



Name of the applicant

Applicants must have a current MPIB contract or stipend; affiliation with the MPIB is not sufficient. Please note that each department has different procedures for submitting ethics applications. Ensure that the relevant people in your department have reviewed this application prior to submission (e.g., project leader, PhD supervisor, etc.).
The ethics committee reserves the right to refuse to review studies that we are not qualified to evaluate (e.g., MRI, genetic or animal studies).

Name of participating researchers

Name of the research group / center and project name if applicable (e.g., for LIP, grants, etc.)

Name of the planned study

Planned start of data collection (enter a date)

Short description of the study (400 words maximum). Include information about the motivation for the study, planned methods, and the expected knowledge gain.

Research instruments

☐ Standard research instruments

Please list your standard instruments with citation either in the short description of your study above or in an additional appendix.

☐ Specially developed research instruments

Please submit an additional document appendix (PDF, usually 1–2 pages) describing any non-standard aspects of the study, such as a particular recruiting procedure, experimental paradigms, handling of participants (e.g., in infant studies). Feel free to use figures to make this description as clear as possible.

How are research participants recruited (e.g., through the Internet, from an existing database, or via an organization)? Please provide a brief description of your recruitment procedure.

Further information on participants. Please provide number, age range and any special selection criteria.

Number of participants, age range, special selection criteria (e.g., social background, ethnicity, diseases, disorder, etc.)

Does the study involve minor participants (or other participants incapable of autonomous consent)?

☒ Yes

Please add the Declaration of Consent for Minors to your application (as well as the Declaration of Consent for Adult Participants if applicable to some).

Note that any research staff who will be in contact with children as part of the study must have proof of a background check (erweitertes polizeiliches Führungszeugnis) that was issued no earlier than five years before the planned conclusion of the study. Please be aware that individual schools or Kitas may require this certificate to be issued for other time periods (e.g., the last six months).

Please explain how the study procedure will guarantee informed consent and protect such participants:

☐ No

Please add the Declaration of Consent for Adult Participants to your application.

The research involves

☐

Mood induction

☐

Hidden observation

☐

Deception of the participant

Subjects must be thoroughly debriefed and informed about the purpose of the research project following the assessment.

Justify why this manipulation is necessary and provide a written description of your debriefing procedure:

☐

Physical risks

☐

Mental risks

The participants (or their legal guardians) must be informed about any risks before the study begins and confirm by signature that they agree to the conditions of the study.

Justify why this is necessary and explain how the risk of negative consequences is minimized:

☐

Other ethically sensitive procedure

Please specify and justify why this ethically sensitive procedure is necessary:

☐

None of them

Are participants asked to divulge any sensitive information?

Information is sensitive if:

(a) it could, were it to become known outside of the research project, negatively affect the participant's reputation, compromise the participant's employment situation, lead to complications with the police, or otherwise negatively affect the participant.

(b) it could potentially allow to identify participants, for instance in combination with other collected or freely available information.

Participants must be informed that such information will be requested before the study begins, and confirm by signature that they agree to the conditions of the study.

- | | | |
|---|--|--|
| <input type="checkbox"/> Race or ethnicity | <input type="checkbox"/> Union membership | <input type="checkbox"/> Sexual behavior |
| <input type="checkbox"/> Political opinion | <input type="checkbox"/> Health | <input type="checkbox"/> Drug abuse |
| <input type="checkbox"/> Religious or philosophical beliefs | <input type="checkbox"/> Genetic or biometric data | <input type="checkbox"/> Financial situation |
| | | <input type="checkbox"/> Other |

Please specify the information and explain why it is necessary:

☐ No sensitive information will be collected

Will participants be remunerated for their participation?

☒ Yes

Participants must be informed of the amount of remuneration to be received before the study begins. If applicable, participants must also be informed that not everyone will be paid the same amount in this study and why this is the case.

How will the anonymity of the participants be ensured? e.g. bank details and receipts stored separately from experimental data and locked up

What provision has been made for the remuneration of participants who drop out of the study prematurely?

☐ No

Data will be stored in the following format (check all that apply):

☒ Paper

☐ Electronic

Will data be collected in the format of audio or video recordings?

☒ Yes

Please make sure to inform participants about such recordings in the consent form. If you plan to use video/audio recordings for purposes other than strict data analysis (i.e. presentation, publication etc.), please include the separate consent form for audio and video recordings in your application.

☐ No

How will research data be handled on a daily basis to ensure that participants cannot be identified?

All personal data (e.g., consent forms, bank details, receipts, contact information etc.) need to be stored separately from experimental data. If you use a key to link experimental data to individuals: ensure that the key is stored separately and password protected from experimental data and access is limited to a single involved research or very few people. If you collect data that can be used to identify individuals: ensure that this data is stored locked up (e.g., completed questionnaires, test book-lets) or password protected (e.g., audiovisual recordings), and access is limited to a single involved researcher or very few people.

- ☐ 1. Random ID, no key linking ID to individual, no data that can be used to identify individuals collected
- ☐ 2. Random ID, no key linking ID to individual, data that can be used to identify individuals collected
- ☐ 3. Random ID, key linking ID to individual, no data that can be used to identify individuals collected
- ☐ 4. Random ID, key linking ID to individual, data that can be used to identify individuals collected
- ☐ 5. Other

Please specify:

When will the key linking experimental data to individuals be deleted?

e.g., after publication of the study, after 5 years, ...

Will data be made accessible to other researchers or the public (e.g. through an online repository or archive, such as the Open Science Framework, online supplemental material of the publication, or other websites?)

☒ Yes

Please make sure that the consent form describes correctly how you will be sharing the experimental data of your study in the future. NOTE: You can only share experimental data that does not allow identification of participants. If other types of data must be shared, please contact the MPI data protection representative and provide a pdf of data sharing procedures.

☐ No

Will data be collected, stored, or processed in full or in part by an external contractor?

☒ Yes

Please refer to the Max Planck Society's OHB Chapter XVII.03 and check with the MPI data protection representative whether using the agreement for commissioned data processing) is advisable.

☐ No

General information regarding data protection regulations.

By checking the boxes below, you are confirming that you will adhere to the data protection requirements.

- ☒ Any personal data must be protected from unauthorized access. "Physical" data (e.g., consent forms, audiovisual data) must be kept locked up. "Electronic" data must be protected by passwords.
- ☒ Research data used on a daily basis must not contain any reference to names or other personal information to ensure that participants cannot be identified.
- ☒ Potential participants may only be added to the database with their consent. If participants request to be removed from the database, their data must be deleted immediately and permanently.
- ☒ Access to any personal data or data that can be used to link study data to individuals is limited to a single person or very few people. Any person who can access these data must conform to the data protection regulations.

Family name

Given name

Signature

Date

<input type="text"/>	<input type="text"/>	<input type="text" value="A. Dancy"/>	<input type="text"/>
----------------------	----------------------	---------------------------------------	----------------------

I certify that the information provided above is accurate and complete to the best of my knowledge.

Date

Signature

<input type="text"/>	<input type="text" value="A. Dancy"/>
----------------------	---------------------------------------