Medical Research Council (1051 Budapest, Széchenyi István tér 7-8.). |
| In case of ***animal research*** the requirements of Act XXVIII of 1998 (on Protection and Humane Treatment of Animals, Magyar Közlöny, 01. 04. 1998) must be taken into account. |
| The Research Ethics Committee may request any written materials which are to be given to the participants (e.g. recruiting poster, advertisement, consent form, questionnaire, etc). |
| After completion of the research it is required to prepare **a final report** (8-10 sentences) which the Research Ethics Committee may request. This report is a summary of the results, but it might also include information concerning problems related to the research procedure. This kind of information may be useful in the future. |
| ***Consent form and Description of the Research*** The proposed forms (which are to be adapted to the characteristics of the study) should be attached. The participants should give their consent before taking part in the study voluntarily and must be in possession of all essential information. It must be made clear that the participant has the right to withdraw from the study at any time. |
| Please do not forget to attach the text of the ***Recruiting Advertisement***. |
| The study should begin by informing the participant in detail about the study (reading and filling out the Consent form and Description of the Research). The fact that participation is anonymous, voluntarily and can be withdrawn at any time must be emphasized in the Consent Form and Description of the Research presented in the appendices of this application..  In case of online test the participant should state their consent with a ”yes” reply (or a “check”) before filling out the questionnaire.  In case of obtaining medically or psychopathologically significant information (**’incidental finding’;** these may be related to the health condition of the participant such as suicidal thoughts, abnormal EEG, etc.), it is necessary to inform the participant (if his/her identity can be established) about it with adequate care and to indicate the necessity of a proper medical check-up. |
| In case a question in this Application may not be relevant from the point of view of the proposed research that question should be labelled by using the N/A denotation. |
| In case of research studies that are led by an accredited lecturer of ELTE PPK but are (partly or entirely) **not taking place** **in Hungary**, the permission of the competent Research Ethics Committee of the countries involved is necessary. |
| Please specify by all means (1) that the Consent Form and Description of the Research which contains personal data will be placed safely with a third party who will not have direct contact with the participants; (2) that a coded identifier will be assigned to the rest of the documents; (3) the digital format of data storage; (4) for how long and where the raw data (filled-out questionnaires, recordings) and the processed data (digitized, analysed by its content, etc.) and the Consent Forms will be stored. |
| In case of a data processing and protection incident (such an incident is the compromise of security that results in the incidental or voluntary damage, loss, alteration, liquidation, illegal publication or access to personal data) please contact immediately the Data Protection Officer of the University which should be done within 72 hours at the following address:  Rector’s Cabinet  1053 Budapest, Ferenciek tere 6.  Tel.: +36-1-411-6500/2855  Email: adatvedelem@rk.elte.hu |

The Research Ethics Committee has examined the research plan and found the following shortcomings:

Appendix/Enclosure #1

**Informed Consent and Description of Research (offline study)**

IN CASE PERSONAL DATA ARE COLLECTED

(SAMPLE COPY!!! Please provide adequate description of your study. Erase all documents/declarations that will not be used and also all lines shown in red color.)

You are about to participate in a research coordinated by ……….(name and e-mail address of the Principal Investigator as specified in the Ethical Permission Application Form). The research is carried out by highly qualified professionals and their assistants. The aim of this study is …….. ……………(summarized briefly as outlined in the Ethical Permission Application Form).

Participation is voluntary. Performing the various tasks and filling out the questionnaires is harmless and it is without any foreseen risks. It is possible to suspend participation so that it should not be tiresome. It is also possible to withdraw consent and terminate participation at any time without any reason and without any consequences. Monetary compensation is **due/not due** for participation.

During the study recording of the electroencephalogram will also be performed by electrodes attached to the top of the head. The recording has no health hazards, causes no pain, and technically is identical to the EEG recording used in medical practice, just like the ECG. This investigation lasts for about …. minutes.

The results of this study later may be used in publications and will also be presented at scientific conferences. If requested, written or verbal information will be provided on these events.

