



Please carefully read the Submission Guide, the Ethics Chart, and the Regulations of the CESEM's Ethics Committee.

Fill in the form and send it to eticacesem@fcsh.unl.pt

You can sign the form with a digital mobile key signature. If you don't have access, you must print out the form once you have filled it in, sign it, and scan it before sending it to the above e-mail address.

All items must be completed except those that include the indication "if applicable." Forms received that contain mandatory fields that have yet to be filled in will be returned to the author, and it will be requested that they be completed correctly.

Checklist for submitting research projects to CESEM's Ethics Committee

[Carry out this check before submitting the request by email].

Submission form

Information leaflet

Free and Informed Consent

Data collection instruments, if applicable

Copy of notification to institutional authorisations, if applicable

Copy of notification to the Data Protection Office

Request for a recommendation from CESEM's Ethics Committee

Type of submission

- ☐ New
- ☐ Amendment
- ☐ Resubmission

1. identification of the author of the application and project

1.1 Name of the author of the request

1.2 Category of the applicant

- ☐ Researcher responsible
- ☐ Master's student
- ☐ Doctoral student
- ☐ Post-doctoral student
- ☐ Other. What is it? _____

1.3 Contact email

1.4 Responsible researcher/supervisor, if different from the author of the application

1.5 Team members and affiliation (if applicable)

1.6. Project title

1.7 Expected duration: Start _____ End _____

1.8. Differentiation of the request:

- ☐ Master's degree
- ☐ Doctorate
- ☐ Project with funding request
- ☐ Project without funding request

☐ Other. What is it?

1.7 Funding source(s) (if applicable)

1.8 Research group or thematic line of CESEM in which the project is inserted

☐ Education and Human Development

☐ Early Music

☐ Contemporary Music

☐ Music in the Modern Period

☐ Critical Theory and Communication

☐ Therapeutic Effects of Music

☐ Opera Studies

☐ Luso-Brazilian Studies

☐ Gender Studies and Music

☐ Musical Iconography

☐ Music and Literature

☐ Music and Interpretation

☐ Palaeography and Music Editing

☐ Other. What is it?

1.9 Headquarters or Section to which the author of the request belongs

☐ NOVA FCSH - headquarters

☐ UÉvora

☐ ESML - IPL

☐ ESMAE - P.PORTO

1.10. Ethics Committee or entity external to CESEM

Does the research require approval from another ethics committee or national, European, or international authorities?

☐ No

☐ Yes, which one?

2. Characterisation of the project

2.1 Problem, objectives or research questions, relevance and contribution to the advancement of knowledge in the field of study (3000 characters maximum with spaces).

2.2 Methodology: description of the participants, type and instruments of data collection, and procedures for its storage and use.

2.2.1 Participants (number, age, context, vulnerable or non-vulnerable group, other relevant details). (1000 characters maximum with space)

2.2.2 Inclusion and exclusion criteria; recruitment method; measures to ensure participation is free, informed, and knowledgeable; benefits for participants, if applicable; measures to prevent and monitor potential risks associated with participation (e.g., physical, psychological, economic, social, etc.). (2500 characters maximum with space)

2.2.3. if applicable, specify the sensitive personal data to be collected (e.g., information relating to philosophical or political beliefs, party or trade union membership, religious faith, private life, racial or ethnic origin or health, among others) (1000 characters maximum with spaces)

2.2.4 Compensation and/or costs for the participation of participants in the study, if applicable (1000 characters maximum with spaces).

2.2.5 Details of data collection procedures, methods, and instruments (consultation of documents, interviews, scales, questionnaires, observation, video and/or audio recording, image, others). If other authors' instruments (scales, questionnaires, etc.) are used, indicate the author and the procedure for obtaining authorisation. (3000 characters maximum with spaces)

2.2.6 Details of the procedures for storing, protecting, retaining, transferring, destroying, or re-using data. (1500 characters maximum with space)

3. Activities for communicating and disseminating the project results to the scientific and civil community and research participants. (2500 characters maximum with spaces)

3. Informed consent and confidentiality

3.1 Type of informed consent

☐ Informed, free and informed consent.

☐ Unsigned informed consent (e.g., form for questionnaires completed online; mandatory to provide information about the study and how participants can tick if they agree to participate).

☐ Modified informed consent (e.g., omitting information to avoid bias in the participants' response; it is mandatory to explain the reason in 2.2.5 and the *debriefing* processes).

☐ Waiver of consent (e.g. data already available; mandatory to explain in 2.2.5)

3.2 Details of procedures for obtaining informed consent, oral or written, from participants or their legal representatives in the case of vulnerable groups; timing of application; suitability of language for the participant group. (1500 characters maximum with spaces)

3.3 Details of how the project ensures the anonymity and privacy of participants (anonymisation of data, coding of data, whether there is a request for permission to disclose identifiable data - e.g., videos, recordings, etc.). (1500 characters maximum with space)

4. Declaration of commitment

☐ I confirm that the information provided on this form covers all ethical issues that may arise within the scope of this research project.

Date

Signature of the author of the request