

Case number (To be completed by Mau):

HS2021 Serial No.

**Application form** Date**:**

**Ethical Review**

Faculty of Health and Society

1. **General**

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| **Project title** |
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| **Students applying. Addresses and e-mails** |
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| **Education and level** |
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| **Supervisor, name, academic competence, address and e-mail** |
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1. **Summary of the project**

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| **1) Summary description (limit 150 words)**  *Here you describe the project background and the purpose of your study. Give an overview of which method(s) will be used for data collection and analysis and what kind of data that might be obtained.* |
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| **2) Enter the primary research question**  *Here you enter the question (s) that form the basis of your study.* |
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| **3)** **Describe the investigation procedure, the type of data that will be collected, and how the data will be processed.**  *In your description, it should be clear how you intend to carry out your study. What kinds of empirical data will you use and how will you collect such data? If you use questionnaires or interviews, describe how you will proceed and give examples of the content of the questions. Attach the questionnaire(s). If you use information that has already been compiled, you should specify which databases, registers, or other sources you will download your information from.* |
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| **4) Does the material contain sensitive personal data (see GDPR)? If yes - of what kind?**  *There are special requirements for studies that contain sensitive personal data, even if the research subject has agreed to participate in the study. Sensitive personal data refer to personal data that reveal:*  *a) racial or ethnic origin,*  *b) political opinions,*  *c) religious or philosophical beliefs,*  *d) trade union membership, or*  *e) personal data relating to health or sex life or orientation.*  *If your study includes such information as mentioned above and you collect these data in your computer, you are obliged to comply with the Personal Data Act's rules on IT security. These rules impose strict demands on the computerised data to be protected from unauthorised persons. Examples of issues you should consider: How do you store your computer? Does anyone other than you have access to your computer? Are your data encoded? Is the computer password protected? And so on.* |
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| **5) How will you ensure the participants' integrity during the project?**  *This question aims at managing all types of information. The individual's security and integrity must always be ensured. Who has access to the information you collect? How do you store your empirical data? Do you encode or de-identify your material? Who has access to your code key and how is it stored?* |
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| **6) Indicate where data collection should take place and describe the need for and how permits from authorities, organisations, etc., will be obtained (if applicable).**  *If you collect your empirical data on, for example, a school or a healthcare facility, you must ensure that you receive permission from the principal or the manager before your data collection begins. Similarly, you must ensure that you have the management's consent if you collect your material at a private company. If you use confidential material, such as patient records or investigations from the social services, the authority that has granted you access to the documents may provide this access with some reservations. It is you and your supervisor who are responsible for determining which permits your particular study requires, regardless of whether the project takes place inside or outside Sweden* |
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| **7) Is this project part of another project? If yes - specify who is responsible for the second project.**  *If it is the case that your survey is part of a larger project such as one your supervisor conducts, enter information about the project here.* |
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1. **Information on informants/population/material**

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| **1) Describe the selection procedure**  *How will you get in touch with suitable people or materials? What criteria will you use to include or exclude participants? If minors or people who are not capable of making decisions are included in your study, you should especially discuss how you will handle this.* |
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| **2) Describe the relationship between student/supervisor on the one hand and participant/population/material on the other.**  *Here you describe all relationships that might entail a risk of impact. If your empirical data consist of patients or clients, is there anything in the study structure that might affect the treatment and assistance relationship or vice versa? Will you use friends and acquaintances to find suitable empirical data, and if so, how will this be handled?* |
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| **3)** **Describe the size of the study material.**  *How extensive will your material be (number of questionnaires, interviews, etc.)? Consider whether the size is reasonable from the point of view of answering the questions. Maybe you don't need as many informants as you first thought.* |
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1. **Information and consent**

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| **1) Describe what information is presented before the participation and under what circumstances the participant receives this information.**  *You will most easily answer this question by attaching your information letter. Keep in mind that the letter must be adapted to the recipient. The information is to be factual and neutral. Avoid the use of difficult words and complicated sentences. Formulate yourself briefly and objectively in an easily accessible language. The information letter must contain the following:*  *Your and your supervisor's names and contact details.*  *The overall plan for and the purpose of the project.*  *The methods that will be used (and that affect the participant). The consequences and potential risks that the project might entail (if any). That participation is voluntary. That the participant has the right to withdraw their consent at any time and with immediate effect. No reason needs be provided.*  *That no unauthorised person will receive the information.*  *How confidentiality will be maintained.*  *Refrain from such formulations, even if mild, that might affect the willingness to participate (for example, "I hope you want to join this study, "your participation is of course voluntary, but ...", "thank you in advance", etc.).* |
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| **2) How is the participant's consent obtained?**  *The consent applies only if the person has received information first. Describe, therefore, how the information will be provided to the possible participant. Keep in mind that if contact is made in a treatment or care context, there is a risk that participation in your study will be perceived as a condition for treatment or care. The participant's consent must be voluntary, explicit, and specified for your project. The consent must be documented, and this can be done, for example, by the participant signing their name at the bottom of the information letter.* |
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1. **Ethical considerations**

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| **1) Reflect on the risks and complications (physical/mental injury, privacy infringement, etc.) that the project might bring to the participants or others. Are there alternative methods where these risks can be reduced or avoided?**  *Integrity infringement means, for example, that you interfere with respondents and occupy their time and power. Furthermore, through your questions/observation, you might focus on difficult events in the respondents' lives that the respondents must deal with. Indicate what measures have been taken to prevent risks and what preparedness exists to deal with such complications should they arise.* |
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| **2)** **Describe any benefits that the project might have for the participants.**  *Here, for example, it can be reported if certain groups might receive help/support as a result of the study.* |
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1. **Reporting of results**

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| **1) How will the results be published?**  *Here you state how the results will be disseminated. For example, the results might be in a publication/essay published on Malmö University's database DiVA. Furthermore, it is possible that you will report back to the organisation you have obtained the data from or perhaps to any other association.* |
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| **2) How will you ensure the integrity of respondents when the material is to be published?**  *Describe procedures or methods for de-identification/anonymization.* |
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| **3) What will happen to the collected material when the project is completed?**  *The material should be destroyed after the project is completed, and this must be described. If the material is intended to be preserved, you should state the reasons for this.* |
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| **Appendix (1–3 are compulsory)** |
| 1. **Written information to those who are asked** 2. **Written consent form according to instructions** 3. **Signed authorisation from the supervisor** 4. **Signed authorisation from the organisation (if applicable)** |