Ethics Questionnaire which Geo Ethics Committee reviews

This is a demonstration PDF of the questions in the UT Ethics Review web application and the informative notes accompanying each question for use when preparing the answers in advance.

To apply for Ethics Review with the Geo Ethics Committee, please go to the UT Ethics Review APP.

GENERAL

Please complete the questionnaire in English. Your answers to the questions will be saved each time you press 'Next' in order to complete the form at a later stage.

You can download a PDF of the questionnaire with the provided answers during the process (e.g., for discussion with your supervisor or ethical advisors).

Before answering a question, please read the help text to find out what information you are expected to provide and why. Many questions concern how you will conform to specific ethical standards, which have been derived from current, general ideas about 'good, responsible practice' in scientific research. Nevertheless, ethical review is not simply 'ticking the right boxes'. Deviating from general ethical standards may be ethically acceptable if you present convincing arguments for why such deviation is justified.

The individual submitting the request is responsible for providing correct and complete information about the research project. For research projects submitted by Bachelor's, Master's or PhD students, however, the academic supervisor is responsible for verifying whether the information provided is correct and granting approval for conducting the research as described. For this reason, questionnaires submitted by a student/PhD/PDEng candidate will first be sent to their supervisor for approval.

0.1 Personal details

Student/employee number	
Initials	M.
First name	Masoome
Last name	Shariat
Email	m.shariat@utwente.nl
Department	ITC-FB

0.2 Project title*

0.3 Summary*

Please provide a clear and concise description of your research including rationale (background), objective (aim), design and methods.

0.4 Start date (estimated) and end date (estimated) for your research project*

Start date

dd-mm-yyyy

End date

dd-mm-yyyy

0.5 If additional researchers (students and/or staff) will be involved in carrying out this research, please name them: [Please include full name and email]

Full name **Email**

0.6 In which context will you conduct this research? *

- Bachelor's thesis
- Master's thesis
- PhD project/AIO/PDEng
- Academic research conducted by a faculty member
- Other

0.7 Please select an ethical committee *

Make sure to select the committee that best fits your research, else you might have to redo the whole application.

The UT has 4 different domain-specific ethics committees. More information on the domain committees and their expertise can be found on the website.

The domain-specific ethics committees are facilitated by the faculties: HSS domain by BMS faculty, CIS domain by EEMCS faculty, NES domain by ET/TNW faculty, and GEO domain by ITC faculty. For students, discuss with your supervisor, or, if in doubt, choose the domain to which the thesis's 1st supervisor is affiliated.

Ethical committee

Link:

Information on the domain committees: Scientific Integrity (Wetenschappelijke integriteit) | Service Portal | University of Twente (utwente.nl)

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SPONSORS

1.1 Provide an overview of all third-party sponsors of this project*

Please list the third-party sponsor(s) associated with your research.

By third-party sponsors, we mean institutions or organizations that fund your research other than the University of Twente. If you have no such support, please write "None" in the sponsor name field.

Sponsor name	Funding provided (in euro equivalent)	Funding purpose within the project	
			+

DATA COLLECTION

In this section, the questions zoom in on the aspects of the data collected, used and inferred by the project, on the study subjects that are described by the data, and on the practices of how the data is managed during the project.

By study subjects, we mean the entities about which you collect data to improve understanding. They can be people, groups of people, organizations, animals or plants, societal or natural processes, and so forth.

Your work may involve publicly available data sets; these do not require a full description or discussion. Just list them and make clear they are public resources.

2.1 Will you collect (or work with) data in your project that describes real-world situations or that derive from real-world situations?*

A project may not at all be about data, or may only be using synthetic computer-generated data that has no association with real-world entities or real-world processes and might be used in simulations only.
In contrast, if your work involves primary data collection or the creation of data out of computer models that aims to be representative of real entities or processes, then your answer should be "Yes."

- ○ Yes
- ○ No

2.2 List all methods that are used for data collection in your project.*

Select the appropriate methods and provide a concise description for each checked category. *Please make sure your listing and descriptions are complete (as known at the time of answering).*

By mobile sensors, we mean a wide array of hardware: those carried by drones, other airborne or spaceborne sensors, smartphones and other wearables, and animal geotrackers are all included.

