Request for ethical review of research proposal (BSS-Psychology)

PSY-2324-S-0350 Workshop Focus Group discussion

Principal investigator: D. Van Ravenzwaaij

General instructions on how to use EC Request can be found by clicking 'Help' in the top right corner of your screen. Specific instructions for individual questions are to the right of these questions (in colour). Please read these instructions carefully.

Questions marked with an asterisk * are mandatory: you can only proceed to the next page if you provide an answer.

If you would like to see a complete overview of the questions in this form, this can be downloaded here:

BSS EC Request Form Overview (PDF)
BSS EC Request Form Overview (Word)

Additional information and templates for the Informed Consent, the research plan and a research data management plan can be found on the website of the EC-BSS under preparations.

* Is this an amendment, namely, a previously approved request that has now been reopened for modifications? If so, please explain what you have changed and why when submitting the form. The form can be submitted on the last page, where a comment field for extra explanation is available.

- ○ Yes
- ◉ No

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* Do you think the study meets the fast track criteria?

Only indicate Yes if *all* of the following apply:

1. The research takes place online, or physically at a location within the Netherlands.
2. The individuals being recruited are at least 16 years old and legally competent.
3. Recruited individuals can voluntarily decide to participate or not participate.
4. Consent is actively given; there is an opt-in procedure.
5. Participants are fully informed about the study's procedures and purpose.
6. The study includes NO materials and questions about easily offensive or upsetting topics.
7. The study uses NO measures and procedures that are emotionally or physically invasive.
8. The study does NOT involve the processing of sensitive personal data.

A more comprehensive list of criteria follows on the next page. This list was sent around by the Director of Research (or is available via ecp@rug.nl). You are advised to review it before proceeding to the next page.

Note that using the fast-track procedure means that you will only register your study and associated documents. Your study will NOT be reviewed by the ECP and your information form (and eventual publication) cannot state that you received ethics approval. Rather, please use the following

statement: "On the basis of a checklist developed by the EC-BSS at the University of Groningen, the study was exempt from full ethical review."

- ◉ Yes
- ○ No

Please be aware that in opting for the fast track (answer Yes), multiple questions will be hidden in the remainder of the survey. If you provided answers to those questions previously, these answers will be deleted as you proceed to fill out the fast track survey.

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* If the research involves a collaboration with external persons or institutions: a collaboration agreement is in place. (Note: This question is not about data processing agreements. Instead, see this link.)

- ◉ Yes
- ○ No
- ○ N/A

* The research takes place online, or physically at a location within the Netherlands.

- ◉ Yes
- ○ No

* If the research takes place online, only approved platforms and applications such as Qualtrics and JATOS are used. (Please check with the EC-BSS if you are unsure.)

- ◉ Yes
- ○ No
- ○ N/A

* Participants are at least 16 years old.

- ◉ Yes
- ○ No

* Participants are considered legally competent to consent.

- ◉ Yes
- ○ No

* The number of participants recruited is carefully considered, and a justification can be made based on, e.g., a power analysis or reference to earlier, similar studies.

- ◉ Yes
- ○ No

* If monetary incentives for participation are offered, remuneration is in line with the EC-BSS guidelines (at least around 8 euros/hour, or a lottery that defines prize and chance).

- ○ Yes

○ No
◉ N/A

* The overall burden placed on participants is justifiable, i.e., smaller than their capacity to cope with this burden.

◉ Yes
○ No

* Participants are recruited because they belong to a vulnerable group (e.g., patients, other people with a diagnosed disorder, prisoners, people living in a nursing/care home, traumatised individuals).

○ Yes
◉ No

* The research includes materials or questions that are considered sensitive because they could be perceived as inappropriate, triggering, or offensive (e.g., involving pain, strong sounds/smells, gruesome images, concerning suicidality, hard drug use, criminality, sexuality, religiosity, politics).

○ Yes
◉ No

* There is a risk for accidents (e.g., incidents requiring medical assistance) beyond what can be expected in everyday life.

○ Yes
◉ No

* The research has negative consequences for participants' private or social lives, for society, or for fairness towards minorities.

