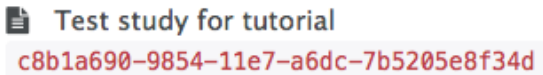# How to receive ethical approval for research studies @ ifgi?

Every study that is planned at ifgi (by students as well as researchers) requires ethical approval from the ifgi ethics boards before it is 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.
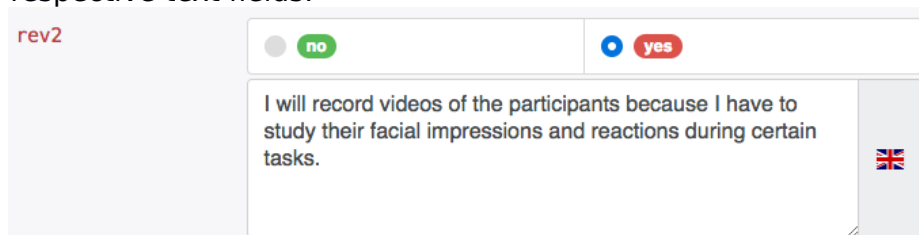
Step 1: Create a new study in the ifgi ethics app

- 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:

  📄 Test study for tutorial
  c8b1a690–9854–11e7–a6dc–7b5205e8f34d

- 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 and explanation for that particular point.
- 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 "rev". Your changes for this revision can be made in respective text fields:

rev2

no   ● yes

I will record videos of the participants because I have to study their facial impressions and reactions during certain tasks.

🇬🇧

- 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, you study is officially approved!
- **You will receive the password for your study printed on the cover sheet. This password is later on required to store your data on the server!**
- Click on the link in your email notification to return to the ethics app:
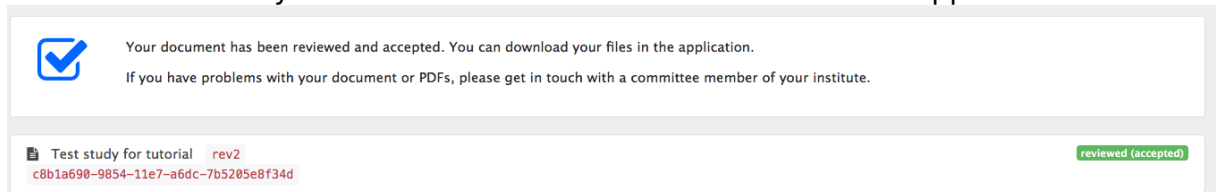
- You are now able to download all relevant files to conduct your study:
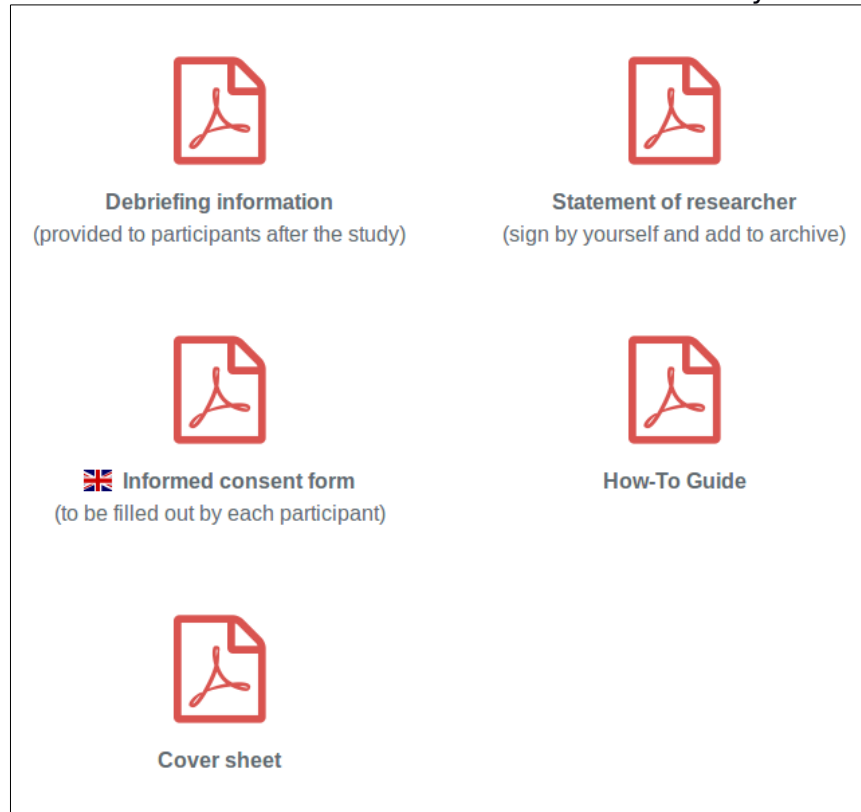
- Document #1: The "**Statement of researcher**" document is only for the archives. Read this document carefully and sign it by yourself. It provides information on to act as a researcher during a study (e.g. how to handle information and how to deal with the participants). The first page of this document 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.
- Document #4: The "**How-To Guide**" is a copy of this document.
- Document #5: The "**Cover sheet**" is the Cover sheet you hand in together with Documents #1 to #3. It also contains your password for the data server.
- (**Optional**): Further copies of Documents #1 to #3 in your participants language.

