

**Instructions for Applicants**  
**Ethical Review Board Leuphana University Lüneburg**

Version 3.1 14.03.2023

1. General

- The Ethical Review Board provides assistance and advice to scientists at Leuphana University of Lüneburg on ethical and legal aspects of their research, especially research involving human subjects.
- The Ethical Review Board acts at the request of the scientist.
- For doctoral projects and student qualification theses, the application is submitted by the supervisor. In advance, the supervisors check whether a referral to the Ethical Review Board is necessary.
- Upon request, the Ethical Review Board issues formal statements on ethical aspects of planned research projects to be conducted at Leuphana University of Lüneburg. As a rule, these opinions are required by external parties, e.g. by funding agencies in the context of third-party funding applications or for a subsequent publication in a scientific journal. A requirement is common above all for studies that expose subjects to risks, or for studies in which the subjects are not fully informed about the aims and procedures of the studies.
- Clinical studies with medicinal products and medical devices cannot be conclusively reviewed by the Ethical Review Board. They are referred to a medical Ethical Review Board established under respective law.
- Enquiries and applications should be addressed to the secretariate of the Ethical Review Board ([ethikbeirat@leuphana.de](mailto:ethikbeirat@leuphana.de)).
- Only applications submitted to the Ethical Review Board by e-mail can be processed. In the „subject“ of the e-Mail please use „EB-Application\_<Name of the applicant><YearMonth>\_<Acronym>“ list. (Example: *EB-Application 2012-10 Mustermann\_Survey*).
- In the case of applications from a research team, the project or study leader should be responsible for the correspondence with the secretariate of the Ethical Review Board. In the case of student qualification theses and doctoral projects, the first supervisor must be named as co-applicant.
- It is advisable to submit applications as early as possible. The Ethical Review Board does not accept applications for projects that have already begun.
- The application and its attachments should be combined in a single PDF document and submitted electronically. The application to the Ethical Review Board must contain all information on the research project as an attachment (in particular a detailed project description).

2. Application Format

- Ethics applications must be submitted in accordance with the application form. The form supports you with clear guiding questions for ethically adequate study planning
- Application form and the associated subject-specific forms A, B,C can be downloaded from the Leuphana intranet website or requested from the secretariate ([ethikbeirat@leuphana.de](mailto:ethikbeirat@leuphana.de)).
- Please always provide a complete and numbered list of all attachments attached to the application.

### 3. Assessment

- The provisions of the applicable Leuphana Presidential Board Guidelines (*Präsidiumsrichtlinie*) are decisive for the assessment.<sup>1</sup>
- The opinion of the Ethical Review Board is drafted by the chairperson if at least two independent votes from the Board and, if applicable, the vote of an expert consulted are available.
- The opinion can
  - (1) confirm the ethical harmlessness without restrictions,
  - (2) assess the project as "harmless", but formulate certain conditions which the applicant undertakes to observe,
  - (3) judge the project to be "ethically questionable". A justification is formulated and the applicant is free to submit a revised version of the application if the study design has been revised.
- The Ethical Review Board usually issues its opinion six to eight weeks after receipt of the complete documents.

### 4. Guidance for the preparation of flow charts and study plans

The Ethical Review Board reviews studies from all disciplines. In addition to the completed and signed application form, a detailed schedule or study plan is expected for the review. Details of the ethical review questions must be included. Please use the guiding questions of the application form and the subject-specific appendices as a basis for your explanations.

### 5. Selected Information (Please also refer to the documents of the national and international professional societies relevant to your work)

- Leuphana Guidelines and forms for Download:  
<https://www.leuphana.de/en/intranet/research/research-support.html>
- Templates (in German) of German Psychological Society (Deutsche Gesellschaft für Psychologie (DGPs) (e.g. study design, coding, informed consent forms)  
<https://zwpd.transmit.de/zwpd-dienstleistungen/zwpd-ethikkommission>
- Ethics Assessment in EU Research Framework Programme (Horizon 2020 and Horizon Europe)  
[https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics\\_en.htm](https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm)  
  
<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Special+procedures%3A+Ethics+review%2C+security+scrutiny%2C+Ownership+control+check>

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<sup>1</sup> Published in the Universität: Leuphana Gazette Nr. 18/12 vom 19. Oktober 2012