Universitat Pompeu Fabra Barcelona

CIREP

Ethics and Data Protection from a Researcher Perspective

Personal experience with my ERC Starting Grant

Carla Lancelotti 15-06-2018

Ethics and data protection: requirements for H2020 projects

Applicants submitting research proposals in Horizon 2020 should **demonstrate proactively** that they are aware of, and will comply with, European and national legislation and fundamental ethical principles.

It is the applicants' responsibility to **identify** any potential ethical issue, to **handle** the ethical aspects of the proposal and to **detail** how these aspects will be addressed.

When submitting a proposal to Horizon 2020, all applicants are required to complete an **Ethics Issues Table** (EIT). Applicants who flag ethical issues in the EIT have to complete also a more in depth **Ethics Self-Assessment**.

All proposals above threshold and considered for funding will be subject to an **Ethics Review** carried out by independent ethics experts.

The ethics review result will distinguish between ethics requirements to be addressed **before Grant Agreement signature** and those that can be cleared at a later stage. In the latter case, a separate work package ‘Ethics Requirements’ listing the **deliverables** will be created automatically.

The Grant Agreement can only be signed if all ethics requirement have been duly addressed!

Ethics and data protection: requirements for H2020 projects

ETHICS APPRAISAL STEPS

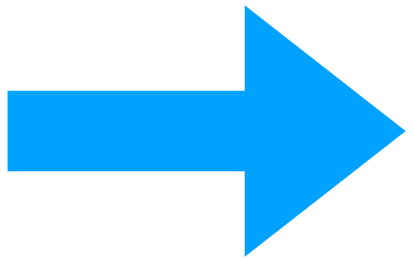
Activity	Who?	When?	How?
Ethics Self-assessment	Applicant	Application phase	Consideration of ethical issues of the proposal
Ethics Pre-screening/Screening	Ethics experts and/or qualified staff	Evaluation phase	Review of application material
Ethics Assessment (for proposals involving hESC or raising serious ethical issues: severe intervention on humans)	Ethics experts	Evaluation/ Grant preparation phase	Review of application material
Ethics Check/Audit	Ethics experts	Implementation phase	Review of project deliverables/interview with applicants

Application stage

Answer yes/no questionnaire and compile ethics self-assessment

Eleven sections:

1. **Human embryos/foetuses**
2. **Humans**
3. **Human cells/tissues**
4. **Personal data**
5. **Animals**
6. **Third countries**
7. **Environment & Health and Safety**
8. **Dual use**
9. **Exclusive focus on civil applications**
10. **Misuse**
11. **Other ethics issues**

