**TSE-IAST APPLICATION FOR ETHICS APPROVAL OF HUMAN SUBJECT RESEARCH**

**Title of study**

**Main academic discipline(s) of study**

*[Where more than one discipline is mentioned, the discipline-specific rules for each of the disciplines will all apply]*

**Principal Investigator**

[*Provide name, institution, position (e.g. researcher, student), and e-mail. If the PI is a student, also provide information about an Academic Sponsor*].

**Other members of the research team**

[*Provide names, institution(s), positions (e.g. researcher, student), emails*]

**Introductory questions**

(1) Does the study involve participants who are unable to give informed consent?

(2) Does the research involve other vulnerable groups?

(3) Will the study involve discussion of sensitive topics (e.g. sexual activity, drug use)?

(4) Are drugs, placebos or other substances to be administered to study participants, or will the study involve invasive, intrusive or potentially harmful procedures of any kind?

(5) Will tissue samples (including blood) be obtained from participants?

(6) Is pain or more than mild discomfort likely to result from participation in the study?

(7) Could the study induce psychological stress or anxiety, or cause harm or negative consequences beyond the risks encountered in daily life?

(8) Will the study involve prolonged or repetitive testing?

(9) Will the research involve administrative or secure data that requires permission from the appropriate authorities before use?

(10) Is there a possibility that the safety of participants or researchers may be in question?

(11) Will deception be used?

(12) Does the study involve data collection from participants who are EU citizens or residents?

(13) Does the study involve collection of IP addresses of participants (in the case of online data collection)?

(14) To the best of your knowledge, do any of the researchers involved in the project have a conflict of interest (COI) with regard to a funding source, institution, or any other party involved in the research? A COI in research refers to situations in which financial or other personal considerations may compromise — or have the appearance of compromising — an investigator’s professional judgment in conducting or reporting research. A COI depends on the situation and not on the actions or character of an individual investigator. If so, please describe the situation, and if possible how the researchers plan to neutralize the COI. A COI does not necessarily imply that a negative decision will be delivered by the ethics board, but the board considers it important for researchers to declare any COI.

**Study protocol description**

* Short summary

[ *Describe the planned research and its objectives*]

* Procedures

*[Describe the data you will collect and the procedures you will use. Indicate what happens to a participant's data (in terms of data storage and data analysis) if they withdraw their initial consent to take part in the study at some point during or after the data collection phase. Provide experimental or interview protocols, questionnaires and surveys as supplementary materials].*

* Setting

[*Describe the setting for the study. Make clear how you will protect subjects’ privacy and security. Specify whether you plan to use the TSE Experimental Laboratory in any way (facilities, subject recruitment, subject pool, etc.)*]

* Duration

[*How much time will subjects be required to spend on the study? For sequential studies, provide details*]

* If you intend to use photos, video recordings or audio recordings, explain how you will use them, keep them and dispose of them, and how you will obtain permission from participants.

**Recruitment procedures**

*[How will you first contact and inform prospective subjects? Include the exact number of participants or approximate range and criteria used to determine this number. Include both the recruitment mode (for example, advertisements on a specific online platform) and selection criteria (both inclusion and exclusion). Inclusion criteria may include age ranges, ethnic backgrounds, levels of education, etc. Exclusion criteria may include visual or hearing impairments, etc. Provide recruitment materials as supplementary materials, including texts of fliers, scripts for telephone calls, information to be provided on websites, social media, or verbally]*

**Informed consent**

*[In your consent form, briefly explain to participants the study objectives, methodology, duration, and risks and benefits. In cases where participants are not made aware of study objectives prior to participation for scientific reasons, provide justification for the decision not to provide any background information beforehand, and explain in detail how participants will be made aware of this information after the study (via debriefing). The consent form should indicate that study participation is voluntary, and that participants have a right to withdraw from the study at any time, including after the data collection phase. The consent form should also indicate that any data obtained from the study will be processed with the utmost confidentiality, that all data will be kept in a secure location, that identities will be concealed, and that no other information that can reveal one’s identity will be disclosed to any outside party. In addition, the consent form should indicate that participants can request to access, modify, or erase their data after the data collection phase, unless for some reason this is not possible (if so, please indicate why). The consent form should also include the contact information (for example, an email address) of at least one investigator involved in the research, in case a participant may have questions or concerns about the study later on. Provide consent form(s) as supplementary material]*

**Risks**

[*Detail potential risks and how you are going to minimise and manage them*]

**Benefits**

[*Detail benefits of study participation; if none, state this*]

**Confidentiality and data protection**

[*Detail how you will ensure confidentiality and data protection. Specify all individuals who will have access to the data.*]

To ensure that you are aware of your obligation as a researcher to take the necessary steps to make your data collection, processing, and storage compliant with GDPR policies, the ethics board requests that you contact the data protection team (Rémy Pons [remy.pons@tse-fr.edu] and Céline Parzani [celine.parzani@tse-fr.eu]) prior to submitting this application. Indicate whether you contacted the team, and specify the outcome of your discussion with the team.

**Payments and funding**

[*Give details of how subjects will be paid for participation, and how the study will be funded*]

**Field projects**

[*Are you planning to conduct field work? If you are, provide the information described in the Appendix to this document as supplementary material*]

**Required supplementary materials checklist**

* Experimental protocols
* Interview protocols
* Questionnaires
* Surveys
* Informed consent form(s)
* Recruitment materials
* For field studies, additional information detailed in the Appendix

Statement:

I have read the Toulouse School of Economics Ethical Rules for the Conduct of Experiments and agree to conform to them.

Name

Date

Signature

**APPENDIX**

Supplementary materials for field projects will include an appendix with the following information:

**1. Field work: Description of the setting**

This part should include:

* Description of the research locale and why that setting was chosen.
* Description of the context of relevant cultural norms, and how the ‘ethical rules for experiments’ will be adapted to the locale. In case of non-experimental studies, describe the precautions taken to ensure ethical standards for the human participants.
* Describe the researchers’ link to the community (including any agreements with local institutions and/or research centers), knowledge of the local culture, and any local regulatory norms to be taken into account.

**2. Adaptation of consent form and protocol to the local setting**

This part should include:

* Description of who is responsible for giving consent in this research culture, and how participants will be able to give consent and announce (if desired) willingness to withdraw from the study.
* Explanation of particular risks for participants that may appear given the setting and the steps taken to prevent them.
* Description of rewards, payments etc. to be made to participants and to which degree they are adapted to the setting.

**3. Training of study directors in the field**

This part should include:

* Description of how training of the study directors will include training and testing concerning ethical rules.
* Description of the pilot sessions to be performed to ensure homogeneity of the protocol across sessions and with respect to the ethical rules.