1. Type of application	*Please tick as appropriate*

☐ Application for a statement (opinion) on ethical aspects of a proposed research project.[1]

☐ Revision of an application for a statement (opinion) on ethical aspects of a proposed research project.[2]

☐ Seeking of advice on ethical aspects of a proposed research project[3]

by the Joint Ethics Committee of the Pädagogische Hochschule Heidelberg University of Education and SRH University Heidelberg.

Please enter your information in the fields outlined in red.

2. Title of the research project	

3. Applicant	
First name and last name	
Work address (including details of the school)	
Phone	
Email address	

[1] in accordance with Section 3(1) and (2)
[2] in accordance with Section 3(5)
[3] in accordance with Section 3(4) of the Rules of Procedure of the Joint Ethics Committee of the Pädagogische Hochschule Heidelberg University of Education and SRH University Heidelberg of 17 October 2018

4. General conditions of the research project	
Funding body	
An ethical opinion is required as part of the application or is likely to be required for publication of the research results	☐ yes ☐ no (in this case, according to Section 3(2) of the Rules of Procedure, an opinion cannot be given, only advice)
No other ethics committee has been asked for an ethical opinion on this research project	☐ correct ☐ not correct

5. Object and methods of the research project
5.1. Object of research (the issue, hypotheses and goal of the research project) *No more than half a page.*

5.2. Methods, experimental tasks and study execution

[Description of the methods used (e.g. written/oral interview, observation methods, group discussion methods, diagnostic methods, reaction time recording, document analysis, etc.; if applicable, details of the experimental task to be performed by the participants; specific study procedure; submit questionnaire if already available)]

No more than a page.

5.3. Physical strain and mental stress

(Description of physical strain and mental stress for the participants; e.g. fatigue, exertion, use of invasive procedures, medication; use of aversive stimuli, provocation of emotionally negative experiences, etc.)

No more than a page.

5.4. Disclosure of personal information

(Information collected from participants)

5.5. Clarification of the study objective and research design

(When and how is clarification given? Is deception used? For intervention studies: Is it clear to participants whether there is a no-intervention control condition and how they are allocated to the intervention or control group?)

6. Recording, processing, storage and deletion of data collected

6.1. Personal data

(Information on personal data such as name, age, gender, etc.)

6.2. Data protection, code list and personal code word, deletion periods, data deletion

(Information on data protection measures: pseudonymisation (code list) followed by anonymisation; anonymisation by personal code word; retention/deletion periods for anonymised, pseudonymised and non-anonymised data; note: collected data may not be retained unnecessarily. Reasons must be given as to when the data will be deleted and why this is the earliest possible date. It should be noted that, in addition to ethical considerations, criteria of good research practice must also be taken into account, e.g. retention periods for traceability purposes. Participants must be informed of the specific maximum retention period.)

6.3. Duty of confidentiality / obligation to maintain data secrecy / discretion

(Information on whether the researchers involved in the study are legally bound to confidentiality and how they are bound to data secrecy. Do third parties (e.g. doctors or teaching staff) have to be released from their duty of confidentiality / obligation to maintain data secrecy by the participants in the study? In group settings, are participants explicitly instructed to maintain the confidentiality of personal information disclosed by other participants? Will data be shared (e.g. as part of medical treatment and advice) and will this have insurance implications?)

7. Obtaining a sample of persons, remuneration of study participants

7.1. Recruitment of study participants

(Information on how and to what extent (sample size) participants will be recruited for the study)

7.2. Sample of persons from database

(If the sample of persons is drawn from a database: details of the database; consent of the Data Protection Officer)

7.3. Features of the sample of persons

(Socio-demographic and other characteristics of the sample of persons; population, age, gender, etc.; in particular, whether they belong to a vulnerable or marginalised group, e.g. people with disabilities, people in residential or outpatient treatment facilities, people in prison, people in nursing homes, discriminated groups.)

7.4. Inclusion and exclusion criteria

(List of inclusion and exclusion criteria. Outpatient pregnancy test required as exclusion criterion for pregnancy.)

7.5. Web-based data acquisition

(In the event of web-based studies: information on how compliance with inclusion and exclusion criteria is ensured. Are participants able to reach contacts in time?)

7.6. Remuneration for participation

[Information on participant remuneration (monetary remuneration, test person hours, amount, disbursement type)]

8. Voluntary participation and withdrawal
8.1. Voluntary participation *(Information on the measures taken to ensure that participation is voluntary, e.g. Participant Information Sheet, time to decide whether to participate, avoidance of special advantages for participation)*

8.2. Withdrawal from participation
(Information on how to ensure the right to withdraw at any time without prejudice and the right to have one's data deleted up to the point of anonymisation)

9. Management of abnormal findings
9.1. Abnormal findings *(Information on how abnormal findings will be communicated, e.g. in the case of psychodiagnostic examinations)*

9.2. Restriction of participation

(Details of how the Participant Information Sheet will communicate that they cannot participate in the study unless they agree to abnormal findings being reported. Will this consent be obtained in the Consent Form?)

10. Transparency and consent

10.1. Transparency

[Information on whether the principle of full transparency is respected. If not, give reasons why providing participants with incomplete information (deception) is justified. Information on how, in case of incomplete information, an explanation is provided following the study (add wording). Description of information provided to participants (Participant Information Sheet shall be appended to the ethics application)].

10.2. Consent *(Once participants have been informed, their consent is obtained. Information on whether the Consent Form contains all the necessary elements (voluntary participation, transparency, full understanding, possibility of withdrawal without prejudice, signatures). Information on whether and how the consent of a parent or legal guardian will be obtained in the case of minors, persons with limited mental capacity and persons lacking mental capacity (e.g. babies, infants, persons under the age of 18, ...). The consent form shall be appended to the ethics application.)*

10.3. Image and audio recordings *(Information on how to obtain separate consent for image and audio recording)*

Place, date	Signature of applicant

Appendix checklist

- Participant Information Sheet
- Consent Form
- Consent form for image, audio and video recordings, where applicable
- Consent to release from the duty of confidentiality, where applicable
- If already available: data collection questionnaire