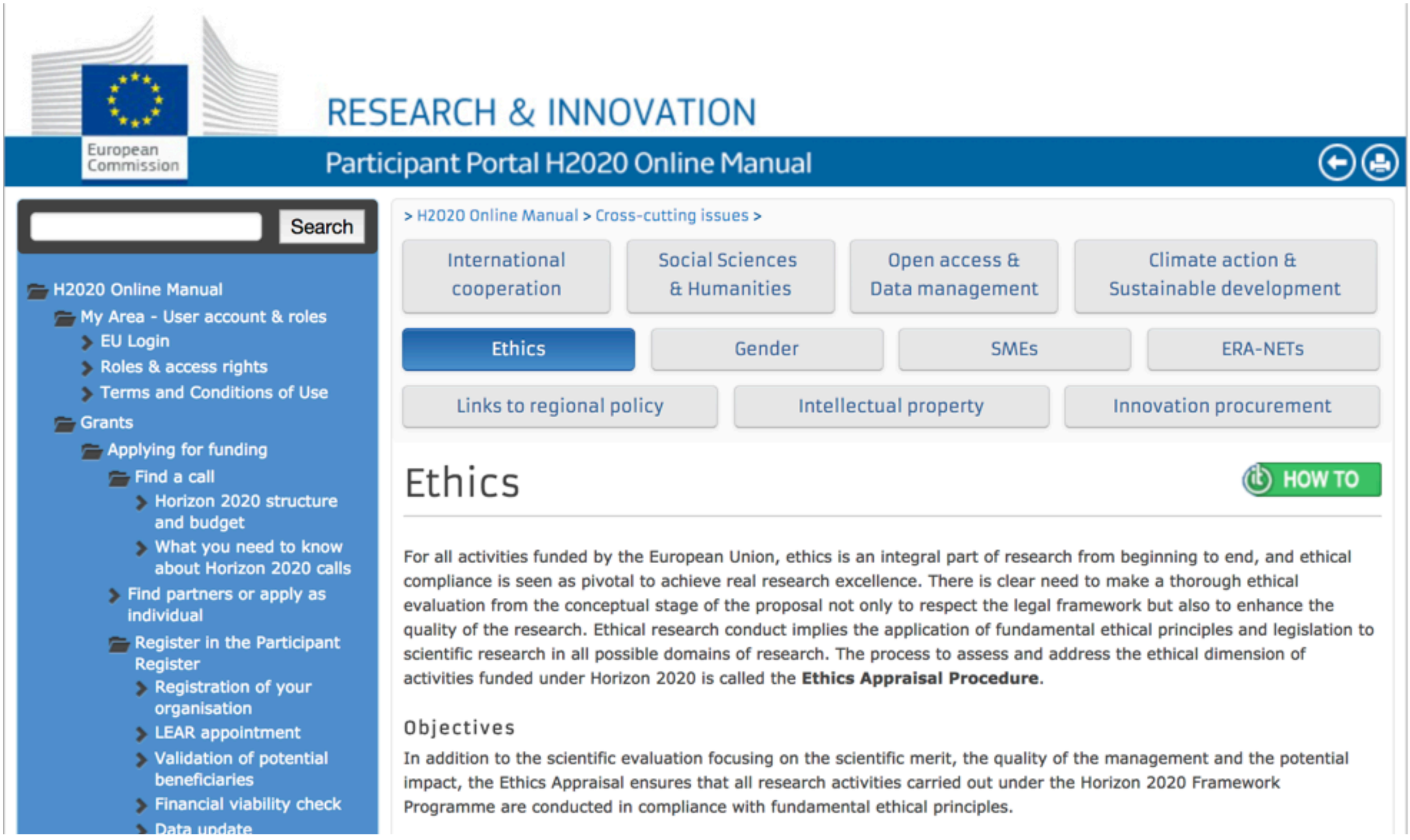


Yes / No

+

Relevant Page number in the proposal

Help and guides



http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm

4 - Ethics issues table

1. HUMAN EMBRYOS/FOETUSES		Page
Does your research involve Human Embryonic Stem Cells (hESCs)?	○ Yes ◉ No	
Does your research involve the use of human embryos?	○ Yes ◉ No	
Does your research involve the use of human foetal tissues / cells?	○ Yes ◉ No	

11. OTHER ETHICS ISSUES		Page
Are there any other ethics issues that should be taken into consideration? Please specify	○ Yes ◉ No	

I confirm that I have taken into account all ethics issues described above and that, if any ethics issues apply, I will complete the ethics self-assessment and attach the required documents. ☒

How to Complete your Ethics Self-Assessment

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf

2. HUMANS		Page
Does your research involve human participants?	◉ Yes ○ No	7
Are they volunteers for social or human sciences research?	○ Yes ◉ No	
Are they persons unable to give informed consent?	○ Yes ◉ No	
Are they vulnerable individuals or groups?	○ Yes ◉ No	
Are they children/minors?	○ Yes ◉ No	
Are they patients?	○ Yes ◉ No	
Are they healthy volunteers for medical studies?	○ Yes ◉ No	
Does your research involve physical interventions on the study participants?	○ Yes ◉ No	

Question 2. Humans

Does your research involve human participants?

