**Light Track:**
**Ethical review checklist for minimal risk research**

**Nijmegen School of Management & Faculty of Law, Radboud University**

**Version: November 2023**

➔ **while completing the checklist, please pay careful attention to the explanation for each question.**

**Checklist**

| | | Yes | No | N/A |
|---|---|---|---|---|
| **Location and setting of the study**<br>*If any of the statemetns below is answered with 'NO' then the study does not meet the requirements for the Light Track and a full review by the EACLM is required.* | | | | |
| **1** | The research takes place within the EU or online. | | | |
| **2** | If the research takes place at an external organisation (e.g. at an institution or organisation), I will not start collecting data until there is a signed consent statement/agreement from the management/leadership/board of the institution/organisation. | | | |
| **3** | If external recruitment platforms are used, this is carefully considered and I follow the guidelines. | | | |
| **Participants and dealing with participants**<br>*If any of the statemetns below is answered with 'NO' then the study does not meet the requirements for the Light Track and a full review by the EACLM is required.* | | | | |
| **4** | The participants in the study are 16 years of age or older. | | | |
| **5** | The participants in the study are mentally/legally competent. | | | |
| **6** | The participants in the study are healthy and do not belong to a vulnerable and/or a patient group. | | | |
| **7** | Participation is voluntary; there is no social pressure, a dependent relationship with the researcher or any other situation that would prevent participants from feeling free in their decision about participation. | | | |
| **Design and risks/burdens of the study**<br>*If any of the statemetns below is answered with 'Yes' then the study does not meet the requirements for the Light Track and a full review by the EACLM is required.* | | | | |
| **8** | Are there any risks greater than those encountered in everyday life associated with participating in the study? Or is there a risk of mental and/or physical harm? | | | |
| **9** | Does the study have consequences for participants' private / social life, could there be serious social/societal consequences or does it cause the unfair treatment of respondents? | | | |
| **10** | Is the study too taxing in terms of time investment, number of sessions, the mental and/or physical burden? | | | |
| **11** | Are there potential risks for the researcher(s), such as dealing with research in extreme situations or with people with serious problems (e.g. war, disease, medical dilemmas, poverty, (psycho)social problems)? | | | |

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| | Are there risks to the external organisation involved in the research, for example security risks due to behaviour of the researcher, or possible reputational damage among the target group or sponsors of the external organisation? | | | |
| **Informed consent, data management and privacy**<br>*If any of the statemetns below is answered with 'NO' then the study does not meet the requirements for the Light Track and a full review by the EACLM is required.* | | | | |
| **12** | The information about the study is clear and tailored to the participants based on the EACLM's sample forms. | | | |
| **13** | Participants will be fully informed in a timely manner and will be given sufficient time for reflection between receiving the information and giving their consent. | | | |
| **14** | Participants actively consent to participate in the study. They can withdraw their consent at any time without consequences. | | | |
| **15** | Data is stored anonymously (without any link to personal data) or 'pseudonymised' (i.e., personal data is separated from research data with a key file in a secure location) and this storage takes place in accordance with the data management protocol of the IMR or Faculty of Law. | | | |
| **16** | If special categories of personal data are requested (e.g. on health, ethnicity or migration background, religious or philosophical beliefs, sex life or sexual orientation, political preference), these are necessary for answering the research question and are explicitly mentioned in the information and consent form. Contact the local privacy officer (NSM/ FoL). | | | |
| **17** | If photographs, video and/or audio recordings of participants are made, these are necessary for answering the research question and the purpose of the recording(s) is explicitly explained beforehand, and additional consent for making, storing and possibly sharing these recordings before the study starts. If necessary, this consent is broken down for different occasions (e.g. scientific research, presentations) and includes an explanation of how participants can withdraw their consent to the recordings if desired. | | | |

**General Information** Today's date:

| | | |
|---|---|---|
| **I** | Name, email, and faculty of the person completing the form: | Name:<br>Email:<br>Faculty: |
| **II** | Fill in the name of the project manager/person with ultimate responsibility (PI; principal investigator) and indicate in which department the research takes place: | Name:<br><br>Department: |
| **III** | Title of the study: | Titel: |
| **IV** | Brief summary of the study and the research design (max. 400 words). | Summary: |

| | | |
|---|---|---|
| | Make sure that you describe the background of the research and the research questions, but that you also indicate who the participants are, what they have to do and what the research looks like (e.g., which tasks/questionnaires are used, what the manipulation looks like, etc.): | |

I declare that I have answered the questions truthfully.

- ○ Yes
- ○ No