Annex 3 of Regulations of the Research Ethics Compliance Committee of the Institute of International Relations and Political Science, Vilnius University

**SHORTENED APPLICATION FORM TO THE RESEARCH ETHICS COMPLIANCE COMMITTEE THE INSTITUTE OF INTERNATIONAL RELATIONS AND POLITICAL SCIENCE, VILNIUS UNIVERSITY[1]**

Please use the form below to provide basic information about the planned study.

If the Committee decides that your proposed study meets the requirements for a simplified assessment of the application (paragraph 25 of the Regulations) and that the information provided in this form is sufficient to assess the compatibility of the planned study with research ethics, the evaluation will be carried out in a simplified procedure. In such case, no further documentation will be required, and you will receive the Committee's conclusion on the planned study's compliance with research ethics within 10 working days of the submission of the shortened form.

If the Committee decides that your study does not meet the requirements of the simplified assessment procedure and that additional information is needed to assess the planned study's compliance with research ethics, you will be contacted and asked to submit a standard application. If you are convinced that your planned study will not be eligible for the simplified review procedure, you may submit a standard application to the Committee without first submitting the shortened application.

You will be informed of the progress of your application assessment by email. More information about the procedure and documents for assessing compliance with research ethics can be found on the Institute's website: www.tspmi.vu.lt/en/amtek.

If you have any questions, please contact the Institute's Research Ethics Compliance Committee using the following email address: amtek@tspmi.vu.lt.

1. Name and surname of the person submitting this form.
2. Email address of the person submitting this form.
3. Title of the research in Lithuanian and English.
4. Names, surnames, titles and institutions of the principal investigator and other investigators.
5. Possible/available sources of funding or sponsors of the research.

[1] The shortened application form is filled out electronically here: https://forms.office.com/e/Y436vykWnF.

6. Research description.
   *Briefly describe the idea of the study, the aim of the study, objectives, etc. (up to 300 words).*

7. Research methods.
   *Briefly describe all the methods planned to be used in the research.*

8. Would your planned research involve human subjects (informants, respondents, observees, etc.) **OR** human-generated content as data (letters, social media posts, etc.)?
   **YES / NO**

9. Would your planned research with human subjects collect personal data?
   *Personal data in this context means name, surname, contact details, residential address, signature or other details that can indirectly identify a specific individual (specific workplace, specific work title, distinctive personal characteristics, etc.).*
   **YES / NO, THE RESEARCH DATA WILL BE COMPLETELY ANONYMOUS FROM THE MOMENT OF ITS RECEIPT OR COLLECTION**

10. Would there be a hierarchical relationship between investigators and research subjects?
    *Examples of such a relationship are a lecturer researching their students, a manager researching their staff, etc.*
    **YES / NO**

11. Would individuals be free to decide whether to take part in the study?
    **YES / NO (E.G., WHERE THE COMMISSIONED STUDY WOULD SURVEY THE ENTIRE STAFF OF A PARTICULAR ORGANISATION)**

12. Would the research subjects be subjected to deception?
    *An example of deception is when the investigator does not disclose the true objectives of the research to the subjects for methodological reasons*.
    **YES / NO**

13. Do you plan to research vulnerable groups?
    *Vulnerable groups: persons who, because of health problems, are considered to be unable to adequately represent their interests or give informed consent, children and other minors, people with disabilities, the elderly, pregnant women, single parents with minor children, victims of trafficking, persons with serious illness, persons with mental illness, persons who have suffered torture, rape or other forms of serious psychological, physical or sexual violence, refugees, immigrants, various minorities, students (where the investigation relates to their studies), residents of nursing or care homes, soldiers on active military service, employees under the authority of the Investigator, prisoners, detainees, persons residing in social welfare institutions, etc. There is no exhaustive list of vulnerable groups, the different legal documents list*

*different groups. Even for a group of persons not mentioned here, the Investigator planning to investigate them must responsibly assess whether they are not considered to be vulnerable at a similar level as the groups listed here.*
**YES / NO**

14. Is any remuneration or compensation planned for the research participants?
**YES / NO**

15. Would the research be likely to cause more than minimal risk or harm to the subjects?
*Minimal risk or harm is defined as a risk or harm that does not exceed the likelihood and magnitude of occurrence experienced in regular everyday life.*
**YES / NO**

16. Would artificial intelligence be used or developed in the research?
**YES / NO**

17. Would the research be conducted outside the European Union?
**YES / NO**

18. Is there a likelihood that the published results of the planned research could be used maliciously, in violation of human rights or dignity, with negative social or other consequences?
**YES / NO**

19. If there are any other aspects of your planned research that you believe could raise ethical issues and on which you would like to consult the Committee, please specify them and identify the perceived risks.

20. I confirm that the investigation will be carried out in the manner I have indicated on this form and in accordance with the relevant legal documents (Vilnius University Code of Academic Ethics, Guidelines for the Assessment of Compliance with Research Ethics, approved by order of the Ombudsman for Academic Ethics and Procedures of the Republic of Lithuania No V-60 of December 10 2020, General Data Protection Regulation and other legal documents)
☐ **CONFIRMED**

21. I confirm that I have read and understood the Procedures for Processing of Personal Data at Vilnius University, which sets out the requirements for the processing and protection of personal data, the rights of data subjects and the procedure for their implementation at Vilnius University, and which is publicly available and accessible at www.vu.lt/en/privacy-policy.
☐ **CONFIRMED**