

# UA Repository

## UA Research Ethics Committee - kick-off

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# UA Research Ethics Committee

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# Agenda

- Intro Committee
- Intro Ethics Application and process
- Q & A



# Research Ethics Committee



Jeltzlin Semerel



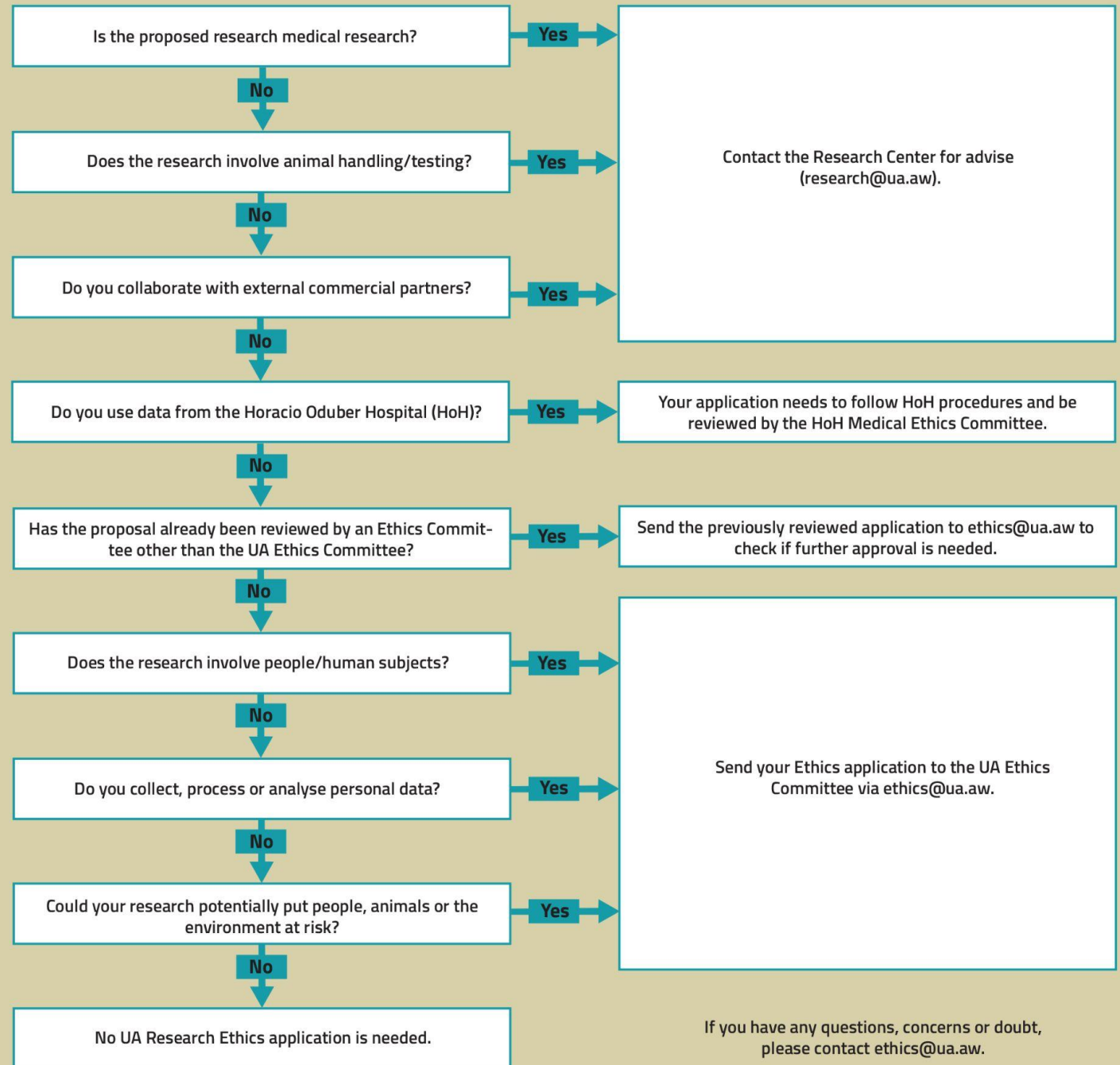
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# All information is available!

- [Research Ethics Committee protocol](#) (back-end processes)
- [University of Aruba Research Ethics Guidelines](#) (overview of all relevant application information)
- Stone Module: [Research Ethics Application](#)
  - Everything broken down in steps with examples
- [This presentation](#)



# Should you submit an application?



# What is the process?

## What is a Research Ethics Application?

The University of Aruba's Research Ethics Committee (REC) assesses research proposals by UA researchers for which an ethics clearance is requested, for example, by the research funder or a journal/publisher. To see whether you are obliged to fill out a Research Ethics Application, use the flow chart on the next page.

