

# Regulations of the Psychology Research Ethics Committee

**Date: April 2021**

## **Preamble**

The Psychology Research Ethics Committee (CEP in Dutch) adheres to the “Code of Ethics for Research in the Social and Behavioural Sciences Including Human Participants” (as approved by the Deans of Social Sciences in the Netherlands on 23 May 2018). The Regulations of the CEP are in line with this Code of Ethics and describe the local implications of the Code. The CEP Regulations are also in line with the Regulations of the Leiden University Institute of Psychology. Decision rules for the review of research proposals have been formulated by the CEP and laid down in various working documents (General and specific Guidelines, Checklists, overviews).

## **Objectives and main task**

### **Article 1**

The independent CEP that carries out the work shall be accountable to the Scientific Director of the Institute of Psychology, who, in turn, is accountable to the Dean of the Faculty of Social and Behavioural Sciences.

### **Article 2**

The CEP’s main task is to assess proposed scientific research that does not fall under the Medical Research Involving Human Participants Act (*Wet Medisch-wetenschappelijk Onderzoek met mensen, WMO*), to be carried out by, or under the responsibility of, employees of the Institute of Psychology of the Faculty of Social and Behavioural Sciences, against the criteria of ethically sound scientific practice.

#### **2.1**

All research must be submitted to the CEP prior to being conducted.

#### **2.2**

All research must be submitted by the senior researcher responsible (HGL, UHD, UD, Postdoc) via the workflow system used by the CEP.

#### **2.3**

Research carried out by students within the scope of a bachelor project or master thesis must be submitted to the CEP by the senior researcher.

#### **2.4**

Research proposals that have already received approval in writing from Ethics Committees recognized by the CEP (i.e: The Medical Ethics Review Committees (METC-LDD), the Ethics Review Board of the Institute of Education and Child Studies of FSW, and the Leiden University Ethics Review Committee of the Social Sciences) do not need to be re-assessed by the CEP. Research proposals that have been submitted to the METC-LDD and have received a decision from the METC that the study does not fall under the WMO ACT (“*Niet-WMO verklaring*”) should be submitted to the CEP for a light assessment.

#### **2.5**

If a study is conducted at several (inter)national institutes/locations, and is primarily coordinated by a PI from FSW, the overall proposal must be submitted to the CEP for approval. Moreover, data collection at the other institutes/locations can only start with additional approval and/or a declaration of local feasibility from the other participating institutes/locations.

If a study is conducted at several (inter)national institutes/locations including FSW, and is coordinated by a PI from outside FSW, in addition to the approval of the overall study at the location where the PI is residing, the proposal should also be submitted to the CEP for approval to carry out the study locally at FSW. In this case the study, in combination with the externally obtained ethical approval, should be submitted to the CEP by the local Leiden contact person and a light assessment by the CEP will be sufficient (Declaration of local feasibility).

## **Composition and appointment**

### **Article 3**

The CEP consists of 1 or 2 chairpersons and 6 members, with each member representing a research unit in the Institute of Psychology, and 1 executive secretary. The CEP has access to legal counsel, an ethics expert and can be assisted by other experts. The expertise of the members of the CEP reflects that of the research units.

#### **3.1**

With the exception of the secretary, who may be part of the academic or support staff, all members of the CEP must hold a doctoral degree.

#### **3.2**

The CEP has one or two chairpersons and an executive secretary. The chair(s) and the secretary are the point of contact for the Scientific Director.

#### **3.3**

Membership of the CEP cannot be combined with membership of the Board of the Institute of Psychology. Members of the CEP can also be members of the Institute Council.

#### **3.4**

The chair(s) of the CEP represent(s) the CEP in the National Ethics Council for Social and Behavioural Sciences (Nethics).

### **Article 4**

The members of the CEP are appointed by the Board of the Institute of Psychology on the recommendation of the chairs of the units of the Institute. The chair(s) of the CEP are appointed by the Board of the Institute. The members are appointed for a maximum of three years; reappointment is possible, with a maximum of two terms.

#### **4.1**

Before a prospective member takes up office in the CEP, he or she must sign a statement that he or she will handle all information concerning research submitted for ethics review with integrity and due care.

## **Process and procedures**

### **Article 5**

The web pages of the CEP clearly outline the manner in which the assessment will take place and on what guidelines it is based.

### **Article 6**

The CEP meets regularly (once every 6 weeks). In addition to regular meetings, the CEP can discuss minor points by email or call additional meetings.

#### **6.1**

Research proposals are assessed by one member of the CEP, and in case of doubt or questions, other members are asked for their input either by email, through the workflow or in the meeting.

#### **6.2**

Proposals from one of the research units in the Institute of Psychology are never assigned to a committee member from that same unit. If a member of the CEP is, in any way, substantially involved in the content of a research proposal that has been submitted for assessment, he or she shall refrain from evaluation of the proposal in question.

#### **Article 7**

Proposals and revisions are reviewed and assessed as soon as possible and no later than 4 weeks after a proposal is submitted. Proposals must be submitted via the CEP-workflow system.

#### **Article 8**

In the event of an irreconcilable difference of opinion between the CEP and the researchers who have submitted a research proposal for assessment, the CEP shall pass the dossier on to the FSW Ethics Committee.

#### **Other tasks**

#### **Article 9**

The CEP advises the Scientific Director and researchers with regard to ethical issues in scientific research.

#### **Article 10**

Both when requested and at its own initiative, the CEP provides advice, recommendations, and information to the Scientific Director and Institute Board regarding ethical conduct within the Faculty.

#### **Final provision**

#### **Article 11**

The Dutch title of the CEP is *Commissie Ethiek Psychologie* (CEP).

#### **DATE**

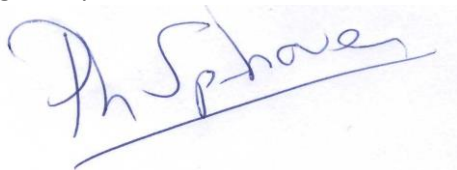
These regulations were laid down by the Board of the Institute of Psychology.

#### **April 2021**

Revision of these regulations takes place every 3 years or at any other time as determined by the Board of the Institute of Psychology.

Signed by

Date May 2, 2021

A handwritten signature in blue ink, reading "Ph. Spinhoven", is written over a horizontal line.

Prof. Dr. Ph. Spinhoven

Scientific Director Institute of Psychology