**7.2 Research integrity application form**

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|  | Research registration no.  (filled by the Ethics Committee): | ELTE/TÁTK/KEAB/ |

The application can ONLY be submitted electronically, in Word format

**Please read the instructions on the last page carefully.**

**Please attach the annexes to the submitted document.**

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|  | **The applicant’s (head of research) name:[[1]](#footnote-1)** |  |
|  | Academic rank: |  |
|  | Place of work (Faculty/Institute/Department): |  |
|  | Position:  public servant at ELTE yes/no[[2]](#footnote-2) |  |
|  | E-mail address: |  |
|  | Title of the research: |  |
|  | The field(s) of research: |  |
|  | Other researchers participating in the research (e.g., student): |  |
|  | Expected date of the beginning and end of the research: |  |
|  | Financial resource of the research (research grant or other): |  |
|  | Submission date of the application: |  |
|  | Purpose of research (min. 100, max. 200 words): |  |
|  | Age of the research participants: |  |
|  | The form of approval depends on the age of the research participants. Please underline, which documents you are attaching: | If the participant is a **child under the age of 3 years**, the research shall be explained in a written form to the legal representative (typically the parent, henceforth: the *parent*), and they can give their consent by their signature on behalf of the child.  Please attach to the ethical application form the document describing the research and the approval request form. If the analysis or recruitment is carried out in an institution (typically: in a nursery school), the ethical approval is only valid together with written consent of the head of the institution.  If the examined person is a **child between 3-14 years of age**, the parent gives their consent as above, and the child gives it orally. Please attach the document intended for the parent, the request form and the oral or written information intended for the child. If the analysis or recruitment is carried out in an institution (typically: a kindergarten or school), the ethical approval is only valid together with the written consent of the head of the institution.  If the examined person is under-age, between 14-18 years of age, the information shall be given to them and also to the parent, and they both shall sign the consent. If the child’s name is not recorded in the research, and, on the basis of the Committee’s evaluation, the research does not endanger the participants, the passive consent of the parent is sufficient (their consent can be inferred if they do not file an objection against their child’s participation). Please attach the documents listed above (the description of the research and the consent). If the research or recruitment is carried out in an institution (typically: a school), the ethical approval is only valid together with the written consent of the head of the institution.  If the research participants are **over 18 years of age**, written information shall be given to them about the research and its purposes, and they shall give their consent to the participation. Please attach the documents listed above. |
|  | Means of selecting the research participants. (How do you intend to recruit and select the participants?) (If necessary, please attach the relevant documentation: advertisement, letter to the head of institution etc.) |  |
|  | Locations of the research (if relevant): |  |
|  | Brief (max. 200 words) introduction into the research methods. (The planned procedure should be described rather than the theoretic background.) |  |
|  | Is there a conflict of interest between different institutions or groups? Which are they? How do you intend to handle these conflicts during the research and its publication? |  |
|  | Will the data collected during the research enable the identification of the participants? Do you plan to collect personal data? |  |
|  | What kind of ready-made questionnaires, tests and other measuring tools do you want to use (if any)?  Please attach the questionnaires and tests to the application, include the link of online questionnaires, and mention the ethically relevant factors related to the development of measuring tools. |  |
|  | What appliances, instruments and scripts do you intend to use? Please attach their documentation (unless they have been approved in an earlier approval procedure.) |  |
|  | Please describe how you intend to ensure the short- and long-time processing and archiving of the data and how you ensure that they will not allow the identification of participants. Also, if you process personal data (name, e-mail address), how will you protect those data? |  |
|  | Please describe how you intend to inform the community concerned about the results of the research. |  |
|  | Please describe how you are going to publish the research results.  Please include the Open Science solutions. |  |
|  | Please describe what tools you intend to use to ensure the integrity of the research. E.g., hypotheses, research proposal’s preliminary registration (e.g., <https://osf.io> ) |  |
|  | Please describe how you plan to archive the anonymized or anonymous data and the research documentation. Who will be able to access the data and documentation and in what way?  Please include the Open Science solutions. |  |

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| A YES answer given to any of the questions below does not make the realisation of the research impossible. Please underline the appropriate answer. | | | | If your answer to any of the questions is YES, please describe how you make sure that no bodily or psychological harm is done to any persons or groups during the research. |
|  | Will the research create any unpleasant situations? | NO | YES |  |
|  | Will the research include the use of incentives or gifts? | NO | YES |  |
|  | Will the research involve disabled people? | NO | YES |  |
|  | Will the research involve mental patients or people at risk of developing a mental illness? | NO | YES |  |
|  | Will the research involve the participation of members of social minorities (or any other vulnerable groups)? | NO | YES |  |
|  | Will the research involve the risk of injury to the contributors or participants? | NO | YES |  |
|  | Will the research involve the deception of the participants or the partial concealment of its purpose? | NO | YES |  |
|  | Will the research involve a procedure that may, even involuntarily, cause anxiety or suffering (e.g., in-depth interviews)? | NO | YES |  |