In addition, the committee can offer advice if you have questions about ethical aspects of the research. UA researchers are responsible for submitting their research proposal to the Ethics Committee on time (at least six weeks) **before the (PhD) research starts.**

To submit a proposal to the REC:

1. Fill out the **Application Form**, which consists of a checklist
2. Set up an **Informed Consent Form**, using the guidance provided
3. Optional: You can share your Data Management Plan and/or Participant Information Sheet.

Completed forms and requests for advice can be sent to [ethics@ua.aw](mailto:ethics@ua.aw).

# What is the result?

The committee will respond within six weeks.

- **Approval** - Research can continue as planned and indicated in the submission.
- **Revision** - the Ethics Committee will request changes to the proposal and a resubmission of the changes needs to take place for further review.
- **Disapproval** - the research cannot continue as planned in its current form and needs to be resubmitted.



# Research Ethics Application form

Download the form from Stone

**Application Form**



2026-UA-REC-Form



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# Filling out the form

- The form consists of project details and questions. If questions are answered with 'Yes' or 'Not certain', the issue and the chosen approach can be explained in the text field below.
- You need to **fill out everything**, otherwise your application will be sent back to you.
- If you're not sure what to fill out, set up an appointment via [ethics@ua.aw](mailto:ethics@ua.aw) to go through the form together



# General info

## General information about the project

### Applicant/ Project details

Name of main applicant:	
Name of the supervisor:	
Title of project	
Summary (max. 150 words)	
How is the research funded?	
Research consortium parties? <i>(for example: UA is the lead institution for this project.)</i>	

# Consent

A. Consent	Yes	No	Not certain
<b>1</b> Does your research involve people?			
<b>2</b> Does your research involve participants who are in any way incapable of giving informed consent as to their participation ( <i>such as young children or adults with mental incapacity</i> )?			
<b>3</b> Does your research involve people under the age of 16?			
<b>4</b> Are the participants, outside the context of the research, in a dependent or subordinate position to the investigator?			
<b>5</b> Will it be necessary for participants to take part in your research without their knowledge/consent at the time? ( <i>such as observation of people in public places</i> )			
<b>6</b> Are there any reasons you will not be able to inform your participants about their participation, risks and rights via an informed consent form?			

*Explanation of the (potential) issues and precautions taken for questions 1-6 (where one or more questions have been answered with 'Yes' or 'Not certain'):*



# Research Design/Methodology

B. Research Design/ Methodology	Yes	No	Not certain
<b>7</b> Is information withheld from the participants so as not to influence the results of the study? <i>(such as selection criteria, purpose of the study)</i>			
<b>8</b> Will there be physically or mentally demanding procedures involved, or the use of uncomfortable equipment? Will your research involve prolonged/repetitive testing?			
<b>9</b> Could your research induce psychological stress or anxiety, or cause harm or negative consequences beyond risks encountered in normal life? <i>(participating might lead to being fired, threats, moral judgement or mental stress from exposure to certain images)</i>			
<b>10</b> Will your research involve discussion of sensitive topics? <i>(such as sexual activity, drug use, medical history)</i>			
<b>11</b> Are you putting yourself and/or your participants at risk in any way? <i>(Interviewing participants on your own in your or the participant's home, carrying out observations in potentially fragile or sensitive situations)</i>			
<b>12</b> Once the research has started, will it be impossible for participants to stop at any time for whatever reason?			
<b>13</b> Is there a possibility you may have chance findings in your research that should be reported to other authorities you should inform the participant about? <i>(encountering incriminating information about a participant or a participant exhibits suicidal tendencies or criminal behavior/intentions)</i>			
<b>14</b> Will your research involve the production of recorded media such as audio and/or video recordings?			
<b>15</b> Will your research involve traumatized participants <i>(from, for example, war or violence)</i> ?			
<b>16</b> Will your research involve "big data", combined datasets, new data-gathering or new data-merging techniques, or using algorithms where biased datasets could lead to biased outcomes?			
<b>17</b> Does your research involve scoring/evaluation of people's performance (students), or systematic monitoring of individuals? <i>(Processing that includes profiling and predicting, especially from aspects concerning the data subject's performance at work, economic situation, health, personal preferences or interests)</i>			
<b>18</b> Will there be procedures or materials that might be harmful or offensive for certain groups of individuals <i>(for example, on the basis of their religious convictions or ethnic background)</i> , or that touch on general taboos or involve presentation of pictures with incriminating content?			
<b>19</b> Are there any similarly delicate issues that have not been mentioned in this list?			

