

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 module in PeopleSoft](#). Applications can be submitted for the weekly deadline on Thursday 12 PM. 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 tip sheets available on the EASHW Pintra page.

For an application for ethical review, you need to attach the following documents (in part D of the online module):

- **Document 1:** The methodology of the study;
- **Document 2 & 3:** The information and consent form 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 of these documents are available in the online application platform.

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

- **Document 4:** A list of the local ethics committees (other than the EA SHW) participating in the study in case of cross-border research or national consortium projects;
- **Document 5:** All the instruments that will be used to recruit/contact the participants;
- **Document 6:** All of the research instruments (scales, questionnaires, diaries,...) that will be presented to the participants or examples of such questions that will be presented. In case no final version can yet be presented, please motivate and provide us with sufficient information that gives the committee a well-informed idea about the content that will be asked/talked about/presented;
- **Document 7 & 8:** The debriefing and informed consent form for the parents or guardians of minors. This document must be drafted in Dutch or English and the target language. Please always add the logo of the University of Antwerp. Templates of these documents are available in the online application platform;
- **Document 9:** Contract that will be set up between the researchers and sponsors/external partners;
- **Document 10:** Debriefing form in case of initial deception;
- **Document 11:** Example of the confidentiality agreement for external partners (including job students). A template of this document is available in the online application platform.

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