○ Yes
◉ No

* The research involves a manipulation or training or intervention that focuses on clinical/medical/psychological problems.

○ Yes
◉ No

* The research involves a manipulation or training or intervention that may interfere with clinical/medical/psychological treatment.

○ Yes
◉ No

* The research involves a manipulation or training or intervention that may have adverse effects based on available literature and previous research results.

○ Yes
◉ No

* There is a risk of incidental findings that are potentially clinically relevant for the participant (e.g., unexpected extreme values on a screening instrument, deviations on a physiological measure) or incriminating.

- ○ Yes
- ◉ No

* The research includes collecting bodily material from participants (e.g., blood, saliva, hair) to assess biomarkers or collect DNA.

- ○ Yes
- ◉ No

* If the research involves a manipulation whereby the deterioration of a psychological function or process (e.g., working memory) is expected: this deterioration is expected to be limited to that function or process, and to the duration of participation.

- ○ Yes
- ○ No
- ◉ N/A

* Participants are being photographed or recorded on audio/video.

- ◉ Yes
- ○ No

* If data are collected and stored online: this is done within the EU.

- ◉ Yes
- ○ No
- ○ N/A

* After participants have provided informed consent, personal identifiers (e.g., names, email, IP addresses, SONA/Prolific ID numbers) are only processed for the purpose of participant recruitment, follow-up assessments, and/or remuneration and will be deleted from the research data when the study is completed.

- ◉ Yes
- ○ No

* The processing of personal or pseudonymised data is carried out in accordance with the GDPR. (See this link for what this means.)

- ◉ Yes
- ○ No

* Data are stored anonymously (it is impossible to know which data belong to which person) or pseudonymised (identifiers are stored separately from the research data) and in accordance with the faculty data management protocol.

◉ Yes
○ No

* If research data are shared with external parties or published, this is only done after full anonymization (i.e, not after pseudonymisation or de-identification alone, see this link).

◉ Yes
○ No
○ N/A

* Participants are explicitly informed that they can quit the study at any time, without having to give a reason and without any negative consequences for them, and how they can go about this; they are also informed what happens to data already collected at that point.

◉ Yes
○ No

* Participants are fully informed about the procedures of the study and not deceived about its purpose; no information about the study procedures is omitted and no false or misleading information is given about a sensitive aspect of the study, or about the world (e.g., the study is ostensibly about judging application letters but aims to measure racial bias; the study provides false data on how many citizens perform a certain behaviour as a manipulation of perceived norms); participants are told what is expected of them and what types of questions will be asked.

◉ Yes
○ No

* The research information form is written such that, to the participants, it is clear, comprehensible, and concise; no jargon or other difficult terms are used.

◉ Yes
○ No

* Participants are informed in a timely manner and given sufficient time to reflect on the research before being asked to consent.

◉ Yes
○ No

* The research information form includes all (relevant) elements as per the EC-BSS guideline (e.g., contact details, risks, data storage, handling of personal or pseudonymised data if applicable).

◉ Yes
○ No

* Participants are free in their decision to participate in the research; there is no situation that undermines this (e.g., a dependent relationship with any of the individuals asking to participate, such as lecturers, therapists, employers, or perceived social pressure).

◉ Yes
○ No

* Participants actively consent to take part and, if applicable, to the processing of their personal data (by signing or clicking or replying to an email) and can withdraw their consent at any time.

- (•) Yes
- ( ) No

Your study does NOT meet all the criteria for a low-risk study. A full ethical and privacy review is needed.

PLEASE GO BACK to the second page of this form and change your answer to the question 'Do you think the study meets the fast track criteria?' to 'No' and please remove the phrase 'FAST TRACK' from the title of your request.

Module 1: Start

The questions below concern basic information on who holds responsibility for the research.

* What is the p-number of the principal investigator (PI)?

[redacted]

As per the GDPR, this information will also be in the UG Research Register. Principal investigators (PIs) are researchers who carry final responsibility for the research. They need to have obtained a PhD degree. In other words, (PhD and other) students may in principle not be PIs. There are a few exceptions. Contact your EC-chamber to learn which and how to communicate them in EC Request. Also note that the affiliation of the PI should be the same as the BSS department of the EC the proposal is submitted to.