One of the workpackages of RAINDROPS involves **ethnographic interviews** to local farmers of Pakistan, Sudan and Ethiopia. The interviews will concern cultivation methods and decision-making processes for cultivation practices. Written **informed consent** will be obtained before the interview and no video recording material will be used. In the unlikely event that some of the participants will **withdraw** their **consent** after the interviews, the **data collected will not be used** in the project. The **intellectual property** of the technology/techniques, methods, and know-how will be acknowledged as being owned by the communities, making of them primary actors of scientific knowledge building.

4. PERSONAL DATA		Page
Does your research involve personal data collection and/or processing?	◉ Yes ○ No	7,9
Does it involve the collection and/or processing of sensitive personal data (e.g: health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?	○ Yes ◉ No	
Does it involve processing of genetic information?	○ Yes ◉ No	
Does it involve tracking or observation of participants?	◉ Yes ○ No	7
Does your research involve further processing of previously collected personal data (secondary use)?	○ Yes ◉ No	

Question 4. Personal data

Does your research involve personal data collection and/or processing?

The interviews might require collecting **names, ages and sex** of the people interviewed, although these data are not absolutely necessary for the project. Only people who will give their **full consent** will be asked these questions and in no case their personal information will be disclosed to third parties. **No other sensitive information** is going to be collected and/or stored. Research will also involve observation of farmers performing daily task, although no video recording material will be used. Data for publications and datasets will be previously made **anonymous** following **standard ethnographic practices**.

6. THIRD COUNTRIES		Page
In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues?	○ Yes ◉ No	
Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?	◉ Yes ○ No	7-8
Do you plan to import any material - including personal data - from non-EU countries into the EU?	◉ Yes ○ No	10,12
Parts of crops grown for experimentation and ethnographic reference collection and sediment samples from archaeological sites - experiments will be conducted in India; ethnographic and archaeological samples will be imported from Pakistan, Ethiopia and Sudan.		
Do you plan to export any material - including personal data - from the EU to non-EU countries?	○ Yes ◉ No	
In case your research involves low and/or lower middle income countries, are any benefits-sharing actions planned?	○ Yes ◉ No	
Could the situation in the country put the individuals taking part in the research at risk?	◉ Yes ○ No	10

Question 6. Third Countries

Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?

Local plants will be collected (crops and wood samples) to be analysed in the EU. **Permissions** to local authorities will be asked prior to **collecting** and **exporting** and there is no foreseeable reason why they should be denied as plant material form all study areas have been exported in the past. No plants to be collected is considered **endangered species**, and farmers full **consent** will be asked before collecting their crops. **All exported plant material will not be used for current or future genetic studies.**

Question 6. Third Countries

Do you plan to import any material - including personal data - from non-EU countries into the EU?

Parts of **crops** grown for experimentation and ethnographic reference collection, as well as **sediment** samples from archaeological sites will be imported to Spain from India, Pakistan, Ethiopia and Sudan. **Import** (into the EU) and **exports** (from the country of origin) **licences** will be obtained by the relevant parties and will **comply with national and international regulations** on the import/export of organic materials. Archaeological samples will be exported under the licences accorded to the relevant archaeological mission. **Best practices** of organic material conservation and storage will be used in order to avoid any possible contamination.

Question 6. Third Countries

Could the situation in the country put the individuals taking part in the research at risk?

Pakistan, Ethiopia and Sudan have been all recently involved in **unrests and political problems.** However, the areas where fieldwork for the project is going to take place are considered safe**. Current on-going fieldwork** shows that the areas are open to foreign workers**.** Political situations will be **monitored closely** before leaving for fieldwork and any direction of international and local authorities in terms of security will be strictly followed**.** All project **personnel** travelling abroad for fieldwork will be properly **insured** so that any cost derived by emergency evacuation or personal injury will be covered**.**

7. ENVIRONMENT & HEALTH and SAFETY		Page
Does your research involve the use of elements that may cause harm to the environment, to animals or plants?	○ Yes ◉ No	
Does your research deal with endangered fauna and/or flora and/or protected areas?	○ Yes ◉ No	
Does your research involve the use of elements that may cause harm to humans, including research staff?	◉ Yes ○ No	5-7

Question 7. Environment & Health Safety

Does your research involve the use of elements that may cause harm to humans, including research staff?

