

Checklist for FER Application

Before the application is submitted to the Research Ethics Council (FER):

Work through the checklist. Use a cross to indicate the sections you address clearly in your application to FER, in the study plan, and in the information provided to the relevant head(s) of department and study participants. Sign to verify the information. Follow the template for the information letter available on the FER webpage. Also, follow the advice and guidelines on how personal data and data protection are to be handled at Dalarna University.

	<i>Application and information for participants</i>	<i>Describe</i>	<i>Consider</i>	<i>Addres- sed*</i>	<i>Not relevant</i>
1	Introduction in the information to the study participants	Context: e.g., essay in a course	Study participants must know the parameters of the study.		
2		Purpose	A clear purpose that the study participants understand.		
3		Clear question	Neutral question. Try to begin with: You are being asked to take part in... <i>Make no</i> claims about the benefits of the study or the importance of participation.		
4	Method in the study plan	Clear description of the entire process and all data processing	Recruitment and implementation, and <i>how</i> 1) consent will be obtained from the head of the departments/ organisations involved and 2) informed content from study participants. Description of data collection, data analysis, and data processing, as well as ethical considerations (see below as well).		
5	Recruitment of study participants	Procedure/method	How the study participants are identified with consideration given to the person's integrity, including confidentiality related to health.		
6		Participation request	Who can communicate the participation request while preserving the individual's integrity? This may depend on healthcare confidentiality. A separate written participation request must be attached to the application.		
7	Data collection	Where-when-how?	Describe exactly what participation will involve so that the person can provide, or not, their informed consent. Must include all components, time required, and place, as well as state who is responsible for the processes.		
8		Challenges in groups/ classrooms	If there are individuals in the group who have not provided their informed consent, how will their integrity be protected?		
9		Possible risks	Does the study involve physical risks or risks for integrity? These must be made clear and must also be related to a risk-benefit analysis in the application.		
10		Right to withdraw	Describe the right to withdraw and what this involves, and provide the contact details of the person who is responsible for this.		

Checklist for FER Application

11		Data processing upon withdrawal	Make clear what happens with data that has already been collected if the participant withdraws.		
12	Data processing	GDPR information + contact details for the person to contact	To be included with the contact details of the Data Protection Officer, see www.du.se/sv/medarbetarwebb/stod-och-service/informationsforvaltning-juridik-ochdataskydd/behandling-av-personuppgifter/kontakt/		
13		Coding of data	A list of codes will be drawn up that cannot be given to the study participants. All data and consent forms must be coded. Describe the process in the study plan.		
14		Means of storage	All data must be stored in such a way that no unauthorised persons can access it. The code list and consent forms must be stored separately from the coded data. Data is always considered coded if there is a code list, even if those processing the data do not have access to the code list. Include a description in the study plan.		
15		Rarely anonymised data	Anonymous data is defined as data that cannot, even theoretically, be attributed to any person. All other data must be coded – see above.		
16		Data processing	GDPR applies to all processing of personal data: see www.du.se/sv/medarbetarwebb/stod-och-service/informationsforvaltning-juridik-ochdataskydd/behandling-av-personuppgifter/		
17		Data storage	The code list and consent forms must be stored separately from coded data. All data must be stored in such a way that no unauthorised persons can access it. A description should be included in the study plan.		
18		Destroying data	Data will be destroyed after the essay has been examined and approved, and at the latest three months after the start of the data collection.		
19	Informed consent	Your decision will not affect the care you receive, how you are treated, or any assessments/grades related to the teaching.	Be sure to provide clear information about this.		
20		Modified for children and guardians	When the research involves children, it must be directed at both the child (if the child can read) and the child's guardian(s).		
21		Consent of the child and all guardian(s)	For persons under the age of 15, all legal guardians must be asked to provide consent on behalf of the minor. The minor must also be informed about the research and be given the right to refuse to participate (even if the legal guardians consent). For individuals over the age of 15 but under the age of 18, the individual must provide consent themselves.		

Checklist for FER Application

22		Specific parts	Clarify whether consent is obtained for components that may be voluntary and not decisive for inclusion: for example, voluntary information or documentation using photographs/film.		
23		Personal data processing	Clarify which personal data will be processed: that is, all information that can be linked to a specific individual. This applies to all forms of documentation, including text, audio recordings, video, and photographs.		

* = The data that is marked is made clear in the application to FER and in the information to the study participants.

.....

Signature of the student/s or researcher in charge

.....

Signature of supervisor for the student's work/project