Focused Flowchart for MSc:

Does your research involve collecting or re-using any data about humans?

(Either data that you plan to collect, or open data that you plan to re-use.)

Examples of human research data:
- Data from interviews, surveys, polls.
  - Sensor data
  - Geospatial data
  - Social media data

Yes

No
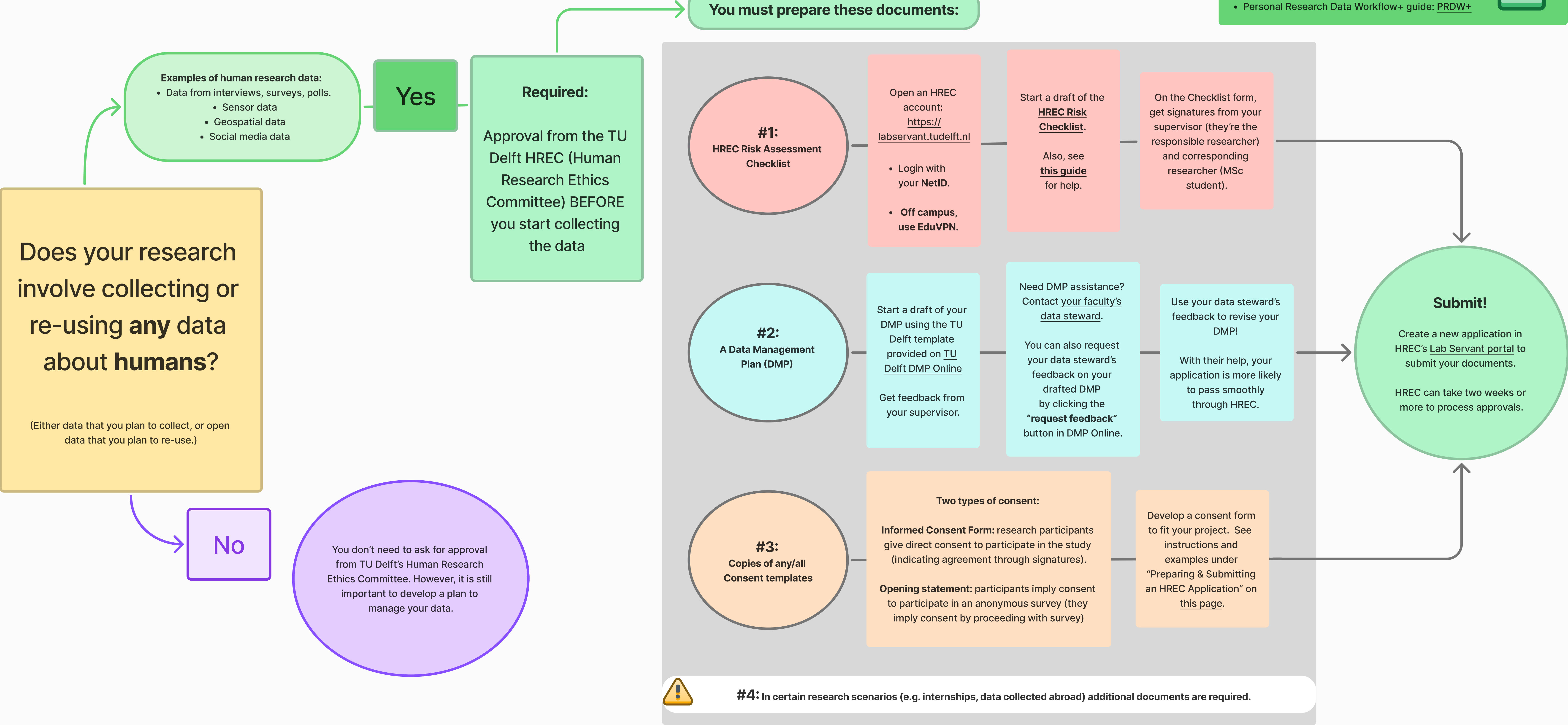
You don't need to ask for approval from TU Delft's Human Research Ethics Committee. However, it is still important to develop a plan to manage your data.

Required:

Approval from the TU Delft HREC (Human Research Ethics Committee) BEFORE you start collecting the data

You must prepare these documents:

#1:
HREC Risk Assessment Checklist

Open an HREC account: https://labservant.tudelft.nl
- Login with your **NetID**.
- **Off campus, use EduVPN.**

Start a draft of the **HREC Risk Checklist**.

Also, see **this guide** for help.

On the Checklist form, get signatures from your supervisor (they're the responsible researcher) and corresponding researcher (MSc student).

#2:
A Data Management Plan (DMP)

Start a draft of your DMP using the TU Delft template provided on **TU Delft DMP Online**

Get feedback from your supervisor.

Need DMP assistance? Contact your faculty's data steward.

You can also request your data steward's feedback on your drafted DMP by clicking the **"request feedback"** button in DMP Online.

Use your data steward's feedback to revise your DMP!

With their help, your application is more likely to pass smoothly through HREC.

#3:
Copies of any/all Consent templates

Two types of consent:

Informed Consent Form: research participants give direct consent to participate in the study (indicating agreement through signatures).

Opening statement: participants imply consent to participate in an anonymous survey (they imply consent by proceeding with survey)

Develop a consent form to fit your project. See instructions and examples under "Preparing & Submitting an HREC Application" on this page.

Submit!

Create a new application in HREC's Lab Servant portal to submit your documents.

HREC can take two weeks or more to process approvals.

⚠️ **#4:** In certain research scenarios (e.g. internships, data collected abroad) additional documents are required.