

Request for advice

Date of receipt:
File number:

Request form for advice on ethical aspects of research

The Advisory Committee for Scientific Integrity can be consulted for advice on ethical aspects of research. This form can be used to submit a request for advice to the committee. Please send the following along with your request for advice:

- A summary of your research plan (two A4 sheets of paper), which at least provides information on the following:
 - Purpose of research and research question
 - Selection of respondents
 - Research strategy and data-collection methods
 - If available: data management plan
- The information letter for respondents and/or participants and a consent form.

On the basis of the information provided, the Advisory Committee for Scientific Integrity advises on the research proposal and the documents for respondents and/or participants. It will e-mail its advice to the person submitting the request and to the researcher responsible.

Please submit your request for advice by completing this form and sending it, along with the relevant attachments, by e-mail to the secretary of the Advisory Committee for Scientific Integrity (ties.vandewerff@zuyd.nl).

The name of the document must be formatted as follows: keywords title-version-date of request. Please also state this information in the header of the form.

1. Administrative information

Who is requesting the advice?

1. Surname:
2. Role: researcher in Research Centre/student/supervising lecturer₁ in the following Research Centre/the following study programme or programme department:
.....
3. E-mail:
4. Telephone:
5. What is the name and position of the person who is ultimately responsible for the research?
.....

This request for advice relates to research within the framework of (please tick as appropriate)

- a PhD:
- a research project in a Research Centre:
- graduation research (or other study-related research) by students
- other (please specify):

If this research is performed by students, please mention the name(s) of the student(s) below:

If applicable: name of sponsor

Title of research proposal:

Duration of planned research: from to

2. Request for advice

What is the purpose of your request?

- ethical advice
- other (please specify):

If you are requesting ethical advice, on which part of your research plan would you like to receive advice from the committee?

Have you already discussed this request for advice with others (such as your project manager or professor) or submitted it to other ethics committees (such as a medical ethics assessment committee)?

- Yes, I submitted my question to:
- If not, why not: ...

If others have already provided advice on your research or request for advice, this advice or request for advice should be sent along with your request to the Advisory Committee for Scientific Integrity.

3. Student participation

If students are participating in your research (not as the main performer):

- a. Please state what work the students are performing within the project.
- b. Which programme department or study programme do the students belong to?
- c. Have they signed a non-disclosure agreement?
- d. Are there agreements with the students about the erasure of data after the research has been completed? (see checklist).
- e. Are there any agreements on how data will be shared?

END OF DOCUMENT