All information (including video and/or audio material, if it was part of the research) collected during this research will be handled with strict confidentially. Data obtained during the research is stored as coded information on a secure computer and paper-based material (e.g. questionnaires) is kept in a safe or a locked office also in a coded format. The individual codes are provided by the assistant in charge, and these are accessible and known only to her/him. Data of the research are analyzed statistically during which no personal identification is possible. The document with the rules regulating personal data processing (General Data Protection Regulation, GDPR) is attached with its enclosures.

No medical or laboratory report will be prepared about the results of the study. Verbal account can be provided about the findings upon request.

Please sign the agreement below if you agree with the conditions outlined above and endorse participation in the study. We thank you for your collaboration.

I………………(undersigned) declare that I was given thorough information regarding the circumstances of my participation in the present research. I agree with the conditions and to participate in the study. I also give my consent to use the anonymous data collected during this process so that these may be accessible to other researchers. I reserve the right to terminate my participation at any time in which case the data belonging to my person should be erased.

I am not (and have not been) treated for any kind of neurological or mental disease .

*ELTE FEP ………………………………………….(e.g. Head of Dept./Research Group) as data processor handles my above personal data confidentially and does not allow access to these for other data processing or data analyzing organizations of any kind. Details of this statement are found in the “Privacy notice” which I agree with as proven by my signature.*

Budapest,…………………………………………………….

date signature

Appendix/Enclosure #2

**Informed Consent and Description of Research (online study)**

IN CASE PERSONAL DATA ARE COLLECTED

(SAMPLE COPY!!! Please provide adequate description of your study. Erase all documents/declarations that will not be used and also all lines shown in red color.)

You are to participate in a research coordinated by ……….(name and e-mail address of the Principal Investigator as specified in the Ethical Permission Application Form). The research is carried out by highly qualified psychologists/pedagogues and their assistants. The aim of this study is …….. ……………(summarized briefly as outlined in the Ethical Permission Application Form).

Participation is utterly voluntary. Performing the various tasks and filling out the questionnaires is harmless without any detrimental after-effects. It is possible to suspend participation so that it should not be tiresome. It is also possible to terminate participation at any time and to decline from answering questions without having to give reasons for this. Monetary compensation is **due/not due** for participation.

Questionnaires have to be filled out during the study and… (please, describe what the participant will be requested to do) which will last for about …. minutes.

The results of this study will later be used in publications and will also be presented at scientific conferences. If requested, written or verbal information will be provided on these events.

All information (including video and/or audio material, if it was part of the research) collected during this process will be handled strictly confidentially. Data obtained during the research is stored as a coded information in a secured computer and paper-based material (e.g. questionnaires) is kept in a locked chest also in a coded format. The individual codes are provided by the assistant in charge, and these are accessible and known only to her/him. Data of the research are analyzed statistically during which no personal identification is possible. The document with the rules regulating personal data processing (General Data Protection Regulation, GDPR) is attached with its enclosures.

No medical or laboratory report will be prepared about the results of the study. Verbal account can be provided about the findings upon request.

I……………… (undersigned) declare that I was given thorough information regarding the circumstances of my participation in the present research. I agree with the conditions and to participate in the study. I also give my consent to use the anonymized data collected during this process so that these may be accessible to other researchers. I reserve the right to terminate my participation at any time in which case the data belonging to my person should be erased.

I am not (and have not been) treated for any kind of neurological or mental disease.

*ELTE FEP …………………………………………… (e.g. Head of Dept./Research Group) as data processor handles my above personal data confidentially and does not allow access to these for other data processing or data analyzing organizations of any kind. Details of this statement are found in the “Privacy notice“ which I agree with as proven by my signature.*

*(IMPORTANT: at this point by providing the appropriate link the Applicant must allow the access to the document ”Privacy notice” which had to be filled out before. Obviously it is not necessary to show the ”Date” and ”Signature” of this document.*

*Regulations pertaining to data processing is included in the ‘Privacy notice’.*

I read the ”Privacy notice” document and….

O I agree and accept O I do not agree, do not accept

By proceeding you agree that data collected on your person - which cannot be identified as those belonging to your person - may be used for research purposes and that these will be accessible to other researchers.

I declare that I am over 18 years of age. I have received full detailed information concerning the conditions of my participation of the study. I agree with these conditions and I am willing to participate.

