


How to receive ethical approval for research studies @ ifgi?

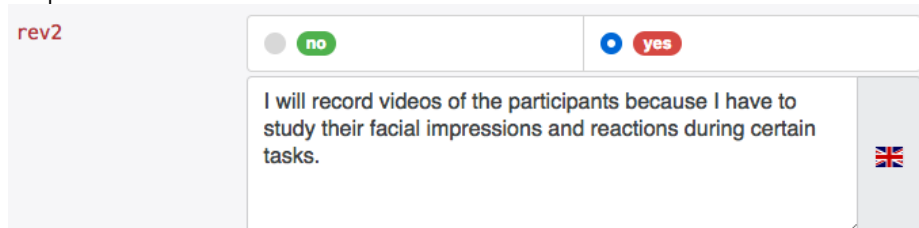
Every study that is planned at ifgi (by students as well as researchers) require ethical approval from the ifgi ethics boards before it is actually conducted. This step-by-step guide will describe the procedure to receive this approval as well as what to do with the relevant documents and how to store the data of your study on the secure data server of ifgi.

Step 1: Create a new study in the ifgi ethics app

- Go to the ifgi ethics app website: <https://giv-ethics-app.uni-muenster.de/app/>
- Click "Create a new document" and fill in your email and the title of your planned study. If it is your first time with the ethics app, you have to provide personal information as well.
- You receive an email that includes the unique document ID of your study:

- By clicking on this link, you will be redirected to the ethics app.
- Afterwards, you can specify whether this study is needed for a course at ifgi or not.
- Please read the upcoming information carefully to be informed about the documents that you will need for your study.
- Fill in the study description in the respective languages.
- Afterwards, you have to provide all concerns that might arise during your study. For this, please read the points carefully and answer them in all conscience. If you click "yes", you have to provide an explanation for that particular point as well.
- Submit your document.
- If you marked one or more concerns with "yes", the ifgi ethics board is informed via email and a reviewer will soon take care of your document. If you receive an email that you have to revise your information, continue with step 2 otherwise go on with step 3.
- If you marked all concerns with "no", you can skip step 2 and go on with step 3.

Step 2: Provide additional information (your document is partly accepted)

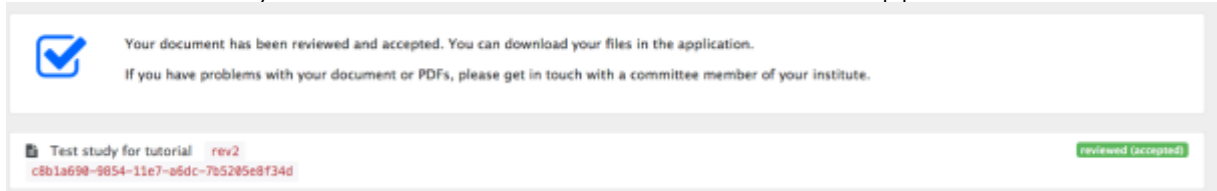
- Click on the link in the email notification to return to the ethics app and click on "Revise document" to start the revision process.
- You can see your original information along with the comments of the reviewer in the rows marked with "rev1". Your changes for this revision can be made in respective text fields:



- After you made all changes, click on "Next" and "Submit" to inform the reviewer about your revision.
- If the reviewer is not satisfied with your changes, step 2 might reiterate.

Step 3: Your study is approved

- Congratulations, your study is officially approved!
- **You will receive the password for your study via email as well. This password is later on required to store your data on the server – please write it down or store it anywhere safe!!**
- Click on the link in your email notification to return to the ethics app:



- You are now able to download all relevant files to conduct your study:



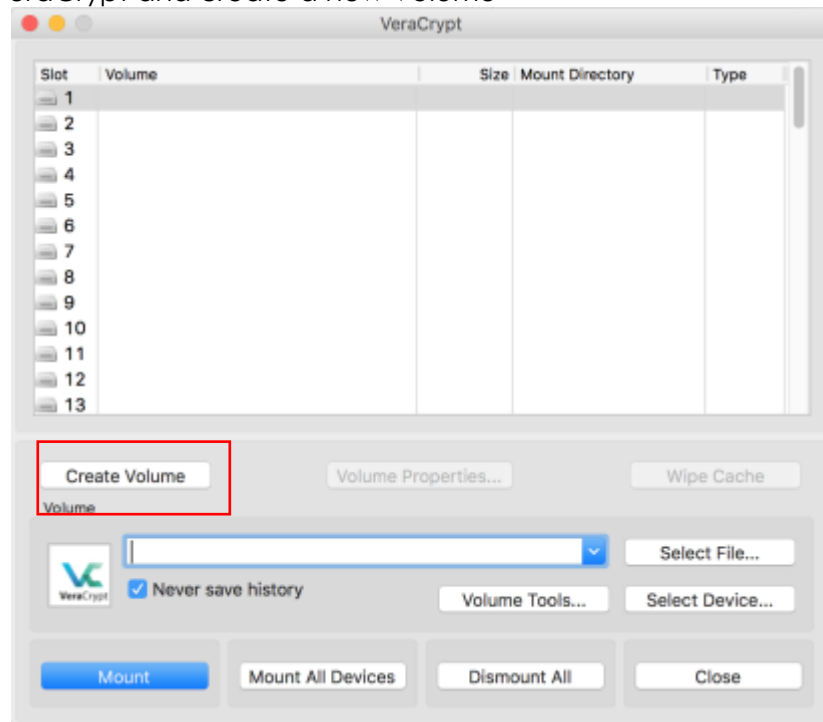
- Document #1: The "**Statement of researcher**" document is only for the archives. Read this document carefully and sign it by yourself. It provides information on to act as a researcher during a study (e.g. how to handle information and how to deal with the participants). The first page of this document is a cover sheet that is required to archive your data – please print this page as well!
- Document #2: The "**Informed consent form**" has to be signed by each participant of the study (so create n copies of this document, with n being the number of participants of your study) and is available in every language that you selected in step 1. All signed forms have to be stored in the archive alongside document #1.
- Document #3: The "**Debriefing information**" has to be provided (printed or verbally) to the participants after the study.
- You are now prepared to run your study!