Step 4: After the study

- You have (successfully) conducted your study, 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 (see Step 3).
    - ▪ 2. Signed "**Statement of researcher**" (see Step 3).
    - ▪ 3. Collection of "**Informed consent forms**" (see Step 3) signed by each participant.
    - ▪ 4. Additional printed pages that are relevant for your study and that you want to include in the archive. This includes printed copies of all documents you attached when answering concern #14.
  - o Hand in this combined document to the secretariat.
- **2) Digital data:**

  - o **Video Guide**:
    - ▪ https://giv-ethics-app.uni-muenster.de/app/files/veracrypt-podcast.mp4

    Step-By-Step Guide:
  - o Download the latest version of "VeraCrypt"
    - ▪ https://www.veracrypt.fr/en/Downloads.html
  - o Connect to the University Network (either via VPN or use University WLAN/LAN). Tutorials can be found on the ZIV Website.
  - o Map the Data Server:
    - The Server has the following configuration:
      - • Username: UNI-MUENSTER\<yourUniversityAccount>
      - • Password: <yourUniversityPassword>
    - ▪ Windows: Use "Map Network Drive" (detailed tutorials can be found on the web) to mount the folder: "[\\ifgistudies\ifgicrypt](\\ifgistudies\ifgicrypt)".
    - ▪ Mac: Use Finder to mount "smb://ifgistudies".
    - ▪ Linux: Use the Samba Client you prefer (e.g. cifs, smbfs) to mount "smb://ifgistudies".

- o Start VeraCrypt and create a new Volume
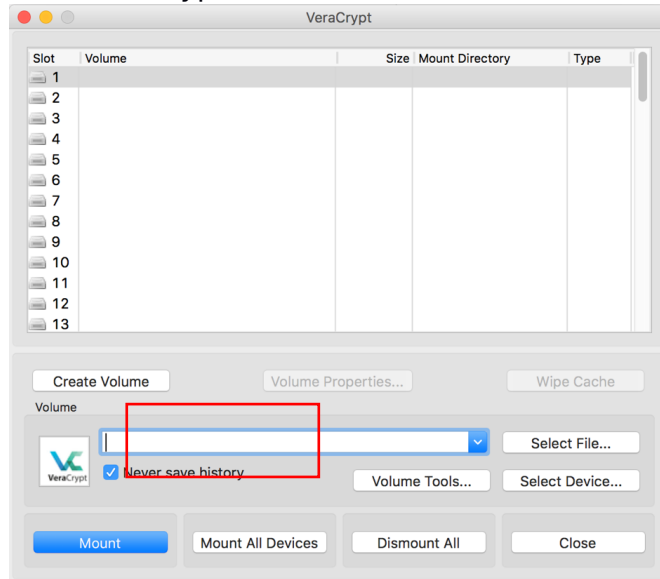
- o Choose the encrypted file container and a standard VeraCrypt volume:

