



Research proposal to the Citizen Panel