* What are the initials of the PI?

D.

* What is the last name of the PI?

Van Ravenzwaaij

* What is the e-mail address of the PI?

- ( ) j.schmidt@rug.nl
- (•) d.van.ravenzwaaij@rug.nl
- ( ) s.m.field@rug.nl

In case the request for ethics review is submitted by someone who is not a PI, the system needs to know the e-mail address of the PI, who will then be asked to confirm the request. In case you are the

PI, please select your own e-mail address.

You can only select from the e-mail addresses of those with whom the study has been shared in the Research Portal. If the PI is not among the e-mail addresses, please share the study with the PI in the Research Portal first, then reload this page.

* Who are the other research team members, who are also affiliated with the UG? Please enter names, e-mail addresses, p-numbers or s-numbers, faculties, and departments. If there are no other UG-affiliated research team members, please say so.

Sarahanne M. Field, s.m.field@rug.nl, [redacted], Faculty of Behavioral and Social Sciences, Department Pedagogy

Januschka Schmidt, j.schmidt@rug.nl, [redacted], Faculty of Behavioral and Social Sciences, Department Psychometrics & Statistics

Please list all internal members of the research team who are not PIs, including Bachelor students, Master students, PhD students, and all other people involved. Make sure you share your project in the Research Portal with all of them. If you intend to involve students but their names are not yet known, please make sure to mention this here and add their names later on.

Note: Do not include external team members, i.e. those not affiliated with the UG. These you can list in the next question.

* Who are the other research team members, who are NOT affiliated with the UG? Please enter names, e-mail addresses, and affiliation (institute or company, location). If there are no other research team members, please say so.

Chris Hartgerink, chris@libscie.org, ResearchEquals, Berlin

Please list all external members of the research team who are not PIs, including Bachelor students, Master students, PhD students, and all other people involved.

* What is the research start date?

1-5-2024 (dd-mm-yyyy)

This date should reflect the start of data processing (which includes data collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure, dissemination, combination, restriction, archiving, and erasure). Additional information will be asked in Module 3 (Data Management and Privacy).

* What is the research end date?

30-1-2026 (dd-mm-yyyy)

This date should reflect the end of data processing (which includes data collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure, dissemination, combination, restriction, archiving, and erasure). Additional information will be asked in Module 3 (Data Management and Privacy).

Module 2A: Research plan for new data collection

The questions below concern your specific plan for collecting data during the research. Please see the research plan (RP) guideline on the faculty intranet:

BSS Research Plan Guideline (Word)

* Please upload your research plan. Preferably this plan has been drawn up according to the EC guideline linked to at the top of this page.

NWO research plan.docx

See the EC guideline linked to at the top of this page for expected content. In terms of format, you may either follow the EC guideline or use another format (e.g. you may upload your research plan as described in your grant application, provided it is accurate and complete).

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* Will any personal data be processed? Most likely, the answer to this GDPR-related question is Yes. See the instructions for more information.

- ◉ Yes
- ○ No, research participants are completely anonymous during all phases of the data life cycle

According to the GDPR, (1) personal data means any information relating to an identified or identifiable natural person, and (2) processing means any set of operations which is performed on personal data. Data may include records, samples, specimens, databases, surveys, etc.

More specifically, (1) personal data means any information relating to 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, and (2) processing means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

For definitions in Dutch, see: http://www.privacy-regulation.eu/nl/artikel-4-definities-EU-AVG.htm.

If, and only if, no personal data are being processed, then your research participants are completely anonymous. In this case, the data are neither obtained nor stored with identifiers that can be

directly or indirectly linked back to the participants. In other words, research participants are only completely anonymous if anonymisation of their data happens right at the time point at which the data are being collected.

Please note that if data anonymisation takes place at a later stage than at the time of data collection then the raw data hold personal data. Examples include the removal of personally identifiable information when feeding survey responses into a database or when transcribing audio recordings. This means that in such cases, for as long as the raw data exists, the entire dataset can never be considered anonymous. This is true even after applying data protection measures such as pseudonymisation! See more on the FAQ personal data and the GDPR.

