

# SPECIALISED COMMITTEE ON ETHICS OF PSYCHOLOGY

## SUBMISSION GUIDE

### → Why submit a study for consideration by an ethics committee??

The submission of studies for consideration by an ethics committee aims to promote the protection of the rights of participants (both humans or animals), researchers, and the integrity of scientific production.

In some situations, it is a necessary condition for obtaining funding and for the acceptance of scientific publications

### → Which studies such be submitted for ethical review?

- Studies that involve data collection with participant;
- Studies that have already received ethical approval from another entity, duly verified, but still wish to obtain an evaluation from this committee, must complete the submission form with that information and the corresponding proof.
- Studies that do not involve participants, that use only data already available in public databases, or that have obtained ethical approval from another entity, are exempt from approval by the Ethics Committee.

### → What should be submitted to this committee?

- Undergraduate research projects;
- Graduate research projects, particularly those associated with the development of a master's thesis;
- Research projects developed within the scope of pedagogical activities.

### → When to submit a study for ethical review to this committee?

- The submission and its assessment must always precede the beginning of the data collection process.
- The submission must be made no later than 10 days before the date of the next meeting of the specialized ethics committee.
- The maximum deadline for issuing review and recommendations will be 60 days from the date of submission (the submission is only considered effective after compliance has been verified).



Any doubts regarding the submission can be clarified through the address [comissão.etica.ecsh@iscte-iul.pt](mailto:comissão.etica.ecsh@iscte-iul.pt)

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### → How to submit a study for ethical review to this committee?

The project must be submitted electronically (comissao.etica.ecsh@iscte-iul.pt) using the available form, which can be downloaded in [Submissão de Pedidos](#).

### → What are the mandatory documents to attach to the request (in separate files)?

1. Submission Form for review – download in [Formulário de submissão](#)
  - 1.1. If the study involves personal data, the corresponding additional form must be downloaded in [Questionário sobre tratamento dados pessoais](#)
2. Consent Form Template – see in [Orientações e exemplos para consentimentos informados](#)
3. Debriefing Template – see in [Orientações para debriefing](#)
4. Study protocol (data collection procedures; questionnaires, interview or activity scripts, observation grids, among others, properly identified and in **separate files**).
5. Other documents deemed relevant.  
For example:
  - 5.1. When there is involvement of third parties (another university/external researcher) in the sharing of participants' personal data – [descarregar Minuta de Acordo de Responsabilidade Conjunta](#).
  - 5.2. When the student is involved in a project with their advisor, he/she/they must sign a liability statement... - download [Minuta do Termo de Responsabilidade e confidencialidade do investigador/Estudante](#).

### → What are the ethical and data protection rules that I must adhere to?

You should be aware of and ensure that the study complies with the provisions of [Código de Conduta Ética na Investigação do Iscte](#).

When the study involves personal data, you must also ensure that the study complies with the [Orientações aos Investigadores sobre Proteção de Dados em Atividades de Investigação Científica](#) and the [Recomendações de Segurança e Dados Privados](#).

### → Obtaining a favorable review from this committee does not exempt or replace other legal/administrative obligations that may arise in the context of the research?

Obtaining a favorable review from this committee does not exempt or replace compliance with specific requirements, nor any other legal/administrative obligations that may arise in the context of the research in question.

It is the responsibility of the submitter to ensure the authorization of the entity where data is collected and to analyze the possibility of existing specific requirements, for example, regarding the collection/storage of data in certain contexts (e.g., internal authorization processes in school or hospital settings).

### → Anonymization in Qualtrics?

To ensure that participation is anonymous during data collection in Qualtrics, the anonymization feature must be activated to avoid including location information and IP address.

On the main project page in the Qualtrics platform, open the "Survey options" field (left-hand column) and click OK on the "Security – Anonymize responses" option.