

## **SUBMISSION GUIDE FOR ETHICAL APPROVAL AT ISCTE-IUL**

### ***Why submit a study for ethical approval?***

Ethical approval is perceived as a crucial part of the research process and not merely as a requirement to conduct quality research. Ethical approval promotes the protection of the participants and the research, and the integrity of scientific production. Moreover, it is very often a necessary condition to obtain funding, and many scientific publications will not accept publishing results of studies that have not obtained ethical approval.

### ***What studies are eligible for ethical approval at ISCTE-IUL?***

Studies that involve data collection with participants are eligible for ethical approval at ISCTE-IUL. Studies that do not involve participants, which only use data that are already available in public databases, or that have obtained ethical approval from another entity, are exempt from ethical approval by ISCTE-IUL.

### ***Who can submit a study for ethical approval at ISCTE-IUL?***

All lecturers or researchers of ISCTE-IUL can submit a study for ethical approval at ISCTE-IUL. Students can also make submissions, provided that they are guided and supervised by a lecturer or researcher.

### ***How to submit a study for ethical approval at ISCTE-IUL?***

The submission and respective ethical approval should always take place before the onset of the data collection process. Studies submitted after the gathering of data are not considered eligible for ethical approval. The study plan should be submitted by electronic means – ([comissao.etica@iscte-iul.pt](mailto:comissao.etica@iscte-iul.pt)) – using the form provided for this effect (*Submission form for ethical approval*). In addition to the form, informed consent and debriefing templates are also provided, which can be adapted according to the features of the study. Should you decide to use another informed consent and/or debriefing template, please make sure that it complies with the provisions of the Code of Conduct (paragraphs 3.5 to 3.12, and 3.18 to 3.21). The three steps to submit a study for ethical approval at ISCTE-IUL are presented below.

### **3 STEPS TO SUBMIT A STUDY FOR ETHICAL APPROVAL AT ISCTE-IUL**

1. Ensure that the study is in conformity with the provisions of the Research Ethics Code of Conduct – ISCTE-IUL;
2. Complete the *Submission form for ethical approval* with information about the following aspects: Description of the Study; Participants; Informed Consent and Debriefing; Protection and Safety of the Participants; Statement of Responsibility and Ethical Conduct;
3. Attach the applicable annexes requested in the form (i.e. informed consent; debriefing; questionnaires/materials of the study), and send the submission to the address: reitoria@iscte-iul.pt.

Any doubts about the submission can be clarified through the address indicated above.

### ***What does the submission/ethical approval at ISCTE-IUL consist of?***

According to the elements of the study, it will be eligible for automatic approval or approval by deliberation (see *Diagram of submission and ethical approval*). However, regardless of the type of approval, the submission process is the same for all studies. In other words, the three steps to submit a study are the same for all submissions.

### ***Does ethical approval at ISCTE-IUL exempt or replace other legal/administrative obligations that could be applicable to the research?***

No. Researchers should be attentive to the possible existence of specific requirements, for example, in terms of data collection/storage in certain circumstances (e.g. internal process of authorisation in school or hospital contexts), or under public competitions to obtain funding (e.g. internal process of review and approval of the actual funding agency). Obtaining ethical approval at ISCTE-IUL does not exempt or replace compliance with this type of requirement, nor any other legal/administrative obligations that could be applicable to the research.

### ***Who is responsible for the process of ethical approval at ISCTE-IUL?***

Under the terms of the Regulation of the Ethics Committee of ISCTE-IUL (Order number 7095/2011 published in *Diário da República*, 2<sup>nd</sup> series, number 90, dated

10 May 2011), the Ethics Committee of ISCTE-IUL is responsible for the appraisal and approval of the study plans that are submitted.