- ☐ Individual interviews
- ☐ Group interviews
- ☐ Surveys by me or my team
- ☐ Surveys by others
- ☐ Real life experiments (by intervention)
- ☐ Laboratory experiments
- ☐ Usage of existing data sets
- ☐ In situ observation by humans
- ☐ In situ observation by fixed sensors
- ☐ In situ observation by mobile sensors
- ☐ Other

2.3 Describe the dataset(s) you will collect, create, and/or use. Please provide a short name and longer description (if needed).*

Please indicate whether your data set has a temporal dimension and aims to construct a data timeline and/or if it has a spatial dimension and aims to construct a spatial overview and its expected temporal and spatial data granularity.
Indicate also the data set's valid date, when known and the data set's geographic coverage where applicable.

By data granularity, we mean what you will use as the smallest unit of information content along some data dimension, for time, it can be minutes, hours, days, months, years, etc.; and spatial data, indicate raster resolution or vector precision.

By a data set's valid date we mean the calendar time (period) when the data was considered truthful., e.g."2017", "Sept-Nov, 2020", etc.

By a data set's geographic coverage we mean a description of the spatial extent of its data elements, e.g., "Quebec province, Canada." (try to be as specific as possible).

Short name of data set to be collected	Extended description of dataset	Space/Time Granularity	Valid date and geographic coverage

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2.4 Describe the data collection procedure(s) that can have potential effects on people's lives.

By potential effects we mean those your research work may have on people in the sense of changing their normal activities, their cultural or socio-economic position, or introducing risks to their well-being or livelihood.

2.5 Which ethical threats can be in play during data collection?*

Please provide a self-explanatory list that includes a short name for the ethical threat (column 1) which we can be re-used in later questions. For each threat, indicate a longer name in column 2, and the data set(s) that might be related to this threat. For the later, please use the list of data you provided for question 2.3.

By ethical threat we mean those issues that may be caused by sensitive questions, long interviews, incomplete disclosure of your project intentions (causing deception or causing unjustified expectations). Special attention is required when the burden on the study subjects may affect their physical or well-being integrity, or their economic, emotional, or mental state.

By threat mitigation we mean any process that can or will be used to lessen the extent of the ethical problem or consequences by isolating or containing a threat until the problem can be remedied.

Threat short name	Threat long name	Data set(s) involved	Mitigation measure(s)	
				+

2.6 Describe if you plan to apply or develop methods that enrich data from one source with data from other sources.*

If such a process is carried out, indicate a) which datasets will be enriched and in what form as part of the research process, b) identify potential ethical concerns that might arise due to such process, and c) describe the mitigation strategy.

Data enriching methods include merging/combining datasets or features of them to obtain further insights into the study topic. Suppose data enriching methods occur with data from humans. In that case, it can lead to harmful consequences for the groups or individuals (e.g., merging social media data with other sources might lead to sensitive findings).

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ETHICAL ISSUES OF WORKING WITH HUMAN PARTICIPANTS

This section specifically aims to make you aware of concerns about project data that may be invading people's privacy or represent a threat to people's integrity and well-being. This typically happens when study subjects are human participants or when they relate rather directly to people. In such cases, your project should put in place sufficient countermeasures to address and reduce these risks.

3.1 Does your research work, directly or indirectly, with data about humans?

- ○ Yes
- ○ No

If Yes is chosen in question 3.1, all questions 3.2-3.7 appear.

If No is chosen in question 3.1, all questions 3.2-3.7 become redundant and will not appear in the PDF.

3.2 Describe the characteristics of the individuals or groups who are the focus of your research (i.e., those from (or about who) you are collecting/using data). *

Please don't forget to specify the expected sample size and factors used to determine group membership. Also, pay attention to the vulnerability characteristics of the study subjects -- e.g., young and old people, minorities (religious, political, sexual preference, racial), women and people with disabilities may all be more at risk than normal.

3.3 Indicate where the study will take place, how long the data collection process will take, and how long on average any single study subject (ie, person) will be exposed to your procedure. *

3.4 Will you inform your study subjects about the research, the study, the handling process of the personal data, and all the rights they are entitled to when they participate in it? *

- ○ Yes - we will inform study participants of their rights
- ○ Not certain - we have not decided yet
- ○ No - we will not inform study participants of their rights

If Yes is chosen in question 3.4, all the questions 3.4.1-3.4.2 appear.

