Welcome to the ethics review self-check provided by the FSW Research Ethics Review Committee (RERC).

In this self-check you will be asked a series of questions to test whether your research complies to the guidelines in the FSW's research code of conduct.

If your research is "standard" and conforms to these guidelines, you will receive a confirmation message and further review by the RERC is not required.

In "standard" research: No harm is envisaged for the participants or the population from which participants have been drawn. Participants receive complete and accurate information about the goals of the research before they participate. Participants give active consent for participation in the research. Participants are not deceived without being thoroughly debriefed. Participants are healthy adults who are not in a vulnerable position. Personal and sensitive data are kept confidential and are stored in a secure environment.

If your research deviates from these standards, further ethics review may be required. Proceed to the self-check to determine whether this is the case. If you already know your research is non-standard, you may proceed to the full ethics review form below.

If your research is of a medical nature, poses a medical risk, or includes invasive procedures, ethics review is always required. In this case, your research should be evaluated by the medical-ethical review committee (METC).

Proceed with the self-check (and click ">>" below) (1)

Q1.2 Other forms:

Proceed directly to the full ethics review form
Only choose this option if you are sure your research is not "standard"!
Proceed to the medical ethics review committee
Only choose this option if you are sure your research is medical in nature!

End of Block: Welcome

Start of Block: Researcher

Q2.1 Your name:
- First name (1) ________________________________________________
- Family name (2) ________________________________________________

Q2.2 Your email address:
________________________________________________________________

Q2.3 Your VU net ID:
________________________________________________________________

Q2.4 Your position:

▼ Student in a master program (1) ... Postdoc / assistant / associate / full professor (3)

Display This Question:
If Your position: = Student in a master program
Or Your position: = PhD candidate
Q2.5 Name of (primary) supervisor:

____________________________________________________________________

Q2.6 Department:

▼ Communication Science (1) … Other (7)

Display This Question:

If Department: = Other

Q2.7 Other department:

____________________________________________________________________

Q2.8 Name of your research project:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

End of Block: Researcher

Start of Block: Third party

Display This Question:

If Welcome to the ethics review self-check provided by the FSW Research Ethics Review Committee (RER… = Proceed with the self-check (and click ">>" below)
Q3.1 Is an ethics review for the present research project required by a **third party**? (*)
A **third party** may be a funder (e.g., NWO, ERC), a journal, or another party outside VU Amsterdam.

- No (1)
- Yes (2)

Q3.2 (*) This question helps us to determine whether you will need a written statement by the Research Ethics Review Committee, or whether an automated e-mail suffices.

End of Block: Third party

Start of Block: Data

Q4.1 Will you collect or analyze **data on individuals** in the course of your research project?

*Data include interview and survey responses, observations, registrations, social media content, and visual images.*

- No (this will end the self-check; no ethics review is necessary) (1)
- Yes (2)

Skip To: Q4.7 If Will you collect or analyze data on individuals in the course of your research project? Data incl... = No (this will end the self-check; no ethics review is necessary)

Q4.2 Is the data you use collected in the public or in the private domain?

**Public domain** data includes a.o.: observations made during a public event, observations of public figures, or data extracted from public online sources (including publicly accessible social media data).

**Private domain** data includes a.o.: observations made using (online) questionnaires, experiments, and interviews, as well as data extracted from private digital sources.

- Public domain (1)
- Private domain (2)
- Both (3)
Q4.3 Do the data you use contain personal or sensitive information?

*Personal data contains information that may identify a specific person, e.g. name, address, phone number, IP address, bank account number, social security number (BSN).*

*Sensitive data contains information such as race, religion, sexual orientation, criminal record, and political preference.*

- No (1)
- Yes (*) (2)

Q4.4 (*) Note that personal or sensitive data should be protected and not be distributed to others. Data should be stored at a secure location (i.e., your home-drive at the VU; not a portable hard drive or USB stick). Access should be limited by use of encryption software (i.e. Bitlocker, 7-Zip). Also, particular attention should be given to the design of your research data management plan.

Q4.5 Will the research project involve merging multiple data sets with information on individuals?

- No (1)
- Yes (*) (2)

Q4.6 (*) Merging multiple data sets may pose non-anticipated risks to participants. Therefore the RERC advises a full ethics review in case data sets are merged.

Display This Question:

If Will you collect or analyze data on individuals in the course of your research project? Data incl... = No (this will end the self-check; no ethics review is necessary)
Q4.7 Your research project does not involve the analysis of data on individuals. Ethics review is not needed.

- I have completed this form truthfully. (1)

Display This Question:
If Your research project does not involve the analysis of data on individuals. Ethics review is not... = I have completed this form truthfully.

Q4.8
Click below to receive a confirmation message on the following screen, displaying your responses. Click on the pdf icon in the top right corner to save your confirmation for future reference.

Note that at the moment, the confirmation message is merely a electronic receipt showing your responses. We aim to provide a more concise confirmation message with a better lay-out at a later stage.