RAINDROPS has a considerable amount of laboratory-based work, which involve the use of **mildly toxic chemicals.** All personnel involved in laboratory work will receive proper health & safety **training** before starting. All protocols in use at the laboratory where the analyses will be conducted are **standard protocols** that have been in use for several years and are available for inspection should it be required. Similarly, all chemical used during analyses will be disposed according to **environmental safety regulations**.

ERC Starting Grant 2017
Ethic Self-Assessment

Resilience and Adaptation in Drylands.

RAINDROPS

This document provides a Self-Assessment of the potential Ethic issues that might arise from the development of the project. Additional explanation can be found in part B1 and B2 as indicated in the *Ethic Issues Table* on pages 11-13/18 of the Proposal Submission Form.

Question 2. Humans
Does your research involve human participants?
One of the workpackages of RAINDROPS involves ethnographic interviews to local farmers of Pakistan, Sudan and Ethiopia. The interviews will concern cultivation methods and decision-making processes for cultivation practices. Written informed consent will be obtained before the interview and no video recording material will be used. In the unlikely event that some of the participants will withdraw their consent after the interviews, the data collected will not be used in the project. The intellectual property of the technology/techniques, methods, and know-how will be acknowledged as being owned by the communities, making of them primary actors of scientific knowledge building.

Question 4. Personal data
Does your research involve personal data collection and/or processing?
The interviews might require collecting names, ages and sex of the people interviewed, although these data are not absolutely necessary for the project. Only people who will give their full consent will be asked these questions and in no case their personal information will be disclosed to third parties. No other sensitive information is going to be collected and/or stored. Research will also involve observation of farmers performing daily task, although no video recording material will be used. Data for publications and datasets will be previously made anonymous following standard ethnographic practices.

Question 6. Third Countries
Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?
Local plants will be collected (crops and wood samples) to be analysed in the EU. Permissions to local authorities will be asked prior to collecting and exporting and there is no foreseeable reason why they should be denied as plant material form all study areas have been exported in the past. No plants to be collected is considered endangered species, and farmers full consent will be asked before collecting their crops. All exported plant material will not be used for current or future genetic studies.

Do you plan to import any material - including personal data - from non-EU countries into the EU?
Parts of crops grown for experimentation and ethnographic reference collection, as well as sediment samples from archaeological sites will be imported to Spain from India, Pakistan, Ethiopia and Sudan. Import (into the EU) and exports (from the country of origin) licences will be obtained by the relevant parties and will comply with national and international regulations on the import/export of organic materials. Archaeological samples will be exported under the licences accorded to the relevant archaeological mission. Best practices of organic material conservation and storage will be used in order to avoid any possible contamination.

Could the situation in the country put the individuals taking part in the research at risk?
Pakistan, Ethiopia and Sudan have been all recently involved in unrests and political problems. However, the areas where fieldwork for the project is going to take place are considered safe. Current on-going fieldwork shows that the areas are open to foreign workers. Political situations will be monitored closely before leaving for fieldwork and any direction of international and local authorities in terms of security will be strictly followed. All project personnel travelling abroad for fieldwork will be properly insured so that any cost derived by emergency evacuation or personal injury will be covered.

Question 7. Environment & Health Safety
Does your research involve the use of elements that may cause harm to humans, including research staff?
RAINDROPS has a considerable amount of laboratory-based work, which involve the use of mildly toxic chemicals. All personnel involved in laboratory work will receive proper health & safety training before starting. All protocols in use at the laboratory where the analyses will be conducted are standard protocols that have been in use for several years and are available for inspection should it be required. Similarly, all chemical used during analyses will be disposed according to environmental safety regulations.

