**Basic inquiry**基本调查

For every study that applies for evaluation of the Ethics Committee, the principal investigator has fill out the following questionnaire comprehensively and authorize it with his or her signature. If the applicant is a student, his or her supervisor has to sign the questionnaire in addition to the student’s own signature. Every applicant has to provide his or her intended project’s general information form, informed consent form, and debriefing form for their participants in addition to this questionnaire (cf. Section 4c)!

每个向伦理委员会申请评估的研究，主要的研究者都要填写以下所有的问卷，同意并签上他（她）的名字。如果申请者是学生，除了需要学生本人署名之外，他（她）的指导者也必须在问卷上署名。每一位申请者除了提供本问卷外，还必须提供他（她）申请项目的基本信息表、同意书以及参与者的任务报告表。（参见，条款4项）

ALL QUESTIONS CONTAINED IN THIS QUESTIONNAIRE WILL BE KEPT STRICTLY CONFIDENTIAL.

本问卷的所有问题将会严格地保密

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| **Short designation of the study** 研究设计的简要说明 |

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| **1. General information** 基本信息 |
| **The project is a (please tick one)** 该项目属于（请勾选一个）  regular project  Bachelor’s thesis  Master’s thesis  other student project  常规项目 学士学位论文 硕士学位论文 其他学生项目  PhD project  other study of a related area, e.g. cooperation  博士学位论文 相关领域的其他研究，例如：合作 |
| **Principal investigator of this particular (sub-) project** 特定（子）项目的主要研究者 |
| **Name**姓名 |
| **Research area**研究领域 |
| **Email address**邮件地址 |
| **Status**身份  undergraduate student 本科生  graduate student 研究生  staff科研人员 |
| **Supervisor** (if applicable) 指导者（有则必填项） |
| **Name**姓名 |
| **Research area**研究领域 |
| **Email address**邮件地址 |

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| **2. Connection with other studies 与其他研究的联系** | | | |
| a) Does this study represent a sub-study of another research project that has already been evaluated by the Ethics Committee or is the current study analogous to a study that has already been positively evaluated by the Ethics Committee?  这项研究是否是伦理委员会已经评估过的其他子研究？或者，是否有伦理委员会已经肯定的研究与当前的研究相似？） | | | |
| no 否 → continue with checklist on next page  → 请继续填写下一页问卷 | yes 是  If yes, please indicate the short designation of the study:  如果是，请对该研究进行简要说明：  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor of the study that already received a decision from the Ethics Committee:  该研究的研究者已经获得伦理委员会的批准： | | | |
| b) Has the design been changed in a way that would change the answers in the checklist in a relevant way?  研究设计的修改是否会改变问卷中相应问题的答案？ | | | |
| yes 是  → please indicate on a separate page which changes have been made and continue with the checklist on next page  → 请在单独的一页注明发生的变化并继续填写下一页问卷 | no (sign here and submit) | | |
| **Place, date 地点，时间** | **Signature Principal Investigator**  **主要研究者签名** | |
| **Place, date 地点，时间** | **Signature Supervisor**  **指导者签名** | |

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| **3. Checklist concerning the current study关于本次研究的调查清单** | |
| 1. Will your study include participants that cannot themselves agree to the terms of the study (e.g., individuals below 18 years of age, individuals with diminished capacities that cannot take personal decisions as decided by law)?  你的研究是否包括那些不能同意研究条款的参与者？（例如：十八岁以下的个体，或者由于个人能力缺陷不能对其决定承担法律责任的个体） | yes  no  是 否 |
| 2. Will your study include individuals that are particularly vulnerable (e.g. clinical samples, individuals with learning difficulties, individuals in a hospital or penitentiary)?  你的研究中是否包括那些十分脆弱的人？（例如：临床样本中，存在学习障碍的个人，在医院或监狱的人） | yes  no  是 否 |
| 3. Is it necessary that individuals participate in the study without being informed about their participation at that moment, and without their explicit agreement (e.g., during covert observation)?  是否有必要不及时告知参与者正在参与实验，并且没有明确的参与协议？（例如：在进行秘密地观察） | yes  no  是 否 |
| 4. Is it necessary that potential participants are only partially informed about the content and purpose of the study? (Note: “Full information” does not indicate the revelation of hypotheses, but refers to the purpose and procedures of a study. For example, partial information refers to a cover story necessary in order to answer the research question.)  是否有必要只告诉参与者部分的实验内容和目的？（注意：“完整的信息”并不意味着研究假设被揭示，而只是涉及研究的过程和目的。例如：部分信息只是回答研究问题所需要的引例。） | yes  no  是 否 |
| 5. Is it necessary to actively deceive potential participants about the content and purpose of the study?  是否有必要向参与者过度地隐瞒实验的内容和目的？ | yes  no  是 否 |
| 6. Is it necessary to include questions about topics of intimate nature or questions that could be perceived as stigmatizing (e.g., about illegal or deviant behaviors)?  是否有必要包含一些关于亲密性质的话题或者带有污蔑性质的问题？（例如：例如违法或者越轨行为） | yes  no  是 否 |
| 7. Is there reason to expect that participants – due to the study – will suffer from mental stress, anxiety, exhaustion, pain or other negative effects that exceed levels beyond what can be expected in their everyday lives?  是否为参与者预期到这些因素？即由于这项实验，他们可能会受到来自心理压力，焦虑，疲劳，疼痛或者超出他们日常生活所能预期的负面影响。 | yes  no  是 否 |
| 8. Will any mediation, placebos, or other substances be administered to potential participants?  是否会向潜在参与者提供一些中介、安慰剂或者其他的药物？ | yes  no  是 否 |
| 9. Will any invasive or potentially harmful procedures be applied to participants?  是否会向参与者实施一些侵入性的或者存在潜在伤害的行为？ | yes  no  是 否 |

