**Ludwig Maximilians Universität, München**

**Faculty of Economics**

**ETHICS COMMITTEE**

**APPLICATION FOR ETHICAL APPROVAL**

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| **TWO** Copies of this application and any accompanying documents have to be submitted:   * Send one copy electronically to   + [ethics-committee@econ.lmu.de](mailto:ethics-committee@econ.lmu.de)   *Please make sure that your name is included in the file name of the electronic copy of the form and in the file name of any accompanying documents.*   * Send one hard copy including the required signatures to   Ethikkommission der  Volkswirtschaftlichen Fakultät  c/o Dekanat  Ludwigstr. 28/VG  80539 München  Please fill in all required fields in the form. Incomplete forms will not be processed. Students should ensure that their supervisor has read, approved, and, in regard of the hard copy, signed the application, and any subsequent resubmissions.  Please submit a copy of your full research proposal with this form. |

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| **Name of applicant(s):** |  |
| **Project Title:** |  |
| **Funding of the project:** |  |

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| **Date of submission of application**: |  |

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| **DURATION OF PROJECT** | |
| **START DATE \*)** |  |
| **END DATE** |  |

\*) Please note that the review of your application typically takes 4 weeks and plan your start date accordingly, i. e. as a general rule not earlier than 4 weeks from submitting your application.

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| **PROJECT LOCATION(S):** Please state location(s) where the research will be carried out. |
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ALL QUESTIONS MUST BE ANSWERED.

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| **Name(s) of all person(s) submitting the research proposal (including main applicant)** | **Status (BA/BSc/MA/MSc/**  **/PhD/research associate/faculty etc.)** | **Group/Institute/Centre** |
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| **Address for correspondence relating to this submission (including email and telephone number):** | | |
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| **In the case of undergraduate and postgraduate research please give details of supervisor(s):** | |
| **Name** | **Position held** |
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| **1. OVERVIEW OF THE STUDY:** Describe the purposes of the research proposed. Detail the methods to be used and the research questions. Provide any other relevant background which will allow the reviewers to contextualise your research (ca. 300 words, max. 2.100 characters). |
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| **2. SOURCES OF FUNDING:** The organisation, individual or group providing finance for the study. |
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| **3. RISKS TO PARTICIPANTS:** What risks to the subject are entailed in involvement in the research? Are there any potential physical, psychological or disclosure dangers that can be anticipated? What is the possible benefit or harm to the subject or society from their participation or from the project as a whole? What procedures have been established for the care and protection of participants (e.g. insurance, medical cover) and the control of any information gained from them or about them? |
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| **4. RECRUITMENT/SELECTION PROCEDURES:** How will study participants be selected? Is there any sense in which participants might be ‘obliged’ to participate – as in the case of students, prisoners or patients – or are volunteers being recruited? If participation is compulsory, the potential consequences of non-compliance must be indicated to participants; if voluntary, entitlement to withdraw consent must be indicated and when that entitlement lapses.  If the recruitment is done via standard ORSEE procedures please indicate. |
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| **5.** **PARTICIPANTS IN DEPENDENT RELATIONSHIPS:** Specify whether participants will include students or others in a dependent relationship (this could affect their ability to decline to participate). If such participants will be included what will you do to ensure that their participation is voluntary etc.? |
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| **6. VULNERABLE INDIVIDUALS:** Specify whether the research will include children or people with mental illness. If so, please explain the necessity of involving these individuals as research participants and what will be done to facilitate their participation, or the participation of people with physical disabilities. |
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| **7. PAYMENTS AND INCENTIVES:** Will payment or any other incentive, such as a gift or free services, be made to any research subject? If so, please specify and state the level of payment to be made and/or the source of the funds/gift/free service to be used. |
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| **8. CONSENT:** Please give details of how consent is to be obtained. A copy of the proposed consent form, along with a separate information sheet, written in simple, non-technical language MUST accompany this proposal form (do not include the text of the form in this space, attach with your submission as a separate document). |
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| **9. CULTURAL, SOCIAL, GENDER-BASED CHARACTERISTICS:** Comment on any cultural, social or gender-based characteristics of the research participants which have affected the design of the project or which may affect its conduct. |
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| **10. ENVIRONMENTAL IMPACT:** Identify any environmental impacts arising from your research and the measures you will take to minimise risk of impact. |
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| **11. CONFIDENTIALITY:** Please state who will have access to the data and what measures which will be adopted to maintain the confidentiality of the research subject and to comply with data protection requirements e.g. will the data be anonymised? |
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| **12. THIRD PARTY DATA:** Will you require access to data on research participants held by a third party? In cases where participants will be identified from information held by another party (for example, a doctor or school) describe the arrangements you intend to make to gain access to this information. |
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| **13. PROTECTION OF RESEARCHER (Applicant):** Please state briefly any precautions being taken to protect your health and safety. Have you taken out travel and health insurance for the full period of the research? If not, why not. Have you read and acted upon the travel advice of the Foreign Ministry (Auswärtiges Amt)?  If acted upon, how? |
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| **14. PROTECTION OF OTHER RESEARCHERS:** Please state briefly any precautions being taken to protect the health and safety of other researchers and others associated with the project (as distinct from the research participants or the applicant). |
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| **15. RESEARCH PERMISSIONS (INCLUDING ETHICAL CLEARANCE) IN HOST COUNTRY AND/OR ORGANISATION**: If this research project is being undertaken outside of Germany, has formal permission/a research permit been sought to conduct this research? Please describe the action you have taken and if a formal permit has not been sought please explain why this is not necessary/appropriate (for very short studies it is not always appropriate to apply for formal clearance, for example). |
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| **16. MONITORING OF RESEARCH**: What procedures are in place for monitoring the research (by funding agency, supervisor, community, self etc.) |
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| **17. ANTICIPATED USE OF RESEARCH DATA ETC:** What is the anticipated use of the data, forms of publication and dissemination of findings etc.? |
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| **18. FEEDBACK TO PARTICIPANTS:** Will you use deception? Will the data or findings of this research be made available to participants? If so, specify the form and timescale for feedback. What commitments will be made to participants regarding feedback? How will these obligations be verified? |
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| **Signature (Proposer of research)** | **Date** |
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| **Where the proposal is from a student, the Supervisor is asked to certify the accuracy of the above account. If the supervisor is out of the country at the time of submission they should send an email to winter@lmu.de (cc ethics-committee@econ.lmu.de), stating that they have seen and approved the application.** | |
| **Signature (Supervisor of student)** | **Date** |
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