Keep in mind that:

1. **Ethics self-assessment will be part of Grant Agreement**
2. **Ethics should be considered as part of research design not as a last-minute afterthought**
3. **Journals ask for ethics approval / ethics information**

Ethics and data protection: requirements for H2020 projects

Grant Preparation stage: Ethics Screening and Ethics Summary Report

August 1st

The information that you, as Principal Investigator, provided to us through the ethics self-assessment of your application **does not satisfy the ethics issues** that were identified by the ethics panel. Indeed, the ethics panel identified ethics requirements that you must now address by providing complementary information or documents. Based on your reply, some requirements may be included in the Grant Agreement and become contractual obligations.

We invite you to submit the requested information and documents within **3 weeks**…

Failure to comply with the ethics requirements **may lead to the rejection** of your proposal.

Don’t panic!

You have a dedicated contact person responsible for your ethics screening who can be contacted for clarifications

Yes, you can get an extension on the 3 weeks deadline

This is a flexible process: if they don’t like what you send they will ask you to submit further clarifications

CIREP can help you draft your answers to the Ethics Requirements (one of which is normally to get ethics approval from CIREP itself)

Ethics Issues

Humans

- This research involve human participants
- They are volunteers for social or human sciences research

Protection of personal data

- This research involves personal data collection and/or processing
- It involves tracking or observation of participants

Non EU countries

- Non-EU countries are involved, the research related activities undertaken in these countries raise potential ethics issues: India, Pakistan, Ethiopia, Sudan and USA.
- Is it planned to use local resources
- Is it planned to import any material – including personal data – from non-EU countries into the EU: Archealogical samples and plant samples into the EU.
- The situation in the country can put the individuals taking part in the research at risk

Environment, Health and Safety

- This research involves the use of elements that may cause harm to humans, including research staff

Followed by 11 very specific requirements

Ethics Requirements

Humans	1	Details on the procedures and criteria that will be used to identify/recruit research participants must be provided.
Humans	2	Detailed information must be provided on the informed consent procedures that will be implemented for the participation of humans. In case written consent cannot be obtained, other forms of consent must be described (e.g.oral consent). The information provided must be in a language understandable to participants.
Humans	3	Templates of the informed consent forms and information sheet must be submitted, including the information to be provided to participants even in oral form. Respect to the local values and tradition must be demonstrated.
Humans	4	Copies of ethics approvals for the research with humans must be submitted.

Whenever possible refer to standard practices in your field: '*The standard procedure for ethnoarchaeological interviews will be followed. This entails….*';

Cross reference between answers: '*….and fairly attribute benefit-sharing to the entire community (see point 10)*.'; '*Bilingual local collaborators will be given the task to read the Information sheet (Annex I)…*'

Be respectful: '*The interview location and time will be agreed with the interviewee prior to the interview*'; '*Permission will be asked before….*'

Make sure you have backup plans: '*The informed consent will be either signed or thumb-printed (whenever possible), or oral consent will be recorded*'

Demonstrate you have taken into consideration gender-balance: '*The research aims at gender-balance in the information collection, therefore an effort will be made to interview an equal number of man and women…*';

Clarify what your direct responsibilities are: '*As PI of the project I will: a) Engage in…; b) Demonstrate that…; c) Ensure that…; d) Inform on….; e) Answer to…; f) Obtain consent; g) Be responsible of….etc..*'

It is OK to say '*I will provide documents at a later stage*'

Protection of personal data	5	Detailed information must be provided on the procedures that will be implemented for data collection, storage, protection, retention and destruction and confirmation that they comply with national and EU legislation.
Protection of personal data	6	Copies of opinion or confirmation by the competent Institutional Data Protection Officer and/or authorization or notification by the National Data Protection Authority must be submitted (which ever applies according to the Data Protection Directive (EC Directive 95/46, which will be repealed on 25/05/2018 and replaced by Regulation (EU) 2016/679).

