

**CHECKLIST TO BE USED AS A GUIDELINE PRIOR TO SUBMITTING REQUESTS FOR OPINIONS**

<b>Check your compliance with the following aspects.</b>
1. Does the research involve live human subjects?
2. Does the research involve vulnerable people?
3. Does the research involve live animals?
4. Does the research involve sensitive data (e.g. biographical, health, etc.)?
5. Does the research involve personal data of deceased people?
6. Does the research involve/present images gathered by third parties?
7. Are copyright/third-party intellectual property rights over text/images being respected?
8. Are protocols in place to ensure the safety of people and goods in the facilities/environment/locations where the research is being conducted?
9. Is the project, particularly the recruitment of participants, being conducted in other university and/or health institutions? If yes, the institutions in question should be approached for an opinion from their Ethics Committee (if they have one), so that this can be presented. However, UAlg's Ethics Committee's opinion shall not depend on any opinion issued by another institution.
10. Are the ethical principles you are assuming clear and fully explicit?
11. Are the processes that will be followed/used and the foundations for them clear?
12. Is it feasible (i.e. can it be done within the time available)?
13. Is it substantiated and does it indicate the relevance of the problem?
14. Does the informed consent of the subjects or right-holders follow the guidelines set out by UAlg's Ethics Committee? <b>(See the Ethics Committee's page for guidelines on drawing up an <i>Informed Consent Form</i>.)</b>
15. Are the payment procedures clear, and are the compensation and protection procedures clear, in the event of damages caused to the participant? <b>(Mandatory, when applicable)</b>
16. Are the participants given an explanation of the costs/benefits arising from the research?
17. Have the participants agreed to the costs they will have to bear? <b>(Mandatory, when applicable)</b>
18. Do you explain the methods used to prevent/mitigate subjects' physical/mental discomfort/suffering? <b>(Mandatory, when applicable)</b>
19. Are the steps that will lead to the conclusions/inferences explained?
20. Do you explain how your data processing methods protect subjects' anonymity?
21. Is there a clear prediction of the value of the findings, and how and by whom they can be used?
22. Is the wording clear and objective?
23. Are critical statements, if any, substantiated?
24. Is it devoid of value judgements and interpretations based on personal assessments?
25. You must submit the principal researcher's CV. <b>(Does not apply to Master's students, teaching staff and researchers of UAlg)</b>
26. You must submit the supervisor's/co-supervisor's opinion. <b>(Mandatory, when applicable)</b>
27. You must present the consent of the private entity or supervisory authority for the research in facilities/environment/locations under its jurisdiction. <b>(Mandatory, when applicable)</b>
28. You must submit the informed consent of the subjects or right-holders (or the referrers). <b>(Mandatory, when applicable)</b>
29. You must submit the statement from the UAlg Data Protection Officer. <b>(Mandatory, when applicable)</b>
30. You must submit the insurance policy. <b>(Mandatory, when applicable)</b>