Module 3: Data management and privacy

The questions below concern the data you will be processing (collecting, storing, analyzing, et cetera) during the research. Please see the data management plan (DMP) guideline on the faculty intranet:

BSS Data Management Plan Guideline (Word)

Which types of identifiers will be processed during the study? If none, leave this question blank.

☒ Name and address details
☐ Telephone number
☒ E-mail address
☐ IP address
☐ Other, as specified in the data management plan (to be uploaded below)

This is a mandatory GDPR question for the UG research register.

* Does the study involve the processing of personal data on a large scale, in public spaces, or across multiple (combined) datasets?

◉ No
○ Yes

Studies are considered large in scale by the UG when over 1000 participants are involved. Public spaces are publicly accessible areas (for example: streets, parks, cars, bicycles). The scale and complexity of processing are indicators of data processing operations that may entail higher ethics risks.

* Does the study involve complex, sensitive, or intensive techniques for the processing of personal data?

◉ No
○ Yes

Examples include the covert observation, surveillance, or (geo) tracking of individuals, using camera systems to monitor behaviour or record sensitive information, data mining (including data collected

from social media networks), 'web crawling' or social network analysis, profiling individuals or groups (particularly behavioural or psychological profiling), using artificial intelligence to analyse personal data, and using automated decision-making that has a significant impact on the study participants.

* Are personal data shared with collaborators/partners outside the European Economic Area (for processing, analysis, storage, etc.)?

◉ No
○ Yes, as specified in the data management plan (to be uploaded below)

This is a mandatory GDPR question for the UG research register. The sharing might involve personal data moving from the European Economic Area (EEA; European Union + Norway + Iceland + Liechtenstein) to elsewhere or from elsewhere to the EEA.

* What is the purpose of the personal data processing?

> In the course of our study, we gather information regarding the affiliations and professional status of participants, while deliberately abstaining from collecting personal identifiers, including names. This approach ensures that the data obtained cannot be used to identify individual participants. Email addresses are retained solely for the purpose of distributing a follow-up survey and will neither be disclosed publicly nor retained beyond their specific use; they will be securely destroyed thereafter.

This is a mandatory GDPR question for the UG research register. Describe, in a way that is understandable to a research participant, why their personal data are being processed in the context of the study.

* In which (type of) systems are the personal data collected, processed, analysed, stored, and backed up?

☒ Systems hosted by the University of Groningen
☐ Systems hosted by a party other than the University of Groningen
☐ Own storage media
☐ Paper
☐ Other, as specified in the data management plan (to be uploaded below)

This is a mandatory GDPR question for the UG research register. You will be asked to upload a data management plan below in which you can specify all systems used during the research.

* Which data retention periods apply?

☒ 10 years, conforming to the BSS Data Management Protocol
☐ Longer than 10 years, for reasons as specified in the data management plan (to be uploaded below)
☐ Shorter than 10 years, for reasons as specified in the data management plan (to be uploaded below)

This is a mandatory GDPR question for the UG research register. Retention periods start after publication of the last publication that is based on the study. Notes: A) All data on the Y drive are retained for at least ten years. The Y drive backup system makes sure that everything stored on that drive can be retrieved, even if someone edits or deletes data after it has been saved. B) In the data management plan you can specify which data will be retained for how long. Your data may be split into multiple sections with each a different retention period. If you do so: select all applicable retention periods for your data and specify in your data management plan why, how and when you will split your data. C) Retention periods for (original) audio/video recordings and suchlike are usually shorter.

* Who are the suppliers of the personal data that are used in the study?

☒ The research participants
☐ The University of Groningen
☐ Public sources outside the University of Groningen, as specified in the data management plan (to be uploaded below)
☐ Non-public sources outside the University of Groningen, as specified in the data management plan (to be uploaded below)

This is a mandatory GDPR question for the UG research register. Examples of public sources include data sets from publicly available repositories such as DANS (www.dans.nl). Examples of non-public sources include non-public data shared by researchers or research institutes. In your data management plan you can specify which public and non-public sources outside of the University of Groningen will be used to supply data.

