I want to start my research

What do I have to consider BEFORE my research actually starts, and what during the research?

Legal

Scientific Integrity

Research Data & Output

Ethics

Do I have to submit my research to an ethics committee?

What must I do with my data and results?
Joint-PhD

Contracts should be sent to jointphd@vub.be at least one year before submission of the PhD

More information can be found here

Collaboration

Contracts relating to basic research (e.g. contracts with funders, visiting researcher agreements, sub-contracting agreements), with the exception of joint-PhD contracts

Contact rd.secretariaat@vub.be for administrative processing. Contracts should be sent to legalrd@vub.be for checks and approval of the content

More information can be found here

Research with third parties in the context of industrial or valorisation (e.g. sharing confidential information, material, and data, and intellectual property rights)

More information can be found here, or contact legal-techtransfer@vub.be

Safety precautions and licences (e.g. environmental licences and licences for special products)

More information here
Scientific Integrity

- Read the VUB's Charter for the Researcher
- Questions about or reports of violations of scientific integrity
  - Contact: john.pearson@vub.be or click here for more information

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Forward to Research Data and Output
WHAT MUST I DO WITH MY DATA AND RESULTS?

Before I start my research
- What is a DMP?
- Is a DMP mandatory?
  
  Click here for more information

During my research

After my research
- Archive data
  
  Click here for more information
- Analyse data
  
  More information: Interfaculty Center Data Processing and Statistics

Publication and dissemination/use of research results and knowledge
Data & Output: During Research

Where should I store my data?

Click here for more information

Will I process personal data?

Personal data are all data that relate to an identified or identifiable person. Separate data that, when combined, can also lead to identification of a particular person are also personal data.

Comply with the GDPR. More information can be found here

Check whether an ethics approval is needed. Go to the overview of ethics

If personal data is shared with third parties, contact legalrd@vub.be
PUBLICATION AND DISSEMINATION OF RESEARCH RESULTS AND KNOWLEDGE

Take the following into account BEFORE publication

(Open Access) publishing

Click here for more information

My data and results can prima facie be valorised

Contact TechTransfer (techtransfer@vub.be) or click here for more information

Make the public aware of your research

Publish a press release about your research

Click here for more information

Take part in public outreach

Click here for more information

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DO I HAVE TO SUBMIT MY RESEARCH TO AN ETHICS COMMITTEE?

- I will do research with people
  - Can my research be used for military purposes, or can it be misused?

- I will work with human cells or tissue

- I will work with animals

- I will work with non-human genetic material

- I will work with partners outside the EU and/or in other countries

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Research on or with people: which EC covers the project?

I WILL DO RESEARCH ON OR WITH PEOPLE

The research is covered by one of two ethics committees. I will go through the statements to decide whether and when I need to request an ethics approval.
1. Research Population
   A. I will work with patients
   B. I will work with patients’ data
   C. I will work with healthy volunteers (clinical trials)

2. Researchers Involved
   A. I have a healthcare professional’s diploma (incl. students)
   B. My promoter has a healthcare professional's diploma
   C. Someone in my research team has a healthcare professional’s diploma

3. Location
   I will carry out my research at a healthcare institution (including internships and work-experience projects)

4. Type and Purpose of Research
   The experiment, study or research aims to develop knowledge specific to the practice of the medical care professions

Does at least one statement apply? (also for Master’s research)

Ethical approval from the Committee for Medical Ethics is legally mandatory before the start of the research
For more information, click here

None of the statements is applicable
I need ethics approval in order to publish

Retrospective approval from the Ethics Committee for Human Sciences is NOT POSSIBLE!!! Therefore, all research that needs ethics approval needs to be submitted before the research starts

I am financed by:
1. EU
2. Flanders (FWO)
3. OZR
4. Another funder that requires ethics approval

I work with a vulnerable group, people who cannot give informed consent, or children/minors

Whether a person belongs to a vulnerable group depends on the context of the research. Examples include: pregnant women; ethnic minorities; elderly people or people in poverty

Does least one statement apply?

I will submit an application to the Ethics Committee for Human Sciences

For more information, click here

Do none of the statements apply?

Ethical approval is not mandatory, but is advisable

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Cells or Tissue

Research falls under the Royal Decree Concerning Biobanks (2018)

Embryoes


Cadavers

I WILL WORK WITH HUMAN CELLS OR TISSUE

I will submit an application to the Committee for Medical Ethics (CME)

For more information, click here
Ethics Committee for Animal Testing

I WILL WORK WITH ANIMALS

I will breed animals with an unknown or painful phenotype

I will submit an application to the Ethics Committee for Animal Testing

I will only work with animals to collect organs

I will submit a simplified application to the Ethics Committee for Animal Experiments

I will work with experimental animals

An experimental animal is an animal upon which an invasive or non-invasive intervention will be carried out for experimental or other purposes - and for which the result is either known or unknown, or for educational purposes - that can cause as much or more pain, suffering, fear, or sustained injury as the insertion of a needle carried out according to good veterinary practice

I will submit an application to the Ethics Committee for Animal Experiments, together with a Non-Technical Summary.

For more information, click here

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I WORK WITH GENTIC MATERIAL (non-human).

I will import material from outside Belgium.

Legislation regarding Access & Benefit Sharing may be applicable.

I will conclude the necessary agreements for ‘Mutually Agreed Terms’ and ‘Prior Informed Consent’ for access to the material.

Contact: john.pearson@vub.be
Can my research be used for military purposes, or can it be misused?

Misuse refers to the potential for research to be misused to:
- Commit criminal or terrorist acts
- Harm people, animals, plants or the environment
  - Violate rights or dignity
  - Harm human well-being

Mijn resultaten kunnen potentieel misbruikt worden

My research can be used for military purposes, or my research is funded or supported by military or defence organisations, businesses, or civil organisations (including commercial organisations)

I will import goods, technology or knowledge from outside the EU

Is at least one statement applicable?

I will submit an application to the Ethics Committee Dual Technologies, Military Research and Misuse of Research

For more information, click here
I will work with partners from outside the VUB and/or from other countries.

My research potentially has (positive or negative) impacts on human rights, or my partners are involved in possible violations of human rights.

I will work with partners and/or countries with different ethical norms or procedures than the norms of procedures that are applicable in Belgium.

I, or the people who fall under my responsibility, will carry out research in a high-risk area.

Is at least one statement applicable?

I will seek advice from the Contact Point for Ethics and Internationalisation.

Contact: john.pearson@vub.be