- o Store the file container in the existing data structure:
    - **Naming Scheme**: Please use the following Naming Scheme for you Files/Folders:
        - <Year_Month_Firstname_Lastname>
    - 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. Please use the naming scheme described above!
    - For **Bachelor/Master theses**: Use the respective subfolder "BachelorTheses" or "MasterTheses" for your VeraCrypt file. Please use the naming scheme described above!
    - For **PhDs**: Use the subfolder "PhDs". Place all VeraCrypt files (from this study and upcoming ones) in your personal folder. Please use the naming scheme described above. If it does not suffice your needs you can use a different scheme as long as it is consistent and appropiate for this use case.
    - For **project-related studies** please use the subfolder "Projects" and create a new subfolder with the project name.
- o Choose the Encryption Algorithm you prefer (you can use the default settings as well) and proceed with "Next".
- o 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.
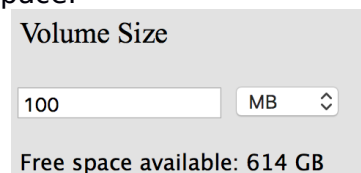
o In the next step, please **use the password printed on the cover sheet** (see step 3). Note: The Password is generated anew every time the cover sheets are downloaded. Please use the make sure you use the one on the printed cover sheet you hand in physically at the secretariat. If you notice a discrepancy in the passwords please change the cover letter you hand in accordingly.

o Select the desired filesystem type and select "Format" in the upcoming window to create your VeraCrypt folder.

o 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":
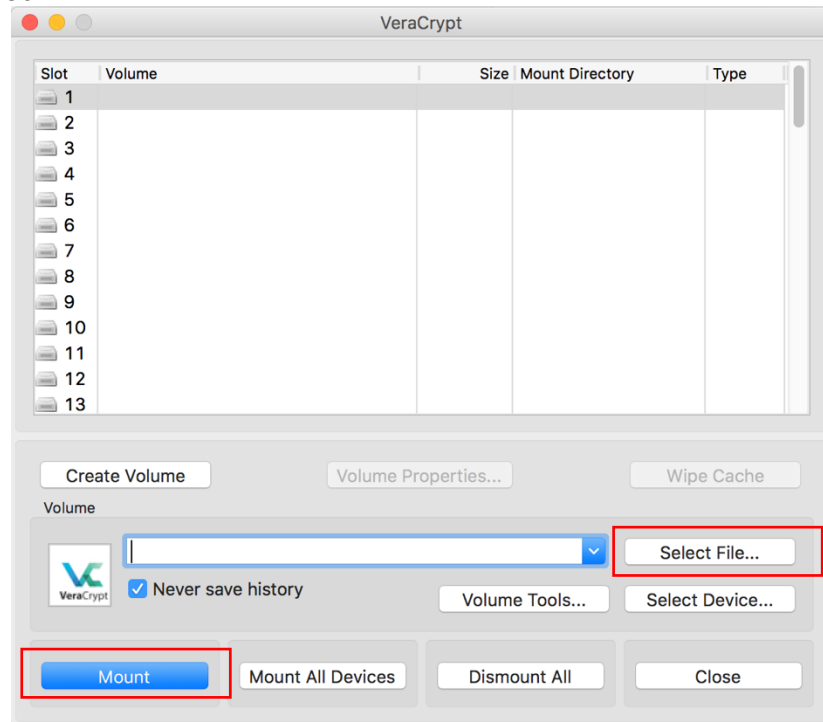
o Type in the password of your container and the respective volume should appear in the volume list. You can open the folder with a double-click and can store all study-related data in the new volume.

o Afterwards, you can dismount your folder.

o Repeat the mounting procedure every time you want to access your study data.

Step 5: After the study – Part II

- After you have handed in all the Paper Data as well as the digital Data (**Step 4**) please make sure that you delete all copies of this data (video, audio, fotos, logs, questionnaires ect.) from your personal devices. **This Data must only exist on the encrypted Veracrypt volume**.

- Please also make sure that you delete the cover letter received from the Ethics-App from your computer as it contains the Veracrypt password.