Are there external parties that provide a tool or service on behalf of the study and that process personal data? Examples are (non-UG) companies involved in collecting the data or hired to transcribe audio or video data. This concerns parties that do not decide what to do or how to do things - they only provide a service or tool or data that you use. If yes, please upload the data processing agreement.

No file has been uploaded

This is a mandatory GDPR question for the UG research register. When you work with data provided by services like CBS or DANS, agreements or data usage protocols may be in place which need to be uploaded here as well. Note: For external parties that have an existing data processing agreement with the UG (for example, Qualtrics), researchers usually do not need to upload such an agreement. When in doubt, please contact Research Support.

* Which technical and organisational security measures are being used to minimize the privacy risk to study participants?

☒ Pseudonymization or de-identification
☒ Anonymization (as legally defined)
☐ Cryptography
☐ Other, as specified in the data management plan (to be uploaded below)

This is a mandatory GDPR question for the UG research register. Pseudonymization = substituting personally identifiable information (such as a person’s name) with a unique identifier that is not

connected to their real-world identity. While pseudonymization can protect individual study participants with a degree of protection and confidentiality, pseudonymized data still fall within the scope of personal data because it is possible to re-identify the participants (by reversing the pseudonymization process). The same is true for other de-identification techniques (more about them on this FAQ personal data and the GDPR). Anonymization = the use of techniques that can be used to convert personal data into anonymised data. Note that anonymization is permanent: anonymized data that can never, under no circumstances be used to re-identify individuals. True anonymization is therefore increasingly challenging. When in doubt, consider your dataset pseudonymized or de-identified. Cryptography = encryption or hashing applied during transport and storage of personal data.

Please upload your data management plan. While uploading a data management plan is currently not required, it is considered good practice to prepare one and will be helpful during ethics review.

No file has been uploaded

In the data management plan you explain how you will make sure that personal data are safely processed, stored, and published, i.e. conforming to current laws and regulations, in particular the GDPR. See the EC guideline linked to at the top of this page. Note: If the research exclusively involves the reuse of existing data, the data management plan primarily discusses the consequences of the research for the privacy of the original research participants.

Module 4: Research information for participants

The questions below concern the research information that is provided to participants as part of the consent procedure. Please see the information form (IF) guideline on the faculty intranet, in English and Dutch:

BSS Information Form Guideline (Word)

GMW Richtlijn Informatieformulier (Word)

* Please upload the research information for participants aged 16 years or older.

ConsentForm_InformationSheet_Template.docx

This concerns the research information that is offered during the informed consent procedure. The consent form itself can be uploaded in the next module. Please consult the information form (IF) guideline linked to at the top of this page. Note that information should be provided at a level that is appropriate for the participants' age and other personal characteristics.

Module 5: Informed consent

The questions below concern the consent text that is given to participants as part of the consent procedure. Please see the consent form (CF) guideline on the faculty intranet, in English and Dutch:

BSS Consent Form Guideline (Word)

GMW Richtlijn Consentformulier (Word)

* Please upload the consent form for participants who are 16 years or older.

bss-consent-form.docx

Please see the consent form (CF) guideline linked to at the top of this page. Note: If informed consent is transferred verbally, instead upload a document outlining how you will ask for consent.

Additional uploads

Examples of additional uploads include questionnaires to be used in the research, ethics approval documents from other institutions, collaboration agreements with external partners, and data privacy impact assessment (DPIA) outcomes.

If you would like to upload an additional file to go with this request, you can do so here.

No file has been uploaded

If you would like to upload an additional file to go with this request, you can do so here.

No file has been uploaded

If you would like to upload an additional file to go with this request, you can do so here.

No file has been uploaded

If you would like to provide an explanation with any files uploaded above, you can do so here.

Agreement by principal investigator

The principal investigator (*D. Van Ravenzwaaij*) has agreed with the researchers listed in this request to perform research involving human participants, titled 'Workshop Focus Group discussion', and has declared to supervise and take responsibility for this research.

Approval by reviewers

The reviewers have approved the request.