

GRADUATE INSTITUTE ETHICS APPROVAL FORM

1. BASIC INFORMATION

- Project title:
- Project duration (proposed start and end date):
- Name of principal investigator (s):
- Partner institution(s) (if applicable):
- Budget (total amount and funding source[s]):
- Name(s), function(s) and location(s) of additional researchers involved in the project:
- Number of and type of participant(s) likely to be involved:
- Location(s) where the research will take place:
- In case approval by the Graduate Institute's Ethics Review Committee is required to secure external grant funding, specify the funding agency and the date/stage at which approval is needed:
- In case the project has already been approved by an ethics committee external to the Graduate Institute specify the name of the Committee, the date and outcome of the decision (attach formal correspondence):
- Provide a brief project summary (500-700 words), outlining the theme and research questions, specifying individuals and groups, who will be the subject of research and methods to be used (attach project proposal if available):

2. INTEGRITY AND SAFETY OF PARTICIPANTS

- If the research involves topics that could be perceived as politically or culturally sensitive (e.g. sexual behaviour or preference, experience of violence or abuse, mental health, use of medical data, ethnic status, religious belief, criminal offences), describe how this may be the case and what precautions will be taken to avoid harm and minimize risks.

- State any potential adverse consequences for vulnerable groups of people or communities that may result from the research or its outputs and what precautions will be taken to avoid harm and minimise risks.

3. RECRUITMENT OF PARTICIPANTS AND INFORMED CONSENT

- State how the participant(s) will be recruited (attach copies of any recruiting materials if used). In case participants are remunerated for their participation (e.g. being paid for interviews) provide details and state reasons for payment.

- State and justify the manner in which the participant(s) consent will be obtained (if written, include a copy of the intended consent form; if non-written please state how consent will be documented or recorded).

- Will the participant(s) be fully informed about the nature of the project and of what they will be required to do? If not, please specify why.

- Will the participant(s) be offered the possibility to withdraw from participation?

- If the participant(s) are under the age of 18 years or vulnerable persons (e.g. with learning difficulties), will consent be given from the participant(s) themselves or from a third party such as a parent, guardian or "gatekeeper"?

4. CONFIDENTIALITY AND DATA MANAGEMENT

- Outline how data will be collected (e.g. experimental procedures, focus group, personal interviews, self-administered questionnaire, researcher-administered questionnaire, observation, survey etc...).

- State who will be collecting the data, during what timeframe and in what locations.

- Will the research involve gathering personal information on human subjects that is not publicly available? If so, indicate what steps will be taken to preserve the confidentiality of the participant(s).

- How will the participant(s) be informed about the confidential treatment of personal data?

- If data is collected from public or private institutions (e.g. school, prison, hospital, government agency) state how required authorisation will be obtained.

- In case personal information on human subjects is collected state whether, and if so how, data will be anonymised.

- State what processes are put in place to store data safely and how it will be destroyed upon completion of the project (if applicable).

5. INTEGRITY AND SAFETY OF RESEARCHERS

- State what measures are put in place to insure and protect the researchers against harm, injury or criminality. For research conducted in politically sensitive, conflictual or dangerous environments, make sure to take into consideration the insurances and tools (Planis, Webcorp) offered by the Graduate Institute's Human Resources Services (<http://intranet.graduateinstitute.ch/home/services/rh/deplacement-professionnel.html>).

- State what measures are put in place to prevent, disclose and address potential conflicts of interest (e.g. with regard to financial gains compromising independence or objectivity).

- If the research involves the investigation of illegal conduct provide details on how you will be protected from harm or suspicion of illegal conduct.

6. LEGAL COMPLIANCE

- For research conducted abroad, how, if necessary, did you seek/plan to seek approval of relevant local/national ethics committees and/or competent authorities?

7. ADDITIONAL ISSUES

- To the best of your knowledge, indicate whether the research may raise **additional ethical issues aside from those listed above**? Reference should be made to the *Graduate Institute Research Ethics Guidelines* and to professional guidelines applicable in your discipline.

I/we hereby confirm that the information provided above is true, accurate and complete and that I/we have read, understood and agree to abide by the *Graduate Institute Research Ethics Guidelines*.

Date and signature of the principal investigator(s)



Additional documents/attachments

	yes	no	n/a
Graduate Institute Research Ethics Checklist (required)	<input type="checkbox"/>		
Project proposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prior approval decision(s) by other ethics committee(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recruitment materials (e.g. posters or letters)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participant information sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participant consent form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data management plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permission letters/authorisations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others (please specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>