**Protocol Form**

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|  **Instructions*** Please complete the form by providing information for all relevant items.
* Do not delete the instructions in blue, or any section. Write “not applicable” if an item or a question does not apply to your project.
* Please avoid using discipline-specific jargon (if you must, define it clearly) or provide extensive details. If you are reusing material that you have already written (e.g., your application to the funding body), please do not copy-paste entire sections but rather choose carefully what is relevant for the ethics review.
* You may read the guide on our website or contact CIREP if you have any doubts.
* Submit the completed form and supporting materials (questionnaires, interview scripts, etc.) via email to secretaria.cirep@upf.edu.
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**Section 1. General Information**

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| Application Number |  |

**1a. Project Title**

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**1b. Project Description**

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| Please provide a summary of the project of approximately 300 words.      |
| Keywords:       |

**1c. Research Team** (Note that students cannot serve as principal investigator [PI].)

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| PI Full Name:       |
| Department (or institution, if not UPF):       |
| Applicant Full Name (if different from PI):       |
| Other Research Team Members (names and affiliations):       |
| Have you completed the online ethics training? [ ]  Yes [ ]  No [ ]  Pending |

**1d. Funding**

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| Is your research project funded? [ ]  Yes [ ]  No [ ]  Pending |
| What is the source of funding?[ ]  UPF[ ]  Local or autonomic. Please specify:      [ ]  State. Please specify:      [ ]  European. Please specify:      [ ]  Other. Please specify:       |
| Does the funding agency require an ethics certificate? [ ]  Yes [ ]  No  |

**1e. Project Timeline**

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| Estimated Start Date:       | Project Duration:       |

**Section 2. Objectives**

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| Summarize the objectives, rationale, and motivation for the project.      |

**Section 3. General Methodology**

**3a. New Data Collection and Analysis**

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| Provide a brief but informative description of all the research methods that will be used to collect (e.g., interviews, tests, surveys, ethnography, recordings, etc.) and analyze the data. Include copies of the research materials when you submit your application (if available).Regarding the procedure to conduct the study in the laboratory, will you follow the standard procedure described in the “Conducting a Session” section of the BESLab Experimental Protocol document? [ ]  Yes [ ]  No If you selected “no”, please discuss in detail the procedure you will follow to conduct the study.       |

**3b. Secondary Data Collection and Analysis**

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| Describe the data that will be used. Identify the data source(s) and confirm that the researchers are allowed to access and use the data for the purposes of the project. Describe how the data will be analyzed.      |

**3c. Methodological Aspects**

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| Describe the methods not directly related to new or secondary data collection and analysis here.       |

**Section 4. Participants**

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| Indicate the expected number of participants. Please explain how the number of participants was established.      |
| List the exclusion and inclusion criteria. If you plan to recruit vulnerable participant populations,[[1]](#footnote-1) justify the need to include these populations.     Note: When participants under 18 and over 65 are recruited, researchers need to ensure that participants (and their legal guardians or representatives) understand the consequences of their participation. |
| Describe the sampling and recruitment procedures (how will participants be identified and approached?; is there any possibility of undue influence or coercion?; if so, how has it been addressed?; etc.).Will you follow the standard procedure described in the “Recruitment Procedure” section of the BESLab Experimental Protocol document? [ ]  Yes [ ]  NoIf you selected “no”, please provide enough detail about the recruitment procedure you will follow.      |
| Describe when and how consent will be obtained. Confirm that all the relevant information (as listed in the guide) has been included in the information sheet and consent form. If obtaining consent is unfeasible, please justify your decision.     Select an option: [ ]  We will use informed consent forms in electronic format, which must be accepted in order to access to the questionnaire.[ ]  We will collect informed consent forms signed by the participants. Consent forms signed by the participants will be stored in a locked cabinet only accessible to the principal researcher. |

**Section 5. Personal Data Processing**

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| **Instructions*** **Skip section 5** if you have completed or will complete a DPIA as part of your application.
* Please see the protocol form guide before you complete this form. It contains text that you can use to complete this section. You may copy and paste the relevant options from among those included.
* Read the descriptions below carefully before you fill out section 5.
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*Personal data*: Any information that relates to an identified or identifiable living individual. To determine whether a person is identifiable one must consider the foreseeable technological evolution and the possible combination with other data by the researcher or third parties. Personal data includes both identifying data (first and last names, home address, etc.) and any other type of data that, on its own or combined with other types of data, can be used to identify persons (image; voice; physiological, economic, cultural, social data, etc.).

*Special categories of personal data*: personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership; genetic data; biometric data; or data concerning health, a person’s sex life or sexual orientation.

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| Select an option: [ ]  We only need to process personal data of the participants in order to make the payments due for their participation. This data will be managed by administrative staff of the university. It is not possible to identify the participants through their responses in the experiment, even knowing the payment they have received.[ ]  We only need to process identifying personal data of the participants in order to make the payments due for their participation. This data will be managed by administrative staff of the university. We do not need to establish any link between this data and the answers given in the experiments by the participants. However, it would be possible to identify participants from their responses if the payment they have received is known. [ ]  In our research we need to collect and process personal data, that is, data that can allow the identification of the participants. We need to collect this data because… |
| Indicate the types of personal data that will be processed.      |
| Describe the security measures that will be implemented.     Regarding data protection mechanisms (please check all that apply): [ ]  The data will be stored on the UPF server, in G drive, which follow the requirements of the National Security Scheme and is compliant with the GDPR.[ ]  The data will be stored in       [name of the online service provider] provided by BESLab and which is compliant with GDPR.[ ]  Other (please specify which ones, the data protection mechanism and its compliance with GDPR):       |
| Describe who will have access to personal data. If applicable, indicate the plans for sharing personal data with non-UPF members.Besides the Lab Manager, who will have access to the data and will administer the experiment, the data will be accessible to       |
| Discuss the personal data preservation period and any plans for future reuse after the completion of the current project.      |
| Discuss whether personal data will be published or otherwise disseminated. If so, confirm that the consent form explicitly allows participants to consent to this type of dissemination (even if this involves dissemination of data after anonymization).      |

**Section 6. Other Ethical Considerations**

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| Please provide a clear and concise statement of the ethical issues raised by the research activity not discussed above and how you intend to deal with them. Potential conflicts of interests between the PI’s involvement in non-academic activities and the research project should be discussed if applicable.      |

**Section 7. Payment**

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| Will you follow the standard procedure described in the “Payment” section of the BESLab Experimental Protocol document?[ ]  Yes. Payment in cash.[ ]  Yes. Payment by bank transfer.[ ]  NoIf you selected “no”, please provide enough detail about the payment procedure you will follow.      Note that, if the funds used for participation compensation are non-UPF funds, the recommended form of payment is cash, following the protocol outlined in this document.  |

**Section 8. References**

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**Signature**

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**Potential Reviewers** *(optional)*

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| Suggest UPF reviewers who may be able to review your project.      |

1. Persons who, due to their situation, may not completely understand the possible consequences associated with their participation in the research project. Minors under 14 are always considered vulnerable. [↑](#footnote-ref-1)