**To the**

**Office of the Vice Rector for Research**

**for approval by the relevant Review Board**

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| --- | --- | --- | --- |
| Board for Ethical Issues Office: Robert Rebitsch, projekt.service.office  @: Robert.Rebitsch@uibk.ac.at | | | |
| Review Board „Sportwissenschaft“ Institute for Sports  to Laura Rietzler  **@**: Laura.Rietzler@uibk.ac.at | Review Board „Psychologie“ Institute for Psychology  to Univ.-Prof. Dr. Pierre Sachse  **@**: Pierre.Sachse@uibk.ac.at | Review Board „Sozialwissenschaften“ School of Management and Faculty of Economics & Statistics to Univ.-Prof. Dr. Oliver Koll  **@**: Oliver.Koll@uibk.ac.at | Review Board „LehrerInnenbildung“Fakultät für LehrerInnenbildungz.Hd. Fr. Univ.-Prof. Dr. Suzanne Kapelari@: review-board-flb@uibk.ac.at |

# Notice of receipt: …………………

Execution note: ………………

# Application for Certificate of Good Standing

Name of project: Klicken Sie hier, um Text einzugeben.

Applicant: Klicken Sie hier, um Text einzugeben.

Department/Institute: Klicken Sie hier, um Text einzugeben.

Coordinator & partner/beneficiary institutions: Klicken Sie hier, um Text einzugeben.

Date: Klicken Sie hier, um Text einzugeben.

**Project description – max. 2 pages**

Please provide: project description & aims; innovative aspects; methods; risks for probands; risk management; ethical issues; third party funding (funding or contracting) or university budget; relevant literature; is an insurance for probands necessary or not; qualification of coordinator/project leader and coworkers.

*Fill in project description*

Klicken Sie hier, um Text einzugeben.

Signature:

………………………………………………………..

(coordinator/project leader)

Please attach:

1. **Information for probands and und** **declaration of consent**

Probands have to be informed about: project aims, project leader, duration, possible risks, compensations and insurance matters, third party funding or contracting (enterprises will be handled confidential). All information has to be easily comprehendible and clear for probands (e.g. projects with children).

Declarations of consent shall comprise:

* Name of the project
* Notes on data security (anonymous/pseudonymized data; confidential treatment of all personal data; right of access)
* Explicit agreement of probands plus signature (or the probands legal representative – see below)
* Probands right of revoking consent
* Address and signature of project leader

In the case that probands sign a declaration please attach the original declaration.

Authority to sign: For children and underage minors (before their 14. birthday) the legal representative has to sign, for mature minors (from the 14. birthday to their 18. birthday) the minor itself and the legal representative.

For support please ask the Head Office.

1. **Case Report Form**
2. **Insurance police**

if necessary.

Procedure:

The application will be submitted to the relevant review board. The Vice Rector for Research has also the possibility to mandate the Board for Ethical Issues. In case no review board at the faculty of the applicant is established the Vice Rector will submit the application to the Board for Ethical Issues. The Board will discuss the application and will demand respectively recommend a) refusal, b) additional claims for the applicant (changes, further conditions) or c) ethically qualities to the Vice Rector. A written notice for changes or further conditions will be given to the applicant. The application and attachments will be kept on record by the Head Office. All documents will be handled confidentially. Access is possible after the conclusion of the procedure when a considerable legal interest is existing. Access has to be authorized by the Vice Rector for Research.

**In case of a positive decision by the Ethical Review Boards a Certificate of Good Standing will be issued by the Vice Rector for Research!**

Further Information:

Priv.-Doz. Mag. Dr. Robert Rebitsch

projekt.service.büro der Universität Innsbruck

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