- Proceed (1)

Skip To: End of Survey If Click below to receive a confirmation message on the following screen, displaying your responses.... = Proceed

End of Block: Data

Start of Block: Private domain: Consent

Display This Question:
If Is the data you use collected in the public or in the private domain?Public domain data includes... = Private domain

Or Is the data you use collected in the public or in the private domain?Public domain data includes... = Both

Q5.1 Will you ask participants in the research project for informed consent?

Note that in the case of minors (participants below the age of 18), informed consent should be obtained from a parent or legal caregiver, as well as from the minor.

- No (*) (1)
- Yes (2)
Display This Question:

If Is the data you use collected in the public or in the private domain? Public domain data includes... = Private domain
Or Is the data you use collected in the public or in the private domain? Public domain data includes... = Both

Q5.2 (*) Full ethics review will be required to determine whether in your study informed consent procedures may be skipped

End of Block: Private domain: Consent

Start of Block: Risk

Q6.1 The questions below are about potential risks envisioned for your research participants. Note that the term “participant” refers to any human subject about whom observations are being made, regardless of whether this happens in the public or private domain.

Q6.2 Does the research you plan to conduct pose potential risks to the participants during or after the research? Risks may include physical and psychological harm or discomfort.

○ No (1)
○ Yes (*) (3)

Q6.3 (*) Further ethics review will be required. If you are not sure whether your research poses potential risks to participants, please contact
r.bekkers@vu.nl by email for advise
Q6.4 Does the research you plan to conduct pose potential risks to a population or group from which your participants are drawn? 
*Risks may include stigmatization, or reputational or economical damage.*

- No (1)
- Yes (*) (3)

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Q6.5 (*) Further ethics review will be required.

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Q6.6 Are your participants individuals who are vulnerable? 
*Participants may be vulnerable when they depend on others for assistance in daily life, or when they experience threats or physical danger.*

- No (1)
- Yes (*) (2)

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Q6.7 (*) Further ethics review will be required.

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Q6.8 Will participants be exposed to material, social, or psychological recruitment incentives that are stronger than usual? 
*E.g., are payments made that are higher than the minimum wage? Are individuals exposed to strong social or psychological pressure to participate?*

- No (1)
- Yes (*) (2)
Q6.9 (*) Further ethics review will be required.

Q6.10 Will participants be exposed to research stimuli (e.g., pictures, video, text) that may be distressing, offensive, or age-inappropriate?
For minors, age guidelines for media content (e.g., de Kijkwijzer) apply. For participants over 18, research stimuli may be considered distressing or offensive if they are stronger than what participants would normally be exposed to in daily life.

- No (1)
- Yes (*) (2)

Q6.11 (*) Further ethics review will be required.

Q6.12 Does the research you plan to conduct pose potential risks to the researchers?
Risks may include physical and psychological harm or discomfort.

- No (1)
- Yes (*) (3)

Q6.13 (*) Further ethics review will be required. If you are not sure whether your research poses potential risks to the researchers, please contact
r.bekkers@vu.nl by email for advise

End of Block: Risk

Start of Block: Deception
Q7.1 Will you **deceive** participants in the research?  
*Deception means that you deliberately give participants information that is false.*

- No / Yes, but they will be thoroughly debriefed afterwards (1)
- Yes, and they will not be debriefed (*) (3)

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Q7.2 (*) **Further ethics review will be required**

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Start of Block: Block 10

Q8.1 Do you guarantee **anonymity or confidentiality** to your participants?  
*Anonymity means that the identity of participants will remain unknown, also to you. Confidentiality means that you know the identity of participants, but it will be unknown to others.*

- No (*) (1)
- Yes, participants will be anonymous (2)
- Yes, participant data will be kept confidential (**) (3)
Q8.2 (*) Further ethics review will be required

(**) Note that in this case particular attention should be given to the design of your research data management plan.

End of Block: Block 10

Start of Block: Research abroad

Q9.1 Will you conduct your research, or collect data, outside of the Netherlands?

- No (1)
- Yes (*) (2)

Q9.2 (*) Note that in this case you should make sure that you are aware of, and comply to, local guidelines for research ethics.

End of Block: Research abroad

Start of Block: Result

Q10.1 Result of the research ethics self-check:
Q10.2 Your research project requires further evaluation by the ethics review board. Below you find a summary of reasons why further evaluation is required.

Reason(s):

Display This Question:
If Will you ask participants in the research project for informed consent?  Note that in the case of... = No (*)

Or Does the research you plan to conduct pose potential risks to participants? Risks include physical... = Yes (*)

Or Does the research you plan to conduct pose potential risks to a population or group from which you... = Yes (*)

Or Do you work with minors or other participants who are vulnerable? = Yes (*)

Or Will participants be exposed to material, social, or psychological recruitment incentives that are... = Yes (*)

Or Does the research you plan to conduct pose potential risks to the researchers? Risks may include... = Yes (*)

Or Will you deceive participants in the research? Deception means that you deliberately give partici... = Yes, and they will not be debriefed (*)

Or Will the research project involve merging multiple data sets with information on individuals? = Yes (*)

Or Do you guarantee anonymity or confidentiality to your participants? Anonymity means that the iden... = No (*)

Or Will participants be exposed to research stimuli (e.g., pictures, video, text) that may be distre... = Yes (*)

Q10.3 You have indicated that you do not ask participants to give consent for the research.