O yes O no

Appendix/Enclosure #3

**Informed Consent and Description of Research (offline study)**

IN CASE PERSONAL DATA ARE NOT COLLECTED

(SAMPLE COPY!!! Please provide adequate description of your study. Erase all documents/declarations that will not be used and also all lines shown in red color.)

You are to participate in a research coordinated by ……….(name and e-mail address of the Principal Investigator as specified in the Ethical Permission Application Form). The research is carried out by highly qualified psychologists/pedagogues and their assistants.

The aim of this study is …….. ……………(summarized briefly as outlined in the Ethical Permission Application Form).

Performing the various tasks and filling out the questionnaires is harmless without any detrimental after-effects.

Participation is utterly **voluntary and anonymous**. It is possible to suspend participation so that it should not be tiresome. It is also possible to terminate participation at any time and to decline from answering questions without having to give reasons for this. Monetary compensation is **due/not due** for participation.

During the study and… (please, describe what the participant will be requested to do) which will last for about …. minutes. The results of this study will later be used in publications and will also be presented at scientific conferences. If requested, written or verbal information will be provided on these events.

All information collected during this research will be handled strictly confidentially. Data obtained during the research is stored as a coded information in a secured computer and paper-based material (e.g. questionnaires) is kept in a locked chest also in a coded format.

No medical or laboratory report will be prepared about the results of the study. Verbal account can be provided about the findings upon request.

Please sign the agreement below if you agree with the conditions outlined above and endorse participation in the study. We thank you for your collaboration.

I……………… (undersigned) declare that I was given thorough information regarding the circumstances of my participation in the present research. I agree with the conditions and to participate in the study. I also give my consent to use the anonymized data collected during this process so that these may be accessible to other researchers. I reserve the right to terminate my participation at any time in which case the data belonging to my person should be erased.

I am not (and have not been) treated for any kind of neurological or mental disease.

Budapest,…………………………………………………….

date signature

Appendix/Enclosure #4

**Informed Consent and Description of Research (online study)**

IN CASE PERSONAL DATA ARE NOT COLLECTED

(SAMPLE COPY!!! Please provide adequate description of your study. Erase all documents/declarations that will not be used and also all lines shown in red color.)

You are to participate in a research coordinated by ……….(name and e-mail address of the Principal Investigator as specified in the Ethical Permission Application Form). The research is carried out by highly qualified psychologists/pedagogues and their assistants. The aim of this study is …….. ……………(summarized briefly as outlined in the Ethical Permission Application Form).

Performing the various tasks and filling out the questionnaires is harmless without any detrimental after-effects.

Participation is utterly **voluntary**. It is possible to suspend participation so that it should not be tiresome. It is also possible to terminate participation at any time and to decline from answering questions without having to give reasons for this. Monetary compensation is **due/not due** for participation.

During the study and… (please, describe what the participant will be requested to do) which will last for about …. minutes. During the study and… (please, describe what the participant will be requested to do) which will last for about …. minutes. The results of this study will later be used in publications and will also be presented at scientific conferences. If requested, written or verbal information will be provided on these events.

**Data will be collected anonymously during the study and no other personal data will be obtained either.**

All information collected during the research process will be handled strictly confidentially. Data obtained during the research is stored as a coded information in a secured computer and paper-based material (e.g. questionnaires) is kept in a locked chest also in a coded format. The individual codes are provided by the assistant in charge, and these are accessible and known only to her/him. Data of the research are analyzed statistically during which no personal identification is possible.

No medical or laboratory report will be prepared about the results of the study.

I am not (and have not been) treated for any kind of neurological or mental disease.

By proceeding you agree that data collected on your person - which cannot be identified as those belonging to your person - may be used for research purposes and that these will be accessible to other researchers. I reserve the right to terminate my participation at any time in which case the data belonging to my person should be erased.

I declare that I am over 18 years of age. I have received full detailed information concerning the conditions of my participation of the study. I agree with these conditions and I am willing to participate.

O yes O no

1. The PI must have a scientific degree (DSc, PhD, CSc). [↑](#footnote-ref-1)
2. If not an employee of ELTE, by submitting this application the PI consents to the handling of his/her personal data. [↑](#footnote-ref-2)