mci ethics assessment.

TO THE MCI ETHICS COMMITTEE

Please complete the following pages (digital only, no handwriting allowed) and submit to your department.

mci ethics assessment part 1.

Title of the research project:

First name of the student:

Second name of the student:

Student ID:

Department/Study program:

Email: @mci4me.at

Name of the supervisor:

What method do you use in your study?	• **Empirical analysis**	☐
	• **Pure literature work** If your study is based solely on literature work, questions 3, 4 and 5 in the second part of the assessment are not relevant to you.	☐
	• **Desktop research / Secondary data analysis** If your study is based exclusively on a secondary data analysis, questions 4 and 5 in the second part of the assessment are not relevant to you.	☐

Please indicate which of the following apply to the research project/study in question		**Check all boxes that apply**
Was the study previously **denied** ethical clearance by another review board?		☐
Has the study already been granted ethical clearance **by an external review board?** *If yes, a copy of this clearance must be attached to this assessment.*		☐
Could there be any potential **conflicts of interest** (between clients, those affected by the research, the public, your own interests)?		☐
Will secondary data analysis be conducted as part of the study, during which **sensitive data** will be processed?		☐
Will the study intentionally **mislead participants** in any way? *If yes, provide details of this in question 5 and explain how this misleading is handled.*		☐
Could the study pose a **risk** of exposing participants **to physical and/or psychological stress situations or discomfort** (either as a result of participating in the study or by publication of the results)?*If yes, please provide details on the next page and tell us what instructions/advice you will give participants in case such problems occur (e.g. who to ask for help in such cases).*		☐
Will the study require **access to personal and/or confidential participant data**, such as genetic, biological, socio-administrative information, or highly personal data, e.g., sexual orientation?		☐
Does the study indirectly or directly affect any of the following groups?	• Children and teenagers (under 18 years)	☐
	• Persons with cognitive or communication impairments	☐
	• vulnerable groups of people (e.g. children and adults with physical or cognitive impairments, ethnic minorities, persons in asymmetrical or dependent relationships, pregnant women, marginalized persons e.g. homeless persons, LBTIQ* people, refugees, etc.).	☐
	• Patients	☐
	• Persons who are particularly exposed and/or identifiable due to their position.	☐

mci ethics assessment
part 2.

1) **Aim of the study including academic reasoning** - motivation, purpose, objectives, etc.:

2) Preliminary Research Question(s):

3) **Brief description of the methods planned for data collection, storage, analysis and -interpretation:**
(e.g. Which research methods will be used? How and where will the data be collected? Which tools will be used? Where will the data be stored? When will the data be deleted? What precautions will be taken to ensure results remain confidential and anonymous?
In the case of secondary data analysis: How is the data provided and transmitted? How is the selection of the data basis carried out? How is the processed data secured and archived? How is the analysis documented?)

4) **Selection of participants/sampling** – Age, gender, etc., exclusion/inclusion criteria, numbers, reasoning for respective numbers of participants:
(e.g. Who should participate and why? What is the target sample size?)

5) **Dealing with participants:**
(e.g. How is contact established? How are participants informed about the research project? How will informed consent be obtained? Will participants have the option NOT to participate or to withdraw their participation during the research process? How will potential risks to participants or the researcher related to the research be handled? How will feedback of results be provided to participants? What precautions are taken to deal with risks to participants? To what extent are people with communication impairments considered in the design of research? What precautions are taken to avoid drawing conclusions about individuals?

6) Other ethical issues not previously addressed:
(e.g. Can conclusions be drawn about individuals from the results? How will the results be published? What conflicts of interest can arise and how are they dealt with?)

mci ethics assessment acknowledgement.

I hereby confirm that I will (where applicable):

- Provide participants with an information sheet (or in the case of an online study, a web page) to explain the basic procedures (see "Example information sheet"),
- Inform participants that participation is not mandatory,
- In case of an observational study, obtain the participants' permission to observe them,
- Obtain permission from the participants to observe them,
- Inform the participants that they can interrupt the study at any time and for any reason without suffering any disadvantage,
- If a questionnaire is used, offer participants the option of omitting any questions they do not wish to answer,
- Assure the participants that their data will be treated confidentially and will not be personally identifiable in the event of publication,
- Inform participants that any recordings, such as audio or video recordings and photographs, cannot be traced back to individuals unless written consent is given in advance, and
- If requested, provide a debriefing (i.e., an explanation of the outcomes of the study) after the study is completed.

Signature: Date:

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Student

Signature: Date:

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Supervisor