

CEEP Checklist – List of items to be included in the submission of studies to this committee and evaluation criteria

*Translation into English: EU eTranslation tool

Category	Assessment Criterion	Yes	Yes, but needs clarification	No	Comments (to be completed by CEEP)	Amendments made to the documents initially submitted to respond to CEEP's comments and recommendations	Document (s) and page (s) containing the changes made compared to the initial submission
Project identification	Title of the project						
Project identification	Identified researcher/proposer						
Project identification	Investigator in charge identified						
Project identification	Investigation team identified						
Project identification	Single or multiple submission indicated						
Project identification	External opinion attached (if applicable)						
Vulnerable populations.	Indicates correctly whether the study population is vulnerable (e.g. children and young people, people with physical/psychological difficulties, relationship of dependency or power asymmetry, minority groups).						
Vulnerable populations	If yes: It clearly indicates the measures envisaged to ensure that participation is strictly voluntary, and which procedures will be put in place to ensure that potential risks and adverse impacts, even if unlikely, arising from participation are minimised and mitigated. The applicable information is clearly reflected in informed consent and <i>debriefing</i> .						

Risks for Participants	There are no significant risks or potential negative effects arising from the shareholding, or they are unlikely to arise. However, given the nature or scope of the study, even if unlikely, there may be transitory and unexpected adverse effects (e.g. psychological discomfort) arising from the reflection, the scope of the investigation or others.
Risks for Participants	Yes. (e.g. collection of sensitive data, induction of physical/psychological discomfort, attribution of labels impacting self-concept, invasive activities, collection of biological materials)
Risks for Participants	If so, it shall clearly indicate the measures envisaged to ensure that risks and potential adverse effects and unexpected outcomes are minimised and mitigated. The applicable information is clearly reflected in informed consent and <i>debriefing</i> .
Processing of Personal Data	Personal data will be processed (e.g. [in whole or in part] name, date of birth, address, e-mail address, telephone number, number of any identity document, voice, image)
Processing of Personal Data	If yes: Questionnaire on data processing attached
Processing of Personal Data	If yes: Legal basis for the treatment indicated
Processing of Personal Data	If yes: Identified controller
Processing of Personal Data	If yes: Defined anonymisation/destruction deadlines
Processing of Personal Data	If yes: Measures to avoid re-identification described
Processing of Personal Data	If yes: The applicable information is clearly reflected in informed consent and debriefing.

Processing of Non-Personal Data	The submission form indicates that in case of computerised/online data collection (e.g. Qualtrics), the option to anonymise the data collection forms will be activated.
Participants	Number, age and origin described
Participants	Recruitment method described in a clear and detailed manner, and ensures all applicable ethical and legal principles (e.g. GDPR).
Informed Consent	Means of production described in a clear and detailed manner
Informed Consent	Attached consent document/text
Informed Consent	Identifies the study, its scope and objectives, and those responsible for the study
Informed Consent	Identifies the study population
Informed Consent	Identifies study procedures, time to participate and possible incentives to participate
Informed Consent	Refers to the voluntary nature of the study. Indicates the possibility to discontinue participation or withdraw consent to participation after the participation has been completed, and the procedures to be followed by the participant to do so.
Informed Consent	Indicates any risks or adverse impacts arising from participation and procedures to minimise and mitigate them.
Informed Consent	Refers to confidentiality of participation and indicates limits to confidentiality, where applicable

Informed Consent	Indicates the contact details of the investigators responsible, and what the participant can do if he/she wishes further clarification before and after the participation.
Informed Consent	GDPR elements included, if applicable (data controller and DPO contact details, legal basis, data subjects' rights, data retention period)
Debriefing	Means of delivery described
Debriefing	Attached <i>debriefing</i> document/text
Debriefing	Elements included (gratitude, detail on objectives and procedures [including <i>disappointment</i> if applicable], contact information of the investigators responsible, means of obtaining information about the results and topic of the study, measures to deal with possible negative effects arising from participation)
Protection of Participants	Measures to ensure voluntary participation, including in studies involving students and other members of the ISCTE community or using the research team's network of contacts to recruit participants
Protection of Participants	Strategies to minimise risks and, adverse effects and unexpected outcomes
Protection of Participants	Measures to <u>monitor</u> and deal with adverse effects (even if unexpected and unlikely), and unexpected results
Open Science Policy	The submission form and informed consent clarify whether, and under which conditions, anonymised data will be made available in open repository, or made available to other research teams, publishers and reviewers of scientific journals, under the Open Science Policy.
Retention of personal data and anonymised data	The submission form and informed consent clarify under which conditions (e.g. time limit) personal and other data collected will be stored.

Declaration of Liability

Declaration signed and dated by the pupil and mentor

Declaration of Liability

Declared ethical conduct