3.4.1 How are you informing the study subjects? What is the chosen communication channel? Is it appropriate for their understanding? (Language, technology, written versus spoken, use of a trusted intermediate ...) *

Please consider that not all human participants can read leaflets (e.g., low literacy, visual impairments. It is necessary to reflect on the appropriate way to communicate (e.g., language choice, if verbal explanations are needed) when providing information about the research and asking for consent from human participants.

3.4.2 Informed consent normally means that you will also brief and debrief your study subjects, and possibly that you require to have external approval from third parties. (This can be some organization, some community lead, possibly a government agency.) Please share the third-party approvals if applicable via the upload mechanism here.

In many international development project situations, it is ill-advised to work with local people if not the governor, perhaps a ministry, the police constable and the local chief have all agreed that you engage with locals. It would be unethical, and potentially explosive, to not have this arranged.

Allowed format: .pdf file. Please upload at most four files.

... Browse... Upload

If No is chosen in question 3.4, question 3.4.3 appears.

3.4 Will you inform your study subjects about the research, the study, the handling process of the personal data, and all the rights they are entitled to when they participate in it? *

- ○ Yes - we will inform study participants of their rights
- ○ Not certain - we have not decided yet
- ◉ No - we will not inform study participants of their rights

3.4.3 Please note that it is uncommon practice to collect, particularly personal, data without informing the people you focus on. This goes by the name of covert research and requires the provision of strong reasons to choose for this. Please describe the reasons why you will not inform the research participants or target group. *

3.5 Will you use a letter/statement of consent to ask people for their informed participation?*

- ○ Yes
- ○ No

If Yes is chosen in question 3.5, all the questions 3.5.1-3.5.3 appear.

3.5.1 Please inform us how you will communicate, seek, and document consent.*

- ○ Written Consent
- ○ Verbal Consent
- ○ Passive Consent
- ○ Other

3.5.2 Please upload consent letter template.*

Your document should be .pdf format. Please upload at most one file.

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3.5.3 Provide the information documents you will use to ensure informed consent from the people who are the focus of your research. *

Upload at least one information document.

Your document should be .pdf format. Please upload at most two files.

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If No is chosen in question 3.5, question 3.5.4 appears.

3.5 Will you use a letter/statement of consent to ask people for their informed participation?*

- ○ Yes
- ◉ No

3.5.4 Why you think a consent letter or statement is not necessary?*

3.6 Which risks have you identified regarding confidentiality of the collected data?*

Confidentiality *applies to the treatment of the data; for example, who has access to personal data, what will be done to make sure that only authorized individuals have access, and which limitations does the access procedure set? Try to provide a clear description of people that will have access to the data, of protection measures against unauthorised access, and (if applicable) to which parts of the data your measures apply.*

