Tips and tricks when submitting an application to ERCIC

* Familiarise yourself with the ‘Code of ethics for research in the Social and Behavioural Sciences involving human subjects’ (available for download at the ERCIC website)
* Think about possible risks for people participating in the research. Risks do not only stem from methodology but also e.g. the topic of the research.
* Familiarise yourself with the UM data management code of conduct (available for download at the ERCIC website). Consider whether you need a data processing agreement. Contact the UM library for support on these matters.
* Ensure that the study information letter and consent form are written in a comprehensible and accessible manner, in language that is appropriate for the participants. It may be necessary to create more than one type of study information letter/consent form, if your research will be carried out among different types of participants
* If you will carry out research in other countries, find out what the ethics requirements or regulations are in that country; you may need ethical approval from the appropriate national or local body there too
* Reflect carefully on whether/how anonymity and confidentiality can be guaranteed for the study participants. In particular in the following situations: focus groups; interviews; use of interpreters; recruitment of participants via third parties
* If you are conducting interviews, please indicate at least the general themes that will be addressed
* Always consider how you will respond if your research uncovers sensitive information. Think here for instance about admissions of illegal activity, memories of traumatic events in participants’ lives, etc.
* Are there any risks to the safety of the researcher(s) carrying out the research?