

CIREP-UPF PROCEDURE FORM
1. Title of the research activity ...
2. Objectives of the activity, rationale and motivation ...
3. Methods and measurements. Provide a brief but informative description of the experiment, observation, procedure or survey methodology and of the analysis of the results. Explain how the number of subjects needed to answer the research question or questions was determined. In quantitative studies include details on the statistical methodologies that will be used. ...
4. Participants: recruitment methods, number, age, gender, exclusion/inclusion criteria ...
5. Handling of personal data ¹ : (data that enables persons to be directly or indirectly identified ²). Please indicate: a) The need to collect data b) The type of collected data c) In case of minors/infants under 14 years old/disabled (legally disqualified persons), please justify d) The data protection mechanisms ³ e) The data conservation period, possibilities of anonymisation and reuse of data f) Who will be able to access the data g) That the data gathering mechanisms are included in the consent form ⁴

¹ Take into account https://seuelectronica.upf.edu/normativa/upf/proteccio-dades/instruccions/ins_recerca.html and, if necessary, Directive 95/46/CE <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:31995L0046:en:HTML>

² Include identifying data (name, surnames, address...) and other data that -on its own or combined with other data- can identify persons (this refers to any type of data: image, voice, physiological/economical/cultural/social data, etc.)

³ Whenever possible, it's highly recommended to give each participant a numeric or alphanumeric code so he/she can be identified through this one throughout the experiments. When storing information, it is important to keep the file that contains the equivalence of the numeric codes with the identifying data separate from the file containing the numeric code of each participant.

...

6. A clear and concise statement of the ethical considerations raised by the activity and how you intend to deal with them

...

7. Estimated start date and duration of the project

...

8. References

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⁴ Include what is suggested at
<http://www.upf.edu/intranet/universitat/en/procediments/dadespersonals/llegendes/desenvo.html>