**Special cases (Please fill in only if the questions below are RELEVANT from the point of view of the planned research. If the questions are not relevant, please use the N/A option.**

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|  | **If the preliminary consent of the data subjects is difficult to obtain** (e.g., research at public places), how will you ensure the participants’ protection, their retrospective or continuous information and involvement, and how do you justify the absence of preliminary information? |  |
|  | If the research **does not directly affect any persons** (e.g., analysis of documents, historical or archival research or the research of public spaces) **but there are some persons directly affected** by the research (personal data connected to them), what kind of ethical problems may emerge related to them (the possibility of identification, their right to form an opinion etc.) and how will you respond to them?  Also, if there are directly and indirectly affected persons involved, how will you separate them during the research? If the data make the identity of persons possible, the general rules of data processing (cf. Consent to data processing and its Annex) apply. |  |
|  | **If the research is participatory research or action research**, how will you ensure and in what way do you plan the active involvement of the persons? Please describe what effects the research may exert on the given group or persons involved, and the places or communities it forms. Will the participants have an option to comment on the research results? If they will, how, and if not, why not? |  |
|  | Will the research **have (indirect) social impacts**? How may these impacts influence the participants (especially if vulnerable social groups are involved)? |  |
|  | If you also pursue **archival research**, how will you make sure that the personal data are protected during the research and at its publication? During archival research, please take into account the stipulations of section 24 of Act LXVI. of 1995. |  |
|  | Will the research entail any further ethical concerns that were not mentioned in the answers given to the above questions? If so, please briefly discuss them. |  |

**The research Integrity, Ethics and Data Processing Committee draws the applicants’ attention to the following:**

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| The Committee may request the submission of every written document given to the research participants (e.g., recruitment posters, advertisements etc.) **The tests and** **questionnaires should be attached to the application.** |
| **The data processing plan of the research should be attached to the application.** |
| After finishing the research activities, a brief (8-10 sentences) **research report shall be written**, whose submission the Committee may request. The report should primarily summarise the results but may also contain information on problems occurring during the realisation, which can later be used. |
| **Statement of information and consent**: the research participants shall give their preliminary, voluntary and informed (in possession of all relevant information) to their participation. The information shall, in every case, include the right of withdrawal of the consent. |
| Please do not forget to attach the text of the **recruitment advertisement**, if relevant. |
| The research shall **start with reading and filling in the Statement of information and consent**. It should also be emphasized in the Statement of information and consent that participation is voluntary and can, at any time, be withdrawn.  If the questionnaire is filled in **online**, before filling in the questionnaire, the participants should indicate their consent with a ”yes” answer or a check in a box. Without those, it should be made impossible to fill in the questionnaire. Furthermore, please **give the link** of the prospective questionnaire. If possible, please use a website and questionnaire form of ELTE. |
| If you find a question in the application form non-applicable to your research, please use the N/A option. |
| If the research is led by a qualified lecturer of the Faculty of Social Sciences, ELTE but the research is (partly or entirely) **carried out outside Hungary**, the approval of the Ethics Committee of the proper authority of the given country is also necessary to obtain. |
| Please, make a statement about that  (1) the Statements of information and consent that include personal data will be stored safely at a person not in direct contact with the participants,  (2) the other documents will include identification with passwords only,  (3) in what digital format the materials will be stored,  (4) for how long and where the raw questionnaires, audio files and processed (digitalised, content-analysed etc) data and Statements of information and consent will be stored. |
| Should a breach of data protection occur (a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of or access to transmitted, stored or otherwise processed personal data including when someone accesses the data without proper authorisation), please turn to the data protection officer of ELTE immediately. For your kind information, be noted that in the case of such an incident, only 72 hours are available to report it to the National Authority of Data Protection and Freedom of Information (NAIH), therefore contacting the data protection officer should not be delayed.  Contact: Office of Data Protection and Strategic Administration, Rector’s Cabinet, ELTE/ HU-1053 Budapest, Ferenciek tere 6. Tel.: +36-1-411-6700/2855; Email: [adatvedelem@rk.elte.hu](mailto:strategia@rk.elte.hu) |

1. The head of research must have an academic qualification (DSc, PhD, CSc). [↑](#footnote-ref-1)
2. If not a public servant at ELTE, by filling in the Research integrity application form you give your consent to the processing of your personal data in the application form by the Research Integrity, Research Ethics and Data Processing Committee. [↑](#footnote-ref-2)