

## FGGA Ethics Committee Guidelines

### Context

In accordance with the [VSNU Code of Conduct for Scientific Practice](#) (2018), Leiden University ensures that researchers can address their questions regarding research integrity to an ethics committee and have their research proposals ethically reviewed. The majority of research carried out at the FGGA is social science research and therefore needs to comply with the nationally recognized [DSW Code of Ethics Social and Behavioural Science](#).

In the European context, and more specifically in case of research projects funded by the European Committee, research should comply with the principles set in the [European Code of Conduct for Research Integrity \(ALLEA, 2017\)](#) which guide researchers in their work as well as in their engagement with the practical, ethical and intellectual challenges inherent to research.

Other useful links and contact details regarding your research:

### Data Management

- Centre for Digital Scholarship (Leiden University Library):  
[https://www.library.universiteitleiden.nl/research-and-publishing/datamanagement?\\_ga=2.162956924.1784440472.1544008056-1870764189.1544008056](https://www.library.universiteitleiden.nl/research-and-publishing/datamanagement?_ga=2.162956924.1784440472.1544008056-1870764189.1544008056)
- For more information and help, please contact the Centre for Digital Scholarship (Leiden University Library): [datamanagement@library.leidenuniv.nl](mailto:datamanagement@library.leidenuniv.nl)

### Data Protection

- EU General Data Protection Regulation:  
<https://www.staff.universiteitleiden.nl/ict/privacy-and-data-protection/general-data-protection-regulation-gdpr/procedures-privacy/governance-and-global-affairs/fgga-board-office?protected=true%3Fcf&cf=governance-and-global-affairs&cd=fgga-board-office>  
The General Data Protection Regulation (GDPR) entered into force in 2016 and is applicable across EU Member States as of May 2018. It applies to any type of scientific research that uses personal data, including studies in (bio)medicine, the social sciences, and the arts and humanities. It affects EU researchers, who need to be able to collect, process, and re-process personal data and collaborate internationally.
- Information Manager (FGGA): Mark van Leeuwen, [m.p.van.leeuwen@fgga.leidenuniv.nl](mailto:m.p.van.leeuwen@fgga.leidenuniv.nl)
- Data Protection Officer (Leiden University): [privacy@bb.leidenuniv.nl](mailto:privacy@bb.leidenuniv.nl)

### FGGA Ethics Committee

As of 1 September 2018, the Faculty Board of FGGA has installed an Ethics Committee with the following members:

Prof. dr. Antoaneta Dimitrova (Institute of Security and Global Affairs; *chair*)  
Dr. Andrei Poama (Public Administration)

Dr. Minjung Cho (Leiden University College)  
Prof. mr. dr. Paul Cliteur (Leiden Law School; *external member*)  
Dr. Manon Osseweijer (Faculty Office; *secretary*)

The FGGA Ethics Committee operates under the auspices of the Faculty Board of FGGA, and works directly with the holder of the Research portfolio/the Dean.

The Ethics Committee adheres to the [regulations](#) as approved by the Faculty Board on 25 September 2018.

For all communication with and general questions regarding research integrity and your application, please contact the secretariat of the Ethics Committee directly via [ethicscommittee@fgga.leidenuniv.nl](mailto:ethicscommittee@fgga.leidenuniv.nl). **Do not contact the individual members of the Ethics Committee.**

### **Procedure**

The Ethics Committee evaluates all new research projects that are directly involving human subjects and are designed by FGGA researchers or where the main applicant is a researcher of the FGGA. If a research proposal already has a written ethics statement by another nationally or internationally recognized ethics committee will not be evaluated again, unless directly requested by the researcher.

#### Please note:

In cases of collaborative research and/or when scientific disciplines are beyond the competence of the Ethics Committee, the Committee reserves the right to forward the application to another Ethics Committee of an institute or faculty within Leiden University.

#### Application

Application for ethical review can be made by sending the standard application form (in PDF) to the secretariat of the Ethics Committee: [ethicscommittee@fgga.leidenuniv.nl](mailto:ethicscommittee@fgga.leidenuniv.nl)

#### Please note:

An example for your personalized Informed Consent form should be included in the application package. Do not send separate appendices.

#### Assessment

Research proposals will be assessed by at least two members of the Ethics Committee.

#### Please note:

- In case a Committee member is substantially involved (content-wise or in any other relevant way) in a submitted proposal, she/he refrains from participating in the evaluation.
- In case a proposal is submitted by the direct supervisor of one of the Committee members, the latter will not participate in the evaluation of the proposal.

### *Planning*

Applications can be sent continuously. The Ethics Committee does not use deadlines. All applications will be evaluated within a period of three weeks. reasonable period.

The Committee provides a fast-track procedure for evaluating research proposals which are part of, or are derived from, already evaluated research projects.

#### Please note:

- Externally funded research proposals should be sent to the Ethics Committee at least two months before the ethics statement is required by the grant organisation.
- Only in exceptional circumstances, such as government-commissioned or other externally funded research without a fixed deadline, a shorter period for ethical evaluation will be considered.

### *Ethics statement*

After a positive assessment of the research proposal, the researcher will receive a written ethics statement.

#### Please note:

- In case of externally funded research proposals for which an official ethics statement from the funding body has to be signed, the Ethics Committee would like to receive the form as a separate appendix to your application or the direct link to the website where the form can be downloaded.

### **Application form**

The Ethics Committee only accepts requests for ethical review when the standard application form is used. You may find the form [here](#).

### **Example of Informed Consent form**