Non EU countries	7	The applicant must confirm that the ethical standards and guidelines of Horizon2020 will be rigorously applied, regardless of the country in which the research is carried out.
Non EU countries	8	Detailed information must be provided on foreseen measures to minimise the risks to research participants and staff involved in this project.
Non EU countries	9	The applicant must provide details on the material which will be imported from EU and provide the adequate authorisations.
Non EU countries	10	Detailed information must be provided to confirm that fair benefit-sharing arrangements with stakeholders from low and/or lower-middle income countries are ensured during the project.

Show that you are committed to respect the fundamental Ethics principle of H2020 as detailed in the Ethical Standards and Guidelines documents and to respect EU and national legislations (of all the countries you are working in):
‘*As PI of the project I am committed to ensure that fundamental ethical principles are respected…*’; ‘*I confirm that all data will be treated will be duly treated, respecting all legal and ethical requirements and in obedience to the legislation of data protection of every country involved on the project*’

Mention recognised international codes of practices and texts:

- The United Nations Universal Declaration of Human Rights;
- The Charter of Fundamental Rights of the EU;
- The Declaration of Helsinki in its latest version;
- The European Human Rights Convention;
- The Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data.

Non EU countries	7	The applicant must confirm that the ethical standards and guidelines of Horizon2020 will be rigorously applied, regardless of the country in which the research is carried out.
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Health and Safety during Fieldwork

Undertaking fieldwork in unfamiliar and risky locations offers potential for both physical and psychological harm.

1. ***Taxonomy of risk***
    1. ***Risks related to a research topic:*** research on illegal activities; politically volatile activities; socially sensitive activities;
    2. ***Risks related to a setting:*** research in areas with high levels of violence (violent crime; random violence; organized crime; state violence; domestic violence; conflict zones); research in areas with high levels of personal violence or kidnapping; research in post-conflict areas (e.g., landmines); or research in areas with poor hygiene or infrastructure;
    3. ***Risks related to person:*** personal vulnerability because of the researcher's identity, including race, age, sexual orientation, gender, national origin, language, caste or religion;
    4. ***Risks related to perceptions of the research motivation*** the suspicion or doubt among the local population or authorities concerning the researcher's primary motivation or political affiliation.
2. ***Taxonomy of harm***
    1. ***Physical harm*** Risks concerning physical harm faced by researchers have ranged from physical impairment to physical attacks to injury or even death.
    2. ***Psychological harm*** Researchers also face risks of psychological harm from exposure to physical or personal threats or exposure to distress or trauma of others.

- **Project safety plan:** to be prepared by PI and circulate amongst project personnel so that anyone knows the situation on the field, the potential hazards and how to act in case of emergency. It must include information on:
    1. **The project** (people in charge in general and on fieldwork; work to be done; full staff list; location and extent of study area, etc.)
    2. **The itinerary** (dates of departure and arrival; date of beginning and end of fieldwork; means of travel - possibly including flight numbers; person responsible during travel, etc.)
    3. **Documents and Authorisations** (insurance details; permits; visas; equipments to be taken and relative permits; details of onsite diplomatic resources, etc.)
    4. **Fieldwork environment** (any travel warnings; political situation; health warnings, potential weather hazards, etc.)