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| 10. Will your study collect individual data that cannot be processed in anonymized form (e.g., video or audio recordings, samples of body substances like saliva samples)?  你的研究是否会收集不能够以匿名方式处理的个人资料？（例如：视频或者录音，身体物质样本如唾液）  If yes, what kind of data:  如果是，是怎样的资料：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  a) Will participants be informed about that?  对于这些资料的收集参与者是否知情？❒ yes是 ❒ no否  b) Can participants, at any time, demand the deletion of their data and are informed about this possibility?  是否告知参与者在任何时候都有要求删除这些资料的权利？❒ yes是 ❒ no否 | | | | yes  no  是 否 | |
| 11. Will participants receive a monetary compensation for their participation that exceeds the average amount of 20RMB per hour?  参与者是否会收到超过平均每小时20元人民币的奖励？  If yes, how much is the paid amount?  如果是，这个奖励是多少钱？\_\_\_\_\_\_\_\_\_\_\_RMB人民币  Outline the reason why such an amount per hour is indicated for participation in your study:  说明为什么参与你的研究可以每小时获得那么多奖励： | | | | yes  no  是 否 | |
| **4. Additional Documents附件** | | | |
| a) If you answered “yes” to any of the questions 1-9, please attach a separate document that comprehensively describes your research plan and that particularly refers to the questions that you answered with “yes”. In addition, explain in detail how you will ensure that the study will adhere to the Ethical Guidelines concerning those particular issues.  如果你在1-9任何一个问题中回答“是”，请附上一份单独的文件，全面地描述你的研究计划，尤其对于你回答到“是”的问题。另外，请具体阐述如何能够确保你的研究与伦理准则所关注的问题是一致的。 | | attached  n/a  附上 不符合 | |
| b) If you answered “no” to any of the sub-questions of question 10 (a or b), please attach a separate document that explains in detail how you will ensure that the study will adhere to the Ethical Guidelines concerning those particular issues.  如果你对第十个问题的任何子问题（a或者b）回答了“否”，那么请附上一份单独的文件详细阐述你如何能够确保你的研究与道伦理则所关注的问题是一致的。 | | attached  n/a  附上 不符合 | |
| c) Please note that it is necessary   * to inform potential participants about the exact procedure of the study with as much detail as possible; 告知参与者确切的实验过程和尽可能多的细节； * to receive informed consent from the potential participants in written form before participation; 在参与者参与实验之前获得参与者书面形式的知情同意书； * to provide specific contact information (a person, his or her institutional affiliation, a telephone number/email address) that enables participants to ask further questions if necessary; 提供具体的信息（姓名，他或她的所属机构，电话号码/ 邮箱地址）能够让参与者在必要时提出更多的问题； * to guarantee confidentiality with respect to data acquisition and storage; 保证数据获取和储存的秘密性； * to debrief the participants after participation or after finishing the study. 实验结束之后听取参与者的任务报告。   All related forms that you will use for your study (i.e., general study information form, informed consent form including contact information and confidentiality information, debriefing form) need to be attached to this application. If changes arise in due course of the study that substantially change the study, the Ethics Committee needs to be consulted again.  在你的研究中所有需要使用的相关表格，需要以附件的方式呈现。（例如：基本的研究信息表，包含联系信息和保密信息的知情同意书，以及任务报告表）如果研究临时出现实质性的改变，伦理委员会需要再一次评估。 | | attached  n/a  附上 不符合 | |
| **I confirm that I have read all pieces of information provided in this form and that I answered the questions to the best of my knowledge.**  **我确认我已经阅读了这张表格所提供的所有信息，并且我已经尽我所能回答地了这些问题。** | | | |
| Place, date  地点，日期 | Signature Principal Investigator  实验负责人签名 | | |
| Place, date  地点，日期 | Signature Supervisor  指导导师签名 | | |