

## Procedure for ethical review of research proposals by the Ethics Committee for the Social Sciences and Humanities

Applications for ethical review are submitted via [the online application tool in Peoplesoft](#). For UAntwerp external research from the AUHA association, application can be submitted via e-mail to [eashw@uantwerpen.be](mailto:eashw@uantwerpen.be). Next you will receive an email containing your unique file number for the study, which has to be mentioned in all correspondence.

To fill out your application, we expect you to make use of the specific [guidelines](#) of the ethics committee.

For an application for ethical review, you need to attach the following documents in the online tool:

- **Document 1:** The methodology;
- **Document 2:** The informed consent for the participant. This document must be drafted in Dutch or English and the target language. Please always add the logo of the University of Antwerp. If you will not use these forms, attach a justification to explain why they are not applicable, for example when data is reused; In case of oral consent, please motivate thoroughly why it is preferable or why no written consent is possible. Also clarify what information will be presented and how oral consent will be registered. (Templates are available in the online tool)

Moreover, the following documents need to be attached if applicable:

- **Document 3:** Informed consent for the parent/guardian (/schoolboard);
- **Document 4:** Confidentiality agreement;
- **Document 5:** Certificate of good conduct in case of research with minors, to be provided for all actors who come in contact with the minors;
- **Document 6:** Debriefing form in case of deception;
- **Document 7:** Contracts between researchers and sponsors

The Ethics Committee aims to review the applications within a period of two weeks (excl. bank holidays and holiday periods).

After revision by the committee, an advice will be granted. There are 4 possible decisions

- **Final negative advice:** the project cannot take place (only in extremely exceptional cases)
- **Preliminary negative advice:** the research cannot start *yet* due to some more fundamental remarks (e.g. on the informed consent draft), amendments need to be resubmitted
- **Preliminary positive advice:** the project can start but a few small remarks still need to be clarified, the amendments need to be resubmitted
- **Final positive clearance:** the committee formulates no more remarks

**In case of a preliminary advice amendments need to be resubmitted for revision before the research project is completed. The committee can under no circumstance grant retroactive advice.**