- **Personal risk-assessment:** to be filled in by the project personnel, based on the information given in the project's health and safety plan, in order to ensure they understand the risks and they know what measure to take in case of emergency. It includes:
    1. **Risk assessment** (multiplication of likelihood of something happening **[1=low, 2=medium. 3= high]** and severity of possible hazards **[1=minor, 2=medium, 3=severe]**, e.g. low likelihood of weather hazards [1] and medium severity [2] gives you a level **2** risk in case of weather hazard occurrence)

- **Personal information form:** to be filled in by the project personnel and kept on file in order to facilite contact in case of emergency. It must include information on:
    1. **Personal details** (name, affiliation, position, role in the project, etc.)
    2. **Contact details** (address, phone, phone abroad, email, etc.)
    3. **Next of kin/emergency contact person** (address, phone, email, etc.)
    4. **Allergies** (dietary, medical, etc.)
    5. **Medical conditions** (asthma, cardiac problems, etc.)
    6. **List of vaccinations** (when required)
    7. **Confirmations** of debriefing and awareness of the project health and safety and risk assessment-plan

Non EU countries	7	The applicant must confirm that the ethical standards and guidelines of Horizon2020 will be rigorously applied, regardless of the country in which the research is carried out.
Non EU countries	8	Detailed information must be provided on foreseen measures to minimise the risks to research participants and staff involved in this project.
Non EU countries	9	The applicant must provide details on the material which will be imported from EU and provide the adequate authorisations.
Non EU countries	10	Detailed information must be provided to confirm that fair benefit-sharing arrangements with stakeholders from low and/or lower-middle income countries are ensured during the project.

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Non EU countries	10	Detailed information must be provided to confirm that fair benefit-sharing arrangements with stakeholders from low and/or lower-middle income countries are ensured during the project.

Fair benefit-sharing arrangements

What is fair and equitable benefit-sharing?

Bram de Jonge 2011. Journal of Agricultural and Environmental Ethics 24: 127-146

"Fair and equitable benefit-sharing" is one of the objectives of the UN Convention on Biological Diversity and the FAO International Treaty on Plant Genetic Resources for Food and Agriculture. In essence, benefit-sharing holds that countries, farmers, and indigenous communities that grant access to their plant genetic resources and/or traditional knowledge should share in the benefits that users derive from these resources.

Six central motivations to benefit-sharing:

1. The South-North imbalance in resource allocation and exploitation
2. Biopiracy and the imbalance in Intellectual Property Rights
3. Protecting the cultural identity of Traditional Communities
4. A shared interest in food security
5. The need to conserve biodiversity
6. An imbalance between intellectual property protection and the public interest

But how should a just exchange of the valuable, but primarily intangible properties of genetic resources (and traditional knowledge) then be organised? The most suitable mechanism for this seems through the application of ***Intellectual Property Rights (IPRs)****, since such rights aim to protect and control the exchange of "items of information or knowledge"*

(de Jonge 2011, p. 130)

Traditional Knowledge gathered during the interviews with local farmers will be protected by granting to the communities involved **Intellectual Property Rights (IPRs)** and every possible measure will be adopted to **avoid misuse** of this information by external parties (especially industries) and to **protect** the information from act of biopiracy. However, none of the data that will be collected has any **foreseeable commercial value** and it is not expected that this will constitute an issue. The recognition of IPRs will be partly based on the **guidelines** of CGIAR (Global Research Partnership for Food-Security) as detailed on ICRISAT webpage (http://www.icrisat.org/ipr_old/)

Environment, Health and Safety	11	The applicant must ensure that appropriate health and safety procedures conforming to relevant local/national guidelines/legislation are followed for staff involved in this project.

UPF has an extremely well-designed Health & Safety Plan with numerous online courses and materials: Campus Global > PDI > Prevenció de riscos laborals

All UPF personnel is entitled to a bi-yearly complete medical check.

As for all other points above the most important thing is to demonstrate that you are aware of the potential risks and have the resources (or know where to find them) to mitigate these risks.