Step 4: After the study

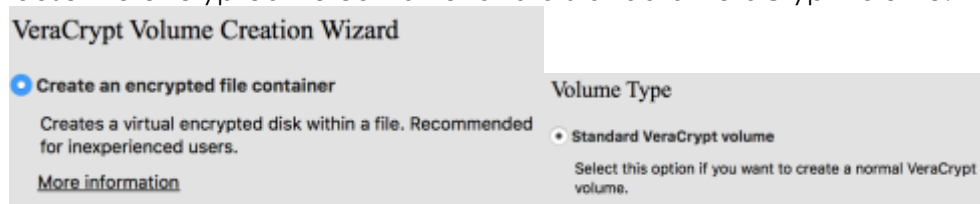
- You have (successfully) conducted your study, now you have to take care of storing all relevant data.
- **1) Paper data:**
 - o Create a stapled (!) combined document consisting of the following parts:
 - 1. "Cover sheet" of your study (document #1).
 - 2. Signed "Statement of researcher" (document #1).
 - 3. Collection of "Informed consent forms" (document #2) signed by each participant.
 - 4. Additional printed pages that are relevant for your study and that you want to include in the archive
 - o Hand in this combined document to the secretariat.
- **2) Digital data:**
 - o Download the latest version of "VeraCrypt":

<https://veracrypt.codeplex.com/wikipage?title=Downloads>

- Connect to the secure data server using your university credentials:
 - Windows: **xxx**
 - Mac: Use Finder to mount "smb://ifgistudies"
 - Linux: Use the Samba Client you prefer (e.g. cifs, smbfs) to mount "smb://ifgistudies"
- Start VeraCrypt and create a new Volume



- Choose the encrypted file container and a standard VeraCrypt volume:



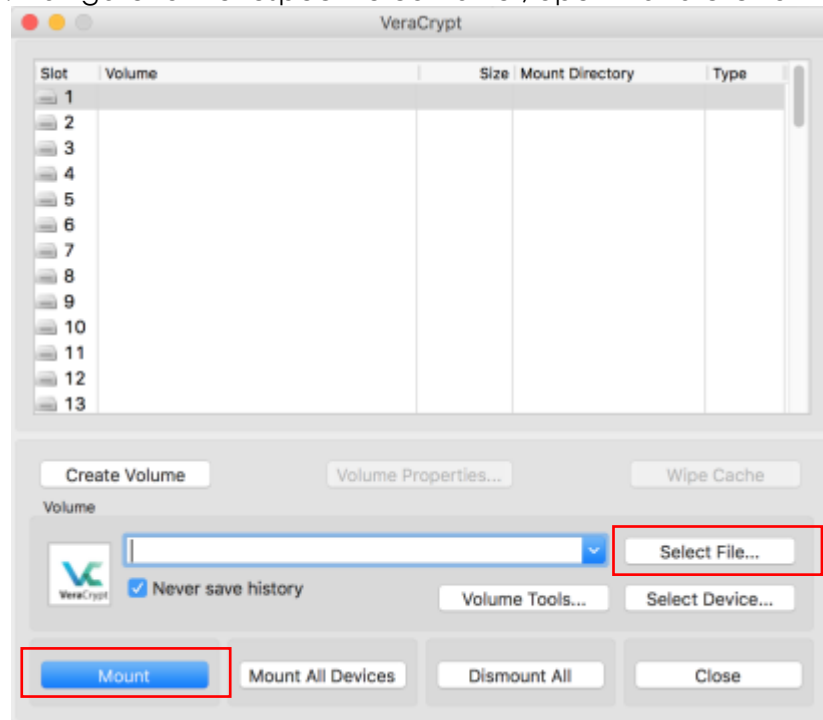
- Store the file container in the existing data structure:
 - For **Courses**: Use the subfolder "Courses" and create a new subfolder (if necessary) for the current semester. If no folder for your course is visible, create a new one and store your VeraCrypt file there using your last name.
 - For **Bachelor / Master theses**: Use the respective subfolder "BachelorTheses" or "MasterTheses" and use your last name as the name for your VeraCrypt file.
 - For **PhDs**: Use the subfolder "PhDs" and create a new subfolder with your last name. Place all VeraCrypt file (from this study and upcoming ones) in your personal folder.
 - For **project-related studies** please use the subfolder "Projects" and create a new subfolder with the project name.
- Choose the Encryption Algorithm you prefer (you can use the default settings as well) and proceed with "Next".
- Wisely choose the size of your file container. **Please not that you cannot change the size of your container afterwards!!** However, try to make an accurate guess regarding the required volume to save disk space.

Volume Size

100 MB

Free space available: 614 GB

- In the next step, please only use the **password you received via email** (see step 3)
- Select the desired filesystem type and select "Format" in the upcoming window to create your VeraCrypt folder.
- You can now mount your newly created file container by clicking on "Select File...". Navigate to the respective container, open it and click on "Mount":



- Type in the password of your container and the respective volume should appear in the volume list. You can open the folder with a double-click and can store all study-related data in the new volume.
- Afterwards, you can dismount your folder.
- Repeat the mounting procedure every time you want to access your study data.