|  |  |
| --- | --- |
| The Faculty of Humanities’ Research Ethics Committee |  |
| APPLICATION FOR ETHICAL APPROVAL This document is the official application template for ethical approval by *The Faculty of Humanities’ Research Ethics Committee*.  The application must be completed in accordance with the guidelines provided below and submitted as a pdf to [*forskerservice@hum.ku.dk*](mailto:forskerservice@hum.ku.dk)with the subject line ‘Application for Ethical Approval’. The application will then be forwarded to the Research Ethics Committee, who will evaluate applications on a running basis.  Please include any supporting documents such as research protocols, consent forms, recruitment scripts/information for participants, questionnaires etc. relevant to your research project for the Research Ethics committee to review.  Please only write in the designated, grey areas and avoid deleting any of the supplementary text. Any contact with the Committee must be through the abovementioned mail. The information provided in this application will be treated as strictly confidential and will only be handled by research officers at the Faculty. |  |

## 1. Basic Information

Name of submitter: Name

Email: Email

Phone: Phone

Affiliation to the Faculty of Humanities: Title/position, e.g. postdoc or professor  
Department: Department

Date of submission (application): dd-mm-yyyy

### The project

Title of Research Project: Title

Date of project start: dd-mm-yyyy

Date of project finish/finalized: dd-mm-yyyy

### Project participants

*Include the names of all researchers and project participants, who will be a part of the collection, analysis and/or handling of data and informants in any capacity (both inside and outside the Faculty of Humanities).*

Name, email, institutional affiliation

Name, email, institutional affiliation;

Name, email, institutional affiliation;

Etc.

## 2. Project information

### Funding

*Please specify if the project is funded by any external grants.*

Description including name of foundation, grant (instrument), year (max. 200 words)

### Aim

*Please provide a very brief description of the research project’s main research aims and goals (should be understandable for non-peers).*

Brief description (max. 200 words)

### Method

*Please provide a brief description of the main research method employed (e.g. interviews or textual analysis), estimated size of empirical data (e.g. 10 interviews) and type of informants (e.g. particular age range, gender, cultural grouping, etc.)*

Description (max. 300 words)

### Categories and variables

*Please provide a brief description of the data collected and how they will be applied in the project. When applicable describe questions and other variables and their eventual categorization.* *If questionnaires are used, please include them for the committee to review.*

Description (max. 300 words)

### Location of data collection and project

*Please specify (a) where the research data will be gathered, and (b) where the research project will be physically located. In case of more than one location please specify.*

Brief description (max. 200 words + 100 words per additional location)

### Information provided to informants

*Please specify what and how informants will be informed prior to the collection of data and how their consent to participate will be given.* Include any supporting documents such as research protocols, consent forms, recruitment scripts/information for participants etc. for the Research Ethics committee to review

Brief description (max. 200 words)

### Recruitment of informants

*Please specify how informants will be recruited to participate in the project.* Include any supporting documents such as research protocols, recruitment scripts/information for participants etc. for the Research Ethics committee to review

Brief description (max. 200 words)

### Opt-out options provided to informants

*Please specify whether and - if possible - how informants are able to opt out of the project/withdraw their consent before, during and after the research has been conducted. If no such possibility is given, please specify why.*

Brief description (max. 200 words)

### Risks

*If relevant, please, specify potential risks to participants in taking part in this research project, and describe which precautionary measures will be adopted to avoid any risk to participants involved. Please also provide information on how informants will be/are informed of any potential risks in taking part in the project, and provide any supporting documents for the committee to review.*

Brief description (max. 200 words)

## 3. Storage/Archiving of data and anonymization

### Storage/Archiving of data (during project)

*Please specify how research data will be stored/archived during the project period.* For information on safe storage of research data please see: <https://hum.ku.dk/forskning/datamanagement/opbevaring-af-data/>

Brief description (max. 200 words)

### Storage/Archiving of data (after project)

*Please specify how research data will be stored/archived after the project period (deleted, shipped off to third party, etc.). If a third party is involved please include the contract.*

Brief description (max. 200 words)

### Transfer and sharing of data

*Please specify whether and under what conditions the research data (or parts of it) will be shared with other (internal/external) collaborators, include names, position, reason for sharing and country.*

Brief description (max. 200 words per external part)

### Anonymization of data

*Please specify whether, and if possible, how data will be anonymized for publication and/or storage.*

Brief description (max. 200 words)

## 4. Additional information

### Additional information

*Should there be any additional information that is vital to the project and cannot be included under the above, please provide it below.*

Additional information