Ethics Category	Requirement Description	Before Grant Agreement Signature	Deliverable	Not Applicable
Protection of personal data	Copies of opinion or confirmation by the competent Institutional Data Protection Officer and/or authorization or notification by the National Data Protection Authority must be submitted (which ever applies according to the Data Protection Directive (EC Directive 95/46, which will be repealed on 25/05/2018 and replaced by Regulation (EU) 2016/679). Number of months to fulfill the requirement after the project starts: **12**		X	
Non EU countries	The applicant must confirm that the ethical standards and guidelines of Horizon2020 will be rigorously applied, regardless of the country in which the research is carried out.	X		
Non EU countries	Detailed information must be provided on foreseen measures to minimise the risks to research participants and staff involved in this project.	X		
Non EU countries	The applicant must provide details on the material which will be imported from EU and provide the adequate authorisations. Number of months to fulfill the requirement after the project starts: **12**		X	
Non EU countries	Detailed information must be provided to confirm that fair benefit-sharing arrangements with stakeholders from low and/or lower-middle income countries are ensured during the project.	X		
Environment, Health and Safety	The applicant must ensure that appropriate health and safety procedures conforming to relevant local/national guidelines/legislation are followed for staff involved in this project.	X		

—> Deliverables

√ - fulfilled

√ - fulfilled

—> Deliverables

√ - fulfilled

√ - fulfilled

759800 (RAINDROPS) ERC-STG

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION HORIZON 2020

Call: ERC-2017-STG

Topic: ERC-2017-STG Unit: ERCEA/C/01

Deliverables, Ethics, DMP, Other Reports

For each Deliverable, a single file (max 52MB) can be uploaded

Deliverables

WP No	De	Del N	Title	Description	Lea	Natur	Disser	Est. Del	Receipt	Approval	Status	
WP1	D1.1	D1	Data Managemen	ORDP	UPI	ORDI	Publi	30 Jun	05 Jun		Submi..	
WP2	D2.1	D2	NEC - Requiremer	The applicant must provide details on the mater.	UPI	Ethic	Conf	31 Dec			Pending	
WP2	D2.2	D3	H - Requirement	Copies of ethics approvals for the research wit...	UPI	Ethic	Conf	31 Dec	08 Jan		Submi..	
WP2	D2.3	D4	POPD - Requirem	Copies of opinion or confirmation by the compet.	UPI	Ethic	Conf	31 Dec	08 Jan		Submi..	

One last note: Data Management Plan (DMP)

From 2017 all H2020 projects are automatically part of the Open Research Data Pilot (**ORD Pilot**) unless the applicant opts out. This entails the creation as a deliverable of a Data Management Plan (**DPM**) at month **6** of the project.

Participating in the ORD Pilot does not necessarily mean opening up all your research data. Rather, the ORD pilot follows the principle "**as open as possible, as closed as necessary**" and focuses on encouraging sound data management as an essential part of research best practice.

UPF's Library provides the ERC template already partially filled in with some Institutional data (https://guiesbibtic.upf.edu/data/en) and a online tool to help you create your DMP.

Findable

Data are described by **rich metadata** and should have a **unique identifier** so they are easy to find by both human and machine

Accessible

(meta)Data are retrievable using a **standard protocol** that is **open, free and universally implementable** and remain **available** even after data are no longer available

Interoperable

(meta)Data use a **shared language** for knowledge representation and have **reference to other (meta)data**

Reusable

(meta)Data are clearly described according to **domain-relevant standards** and are released with a clear and accessible data **usage license**

Resources
(other than CIREP)

1. **If you are writing a project or finalising the grant agreement**
    1. **Ethics self-assessment**
       http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf
    2. **Ethics in EU funded projects**
       http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm
    3. **Fieldwork safety**
       https://www.icsu.org/publications/advisory-note-responsibilities-for-preventing-avoiding-and-mitigating-harm-to-researchers-undertaking-fieldwork-in-risky-settings
       https://www.nature.com/articles/d41586-017-07529-6

2. **Roles and functions of Ethic Advisors and Ethic Advisory Boards**
   http://ec.europa.eu/research/participants/data/ref/h2020/other/hi/ethics-guide-advisors_en.pdf

3. **Data Management Plan**
   http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf#page=10

4. **FAIR data**
   https://www.nature.com/articles/sdata201618
   http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf#page=10