

## Local Ethics Commission of the Department of Informatics

### Frequently Asked Questions (FAQ)

#### **Am I eligible to apply for an ethics assessment from the local Ethics Commission of the Department of Informatics?**

You are eligible to apply for an ethics assessment if **both** of the following conditions are met:

1. The research project's PI (principal investigator) is a member of the Department of Informatics
2. The research is carried out at the Department of Informatics.

#### **When can I apply for approval from the local Ethics Commission for my research project?**

You can apply for an ethics assessment and approval with the commission if your funding agency or publisher requires an ethics assessment, and/or if you have identified ethical challenges in your research project.

In order to determine if approval from the local Ethics Commission is advised for your project, please complete the [Basic Questionnaire](#). If you can answer all boxes with "no", you do not need to consult the Ethics Commission. You are advised to store the completed questionnaire with your project documentation. In case you tick one or more boxes with "yes", or if your funding agency requires an official ethics assessment, please send the completed basic questionnaire, as well as the [Ethics Assessment Form](#) and additional documents (see next section) to the Ethics Commission by e-mail: [ethikkommission@informatik.uni-hamburg.de](mailto:ethikkommission@informatik.uni-hamburg.de)

## How do I apply for an ethics assessment and which documents do I need to send in?

If you need to apply for an ethics assessment, please complete the [Basic Questionnaire](#) and [Ethics Assessment Form](#). You are also required to attach any informed consent forms ([template](#)) used in your experiments **in their original language**. All other documents must be submitted in English. All former ethics evaluations (positive or negative assessments, by this commission or by others) **must** be included in your application. This includes any evaluations that are related to the current project or to similar experiments that you have carried out in the past.

Please use the following filenames for your application:

1. BasicQuestionnaire\_Projectname.pdf: The completed Basic questionnaire
2. EthicsAssessmentForm\_Projectname.pdf: The completed Ethics Assessment Form
3. EthicsEvaluations\_Projectname.pdf: Former ethics evaluations by this or by other ethics commissions
4. InformedConsent\_Projectname.pdf: Informed consent forms as used in the experiments in original language

Please send the documents to the Ethics Commission via e-mail:

[ethikkommission@informatik.uni-hamburg.de](mailto:ethikkommission@informatik.uni-hamburg.de)