**Assessment of research projects by the Institutional Review Board of the Department of Developmental and Educational Psychology**

**Basic questionnaire**

For each research project for which an assessment by the Institutional Review Board (IRB) is desired, this questionnaire must be completed in detail and signed by the person responsible for the research project. This person must be a member of the scientific staff of the Department of Developmental and Educational Psychology at the time of application. Forms for subject information, declaration of consent and, if necessary, debriefing must be attached to each application.

1. **General information**

Title of Study/Project (max. 80 characters)

|  |
| --- |
|  |

Number of studies (if the proposed project includes multiple studies):

|  |
| --- |
|  |

Applicant Information:

|  |
| --- |
| Name:  E-mail:  Division:  Developmental Psychology  Educational Psychology and Societal Change  Psychological Research on Education and Transfer  Psychology of Ageing  TT Differential Psychology, Personality Psychology and Psychological Diagnostics  TT Developmental and Educational Psychology in School Age |

|  |
| --- |
| I confirm that the data collection for the study(s) requested here has not yet begun.  (Post-hoc applications will not be accepted) |

**2. Brief information about the planned study(ies)**

(a) Was(were) the study(ies) pre-registered (for example, at *aspredicted.org* or *osf.io*)? A pre-registration is recommended.

|  |
| --- |
| **no** (if no, continue with b and c)  **yes** (if yes, continue with section 3 and attach the pre-registration PDF to the application) |

(b) Provide a brief description of the study design, independent variable(s) and/or experimental manipulation (max. 800 characters):

|  |
| --- |
|  |

(c) Provide a brief description of the dependent variable(s) and measures (max. 800 characters):

|  |
| --- |
|  |

**3. Relation to other studies**

1. Is this a study within the framework of a project for which there is already a vote by the IRB or is the current planned study analogous to a study for which there is already a positive vote by the IRB?

|  |
| --- |
| **no**  (if no, continue with the checklist)  **yes** if yes, please enter the project number:  Supervisor of the project for which there is already a vote by the IRB (if different from the applicant): |

1. Have any methodological or design changes been made that are relevant to the answers in the checklist?

|  |
| --- |
| **no** (if no, proceed to date and signature)  **yes** (if yes, continue with checklist) |

Please note that it is necessary to inform participants in advance and as detailed as possible about the course of a study, to obtain their informed consent in writing, and to ensure confidentiality of data collection and storage. For experimental laboratory studies, post-study debriefing is required in most cases. A debriefing is not required if the contents of the study are self-explanatory (for example, in simple interviews or surveys). The forms for clarification, consent and debriefing (if applicable) must be enclosed at the time of this application submission. Should significant changes in the study occur during the survey, the IRB should be consulted again.

\* I confirm that all information in this questionnaire is complete and accurate to the best of my knowledge.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Place, Date |  | Signature of the applicant |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Place, Date |  | (if applicable, signature of the supervisor of the project, for which there is already a vote by the IRB) |

\* Only complete the date and signature here if question 3a was answered with "yes" and question 3b with "no" (the checklist no longer needs to be filled in and signed).

**Checklist for the study/project:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Yes** | **No** |
| 1. | Will the study involve persons who cannot consent to participate (for example, persons under the age of 18, persons who are not legally able to consent)? |  |  |
| 2. | Will the study involve persons belonging to a particularly vulnerable group (for example, clinical samples, people with learning disabilities, people in hospital or prison settings)? |  |  |
| 3. | Is it necessary for people to participate in the study without being informed about their participation at that time or without giving their consent (for example, in non-open observation)? |  |  |
| 4. | Is it necessary that people participating in the study are not fully informed about the purpose and content of the study?  (Note: the full information does not mean the disclosure of the hypotheses, but refers to the purpose and course of the study. For example, incomplete or incorrect information is given when a cover story is needed to address the questions) |  |  |
| 5. | Is it necessary for people to be actively deceived about the content and purpose of the study? |  |  |
| 6. | Is it necessary to ask the subject questions that are of an intimate nature or are perceived to be stigmatizing (such as illegal or deviant behavior)? |  |  |
| 7. | Can the participants expect the study to result in psychological stress, fear, fatigue, pain or other negative effects that go beyond what is expected in everyday life? |  |  |
| 8. | Are medications, placebos or other substances given to participants in the study? |  |  |
| 9. | Are the participants in the study undergoing any invasive or potentially harmful procedures? |  |  |
| 10. | Are personal data that cannot be processed in an anonymous fashion collected (for example, video/audio recordings of participants)?  If yes, which data:  Are the subjects informed about this?  **yes**  **no**  Can the subjects ask for this information at any  **yes**  **no**  time, before the deletion/destruction of the data? |  |  |
| 11. | Is the participant paid a financial allowance that clearly exceeds an average of 15 euros per hour?  If so, what is the amount?  For what reason is it necessary to pay this amount per hour for participation? |  |  |

**Note:** More detailed information on individual topics can be found on the following website: <http://www.dgps.de/dgps/kommissionen/ethik/>

This IRB does not replace the Ethics Committee of the University of Vienna. If you have answered “yes” to one or more questions 1-9 in the checklist, the IRB will formally reject your application and recommend that you contact the Ethics Committee of the University of Vienna.

If you have answered "yes" to questions 10-11 or both, please answer the supplementary questions directly.

If you answered one or both Supplementary Questions with "no" in Question 10, the IRB will formally reject your application and recommend that you contact the Ethics Committee of the University of Vienna.

Please also note that it is necessary to inform participants in advance as detailed as possible about the course of a study, to obtain their informed consent in writing and to ensure confidentiality of data collection and storage. For experimental laboratory studies, post-trial debriefing is required in most cases. A debriefing is not required if the contents of the study are self-explanatory (for example, in simple interviews or surveys). The forms for clarification, consent and debriefing (if applicable) must be enclosed with this application. Should significant changes in the study occur during the survey, the IRB should be consulted again.

I confirm that all information in this questionnaire is complete and accurate to the best of my knowledge.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Place, Date |  | Signature of the applicant |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Place, Date |  | (if applicable, signature of the supervisor of the project, for which there is already a vote by the IRB) |