

Ethics Committee of the Georg-August-Universität Göttingen (without Psychology and UMG) **Instructions for applicants**

Brief information (for more detailed information: <http://www.uni-goettingen.de/de/amtliche+mitteilungen+2019/600405.html>, No 62):

The activity of the University's Ethics Committee takes place against the background of the ethical responsibility of the individual scientists and with respect for their scientific freedom, which is constitutionally protected.

Advice on scientific projects from an ethical point of view is provided at the request of a scientist.

Applications for qualification theses (Bachelor's and Master's thesis, Doctoral thesis or similar) must be submitted by the supervisor. Submissions of other papers prepared within the framework of a study programme will only be reviewed in case of important cause.

In its advisory capacity, the Ethics Committee has to be consulted **before** a project starts.

The [University's data protection officer](#) must be consulted.

Applications to the Commission should be sent in text form to the administrative office (Research Department; e-mail address to be used: ethikkommissio@zvw.uni-goettingen.de).

Content of the application:

1. Naming of the applicant's **contact details**; is advice on the project mandatory?; is a statement in German or English required?
2. The **description of the project**: it should not exceed two (in exceptional cases three) pages. When describing your project, please consider how you would explain it briefly and succinctly, but completely, to someone outside the field. Specific technical terminology is to be avoided, references to literature are not necessary. A submission in English is possible.
3. Your **own reflection** on possible ethical problems, e.g. with regard to possible risks or the usability for both civil and foreseeable military purposes etc.
4. For projects with, on or about people:
 - The **clarification letter** and the **informed consent** for the test persons, as well as the prepared **questionnaires** for planned surveys
 - **Information** on e.g.
 - the selection criteria of the test persons
 - possible stress to the test persons
 - the precautions taken to avoid possible negative consequences
 - the relationship between the benefits and risks of the project.

Overall, the application should specifically show that the applicant has addressed ethical issues.

These descriptions and documents should be sent in a continuous pdf file to the above-mentioned e-mail address. Please describe the particulars briefly and precisely and avoid duplication.

About the procedure:

Once an application has been received by the administrative office of the Ethics Committee, it will be checked for completeness. If all the necessary information is available, the chairman of the committee will decide whether to start the circulation procedure. From this point on, the commission has up to six weeks to process the application.

For further information please use the [homepage of the Ethics Committee](#) (including the rules) or contact the office.