# Financial incentives

C. Financial incentives	Yes	No	Not certain
<b>20</b> Will there be any payments planned/carried out to researchers and/or participants?			



# Personal data management

<b>35</b> Are you collecting any personal data that could potentially be combined with other datasets?			
<b>36</b> Will your research data be shared for re-use and publicly available on a data repository?			
<b>37</b> Do you need to store the personal data for the long term (internally)?			
<b>38</b> Would you need access to additional resources to ensure that the data can be properly managed/stored, and preserved for the long term in accordance with the FAIR principles (Findable, Accessible, Interoperable and Reusable)?			

D. Personal/sensitive data and data management	Yes	No	Not certain
<b>21</b> Will you collect and process <b>personal data</b> , such as names, identification numbers, location data, online identifiers, or factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person ( <i>as defined in the European General Data Protection Regulation (GDPR) and as 'persoonsgegevens' in the <a href="#">Landsverordening 19 Mei 2011</a>, defined as 'een gegeven dat herleidbaar is tot een individuele natuurlijke persoon'</i> )?			
<b>22</b> Will you collect and process <b>special personal data</b> ? These are data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data or health data, or data concerning a natural person's sex life or sexual orientation.			
<b>23</b> Does the investigation involve the use of <b>sensitive data</b> , such as state secrets or information requiring permission from authorized administrators?			
<b>24</b> Is there a high possibility of re-identification for your participants? (for example, do they have a very specialist job of which there are only a small number, are they members of a small community, or employees from a partner company collaborating in the research?)			
<b>25</b> Will the research involve the use of interpreters? Or other third parties that need to process the data?			
<b>26</b> Does the research use data from social online platforms such as forums or social media (paid or harvested), and/or publicly available datasets?			
<b>27</b> Will the data be processed using AI?			
<b>28</b> Will data be used for purposes beyond the initial consent?			
<b>29</b> Will anyone outside the research team be able to access the data?			
<b>30</b> Are personal data transferred to international organizations?			
<b>31</b> Will you store your data using a cloud storage solution? (Note that cloud storage solutions are not secure enough for very sensitive data)			
<b>32</b> Will you store your data in a location that is not (automatically) backed up? ( <i>USBs or external hard drives</i> )			
<b>33</b> Will your data collection consist of more than 1 TB in size?			
<b>34</b> Will you store your informed consent forms in the same storage location as the personal data that you are collecting?			

# Risks

F. Risk to researchers/environment	Yes	No	Not certain
<b>39</b> Are there any doubts or concerns regarding your own safety and/or well-being of any of your fellow colleagues during the research period?			
<b>40</b> Does your research involve the use of elements that may cause harm to humans, animals, or the environment?			

*Explanation of the issues and precautions taken for questions 39-40 (where one or more questions have been answered with 'Yes' or 'Not certain'):*



# Questions

## G. Questions and remarks

Are there any questions, remarks or information that you would like the Ethics Review Committee to address?



*Questions/ remarks:*



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# Informed consent

- When working with humans
- This form contains information of what should be included in your informed consent sheet, and contains a 1 page template

## Informed Consent Form



2026-UA-REC-Consent



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# Informed consent examples

- Currently two examples – one focused on a subgroup of the Aruban community by Nurianne Arias, and one longer example for a privacy sensitive community with data/software experts by Esther Plomp
- These are only examples! What will work for your study population is probably different so these examples should not be copy-pasted!
- Send your examples to [ethics@ua.aw](mailto:ethics@ua.aw)!

## Informed Consent Examples



Stone-example-form-1





Stone-example-form-2



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# Applications require an application form and informed consent form

- You can provide additional information such as a Data Management Plan or a Participant Information sheet
- This can be helpful to guide you during the research project and feedback from the ethics committee will be beneficial!

- ✓ Application
  - ✓ Application Form
    -  2026-UA-REC-Form
  - ✓ Informed Consent Form
    -  2026-UA-REC-Cons...
  - ✓ Optional Documents
    - ✓ Data Management Plan
    - ✓ Participant Informatio...



# Questions?

- Please reach out to [ethics@ua.aw](mailto:ethics@ua.aw) or visit the Research Center



**Thank you!**



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