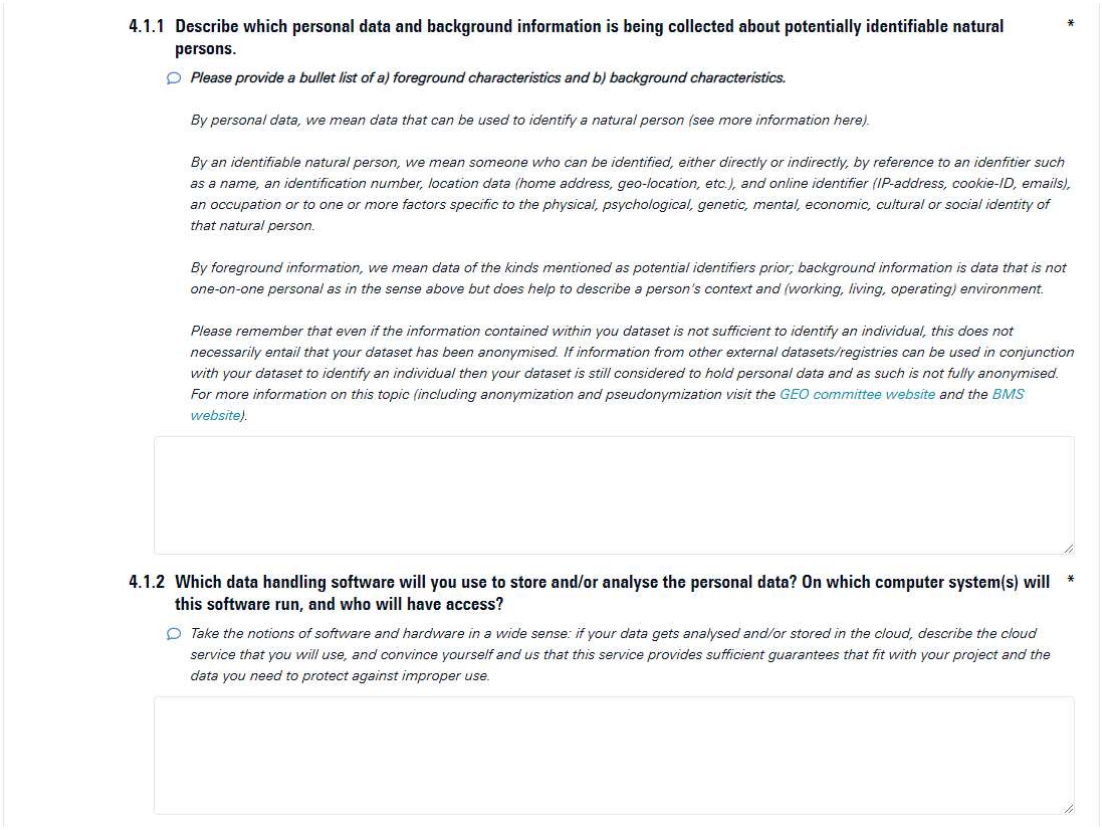
3.7 Will study subjects receive any reward, incentive or payment for their participation in the study?*

If yes, describe the reward currency and indicate the amount level.

Reward *is payment in some form. This can be money, course credits (for students), food support (for poor people), a doctor referral letter for a patient, or any other "payment with items of value." If rewards are in play in your project, take some moments to reflect on whether rewards may be coercing people to collaborate unethically.*

If Yes is chosen in question 4.1, all the questions 4.1.1-4.1.2 appear.

If No is chosen in question 4.1, all questions 4.1.1-4.1.2 become redundant and will not appear in the PDF.



Links:

Geo Committee website: Ethics Committee | Welcome to the GEO Ethics Committee! | Home ITC

BMS website for guidelines personal information: Research Data & Privacy | Guidelines Personal Information | BMS - BMS Datalab (utwente.nl)

4.2 Can the data be re-used for later studies, and if so, does this induce further confidentiality issues or concerns?*

Essentially, later studies need to be comparable in purpose and scope, otherwise such data re-use would breach the purpose limitation clause.

4.3 "I have read the UT Data policy and the specific activities and responsibilities I have in my role"*

Please familiarize with the UT Research Data Management Policy (see here).

Staff and PhD researchers conducting research projects need to do a Data Management Plan (DMP).

MSc students are advised to fill a (lighter) DMP version to guide them through the safe management of their research data. They can find a guidance DMP template in CANVAS, as part of their Academic Skills or Research Skills courses under the Research Data Management section.

Atlas students do not have to do a DMP but need to safely manage their data.

Further information on the research data infrastructure for collection, storage, and support can be found on the websites of LISA and DCC. For this and to get guidance on the DMP, you can contact ITC's Data Steward for further support (rdm-itc@utwente.nl).

☐ Yes

Link:

UT Data Policy: Research Data Management policy (utwente.nl)

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OTHER IMPACTS

5.1 Please choose the types of intended outputs/results of your research project.*

Please choose all options that apply, and pick the best possible category(ies) for any planned output/result. Also, provide a brief description, and include an indication of what will be novel form your output/result.

- ☐ New hardware
- ☐ New method/approach/algorithm
- ☐ New system
- ☐ New data
- ☐ New theory/knowledge/empirical insights
- ☐ New policy/laws/regulations/standards
- ☐ Other

5.2 Please choose the types of intended impact of your research project.*

Please choose all options that apply, and pick the best possible category(ies) for any intended research impact.