Q10.4 You have indicated research you plan to conduct poses potential risks to participants.
Q10.5 You have indicated that the research you plan to conduct poses potential risks to the population or group from which the participants were drawn.

Q10.6 You have indicated that you will work with minors or other participants who are vulnerable.

Q10.7 You have indicated that your participants are exposed to material, social or psychological recruitment incentives that are stronger than usual.

Q10.8 You indicated that your participants may be exposed to research stimuli that are distressing, offensive, or age-inappropriate.

Q10.9 You have indicated that the research you plan to conduct poses potential risks to the researchers.
Q10.10 You have indicated that you will deceive research participants without properly debriefing them afterwards.

Q10.11 You have indicated that research project involves the merging of multiple data sets.

Q10.12 You have indicated that there is a risk that the identity of participants is revealed.
### Display This Question:

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>If Will you ask participants in the research project for informed consent? Note that in the case of...</td>
<td>No (*)</td>
</tr>
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<td>Yes (*)</td>
</tr>
</tbody>
</table>

**Q10.13 What to do now?**

If you think these results are mistaken, please go back in the form and change your entries accordingly.

To submit your research project for further ethical review is required, please fill out the [full ethics review form](#). Pay particular attention to the issue(s) mentioned above. Upon reception of the form, the RERC will inform you about the further procedures.

On the following page, we ask you to confirm that the answers you provided are correct, after which they will be stored in our repository. You will also get a receipt, displaying all answers you provided, for future reference.
Display This Question:

If Is the data you use collected in the public or in the private domain? Public domain data includes... = Public domain

And Does the research you plan to conduct pose potential risks to participants? Risks include physical... = No

And Do you work with minors or other participants who are vulnerable? = No

And Will participants be exposed to material, social, or psychological recruitment incentives that are stronger than usual? = No

And Does the research you plan to conduct pose potential risks to the researchers? Risks may include... = No

And Will the research project involve merging multiple data sets with information on individuals? = No

And Will participants be exposed to research stimuli (e.g., pictures, video, text) that may be distressing, offensive, or age-inappropriate? = No

And Do you guarantee anonymity or confidentiality to your participants? Anonymity means that the identity of the participants will not be... = No (*)

Q10.14 Your research project does not require further evaluation by the Research Ethics Review Committee. This is because:

You have indicated that you will conduct your research in the public domain.

You have indicated that your research poses no risks to participants.

You have indicated that you will not work with participants who are vulnerable.

You have indicated that your participants are not exposed to material, social or psychological recruitment incentives that are stronger than usual.

You indicated that your participants will not be exposed to research material that is distressing, offensive, or age-inappropriate.

You have indicated that your research poses no risks to the researchers.

You have indicated that respondents in your research will be fully anonymous.

What to do now? If you think these results are mistaken, please go back in the form and change your entries accordingly.

If the results are correct, we ask you to confirm this on the following page, after which they will be stored in our repository. You will also get a receipt, displaying all answers you provided, for future reference.
Q10.15 Your research project does not require further evaluation by the Research Ethics Review Committee. This is because: 

You have indicated that you will ask your participants for informed consent.
You have indicated that your research poses no risks to participants.
You have indicated that you will not work with participants who are vulnerable.
You have indicated that your participants are not exposed to material, social or psychological recruitment incentives that are stronger than usual.
You indicated that your participants will not be exposed to research material that is distressing, offensive, or age-inappropriate.
You have indicated that your research poses no risks to the researchers.
You have indicated that you will not deceive research participants, or you will properly debrief them afterwards.
You have indicated that respondents in your research will be fully anonymous.

What to do now?
If you think these results are mistaken, please go back in the form and change your entries accordingly.

If the results are correct, we ask you to confirm this, after which they will be stored in our repository. You will also get a receipt, displaying all answers you provided, for future reference.

Display This Question:
If Do the data you use contain personal or sensitive information? Personal data contains information... = Yes (*)

Or Do you guarantee anonymity or confidentiality to your participants? Anonymity means that the iden... = Yes, participant data will be kept confidential (**)
Q10.16 Additional note: Research data management plan required You have indicated that you collect personal / sensitive data, and/or that the identities of the participants are known to you. This means that you will need to pay particular attention to the research data management plan (DMP) for your research. For more information on how to draft your DMP, please visit the Faculty's page on VUNet about data management contact the Faculty's Data Steward, Koen Leuveld.
Q10.17 You have completed the ethics review self-check.

☐ I have completed this form truthfully. (1)

Q10.18 Click below to receive a confirmation message on the following screen, displaying your responses. Click on the pdf icon in the top right corner to save your confirmation for future reference.

☐ Proceed (and click ">>" below) (1)