

## Notes for Application (November 2019)

1. Ethics applications can be submitted at any time but processing of applications starts not until the upcoming 15<sup>th</sup> of each month. Applications should therefore be submitted **6-8 weeks before the planned start of your research at the latest.**
2. Applications for an ethics vote are submitted on a voluntary basis. There is no obligation to have research projects appraised by the Ethics Committee.
3. Academic employees of the faculty may, irrespective of their position, submit an ethics application independently (without stating a supervisor) provided they have a master's degree.
4. When several similar studies (e.g. differing collectives with same or insufficiently different methodology) are planned on the part of a teaching or research area, it is advisable to submit a comprehensive application, which includes all of the sub-studies.
5. An application for ethics approval should be submitted 4-6 weeks before the planned start of a research project at the latest. Ethic votes cannot be awarded retrospectively, that is, when a research project has already started.
6. The application form and, if necessary, further documents, such as for example study protocols, written advice given to the test subject and consent forms must be submitted as **a single PDF documents** by e-mail to [ethiksport@rub.de](mailto:ethiksport@rub.de) .
7. Additionally, the application (**without attachments**) form must be lodged in paper form with the Secretariat for Sports Medicine (Post box Henke).
8. The currently valid application form must be used in any case, **which is available for download at the ECS webpage.**
9. The application form cannot be altered. Additional notes may be entered only under points 3 and 10.
10. The application form (PDF **and** paper) must have the handwritten signatures of the applicant as well as the supervisor, if necessary.
11. Only one applicant must be named under point 2 of the application form.
12. The "short summary of the research project" (point 3) must not exceed a maximum of 250 words. Should this not be sufficient, the research project should be elucidated in a separate study protocol.
13. The following information must be given under point 3 '**Short summary of the research project**' of the application form:
  - a. Aim of the research project, presentation of problem, research question
  - b. Methodologies used and applied procedures
  - c. Primary target parameters
  - d. Who the collective of test candidates/surveyed persons comprises of with regards to age, gender, health, inclusion criteria, exclusion criteria etc.
  - e. Reasons for the scope of the research collective, the sample size of the surveyed collective.
14. Possible risk situations and their necessity must be stated in point 10 of the application for instances in the course of the research project whereby it is intended that test persons undergo psychical or psychological stress, which exceed normal, daily experience (points 8 (16), (17)) or when video and sound recordings are intended (point 9 (26)).

15. If, in the course of the research project, capillary blood is drawn, then a written explanation to the test candidate must be given under point 10 of the application form, and if necessary the following clarification must be given in the study protocol:  
“Capillary blood is drawn by *(name and function)* according to medical standards, under supervision of *(name of the authorised member of staff who gave the instruction)* and in consultation with *(name and function)* of the responsible medical personnel.”
16. The application must be signed by hand and, if necessary, also by the supervisor.
17. The title of the research project and the responsible contact persons must be named in the written explanation to the test candidates. All relevant risks must be comprehensively explained. Information on data protection as appropriate according to the current legislation must be included in the information for the test candidates. Components for this can be found in the document “ECS Master Text as per DSGVO Information on Data Protection – July 2018”.  
(EKS\_Mustertext\_gemaess\_DSGVO\_Informationen\_zum\_Datenschutz - Juli 2018 )
18. The title of the research project and the responsible contact persons must be named in the consent declaration.  
The consent declaration must contain a passage on data protection according to current legislation. Components for this can be found in the document “ECS Master Text as per DSGVO Information on Consent to Data Protection – July 2018”.  
(EKS\_Mustertext\_gemaess\_DSGVO\_Einwilligung\_zum\_Datenschutz - Juli 2018).
19. In the case of foreign language test candidates, it must be ensured that the test candidate’s information **and** consent declaration is fully understood. If necessary, German versions must be translated.