Please add the following information for each selected answer:

- *The output/result of your research, if used in the intended way, will bring about a positive effect. However, please describe in the "explanation field" whether and what negative effects might be possible for the intended use scenarios and indicate mitigation strategies of countermeasures that can address these negative effects.*
- *The output/result of your research may also be subject to unintended use (usually in a later stage by others). Please indicate whether it may be used in another context and which possible disadvantageous effects may arise. Describe mitigation strategies or countermeasures that can address these negative effects.*

- ☐ Cultural/social impact
- ☐ Economic impact
- ☐ Environmental impact
- ☐ Impact on health and well-being
- ☐ Other category of impact

5.3 Does your project have the potential to develop by-products?*

By by-product, we mean those products which are not primary research output/results, but that are derived from the research project and its developments/findings.

- ◉ Yes
- ○ No

If Yes is chosen in question 5.3, question 5.3.1 appears.

If No is chosen in question 5.3, question 5.3.1 becomes redundant and will not appear in the PDF.

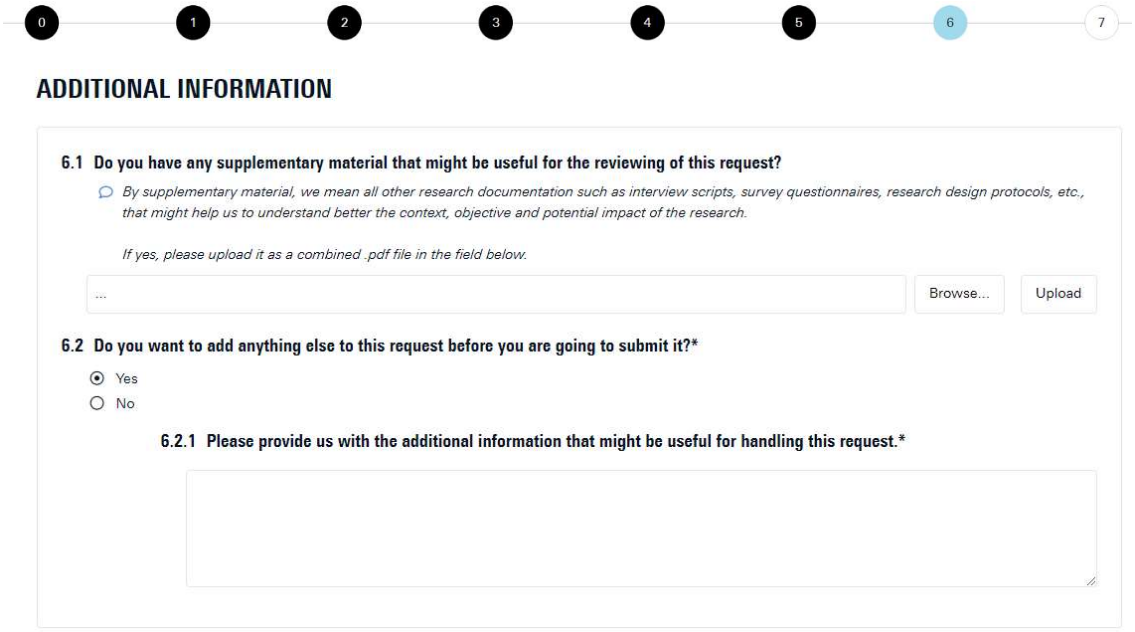
5.3.1 What type of by-product(s) could be generated, and what could be their potential impact?*

Please add the following information for each selected answer:

- *Please provide a name, a brief description of the by-product, and whether and what negative effects or unintended uses (in later phases) might be possible. Also, state some mitigation strategies or countermeasures that can address these negative effects. If there is no potential negative effect/unintended use, please add in this field "NA".*

By-product name	Brief description	Negative Effects/Unintended Uses	Mitigation Strategies

+



If Yes is chosen in question 6.2, question 6.2.1 appears.

If No is chosen in question 6.2, question 6.2.1 becomes redundant and will not appear in the PDF.

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CLOSURE

Thank you for completing all sections. Please submit your research by clicking the Submit for review button below.

If you have listed a supervisor, the web application will automatically forward your questionnaire to your supervisor to provide consent. After that, the questionnaire will be transferred to the domain-specific ethics committee of your choice.

If you want to make changes to the information provided, you can go back by using the Previous button.

The Ethical Review application communicates the status of the review procedure via notification emails that may ask you to make changes in your submission. Therefore keep an eye on your email after submission.

7.1 I have answered all questions truthful and complete*

☐ Yes

VALIDATION RESULTS

+ Submit for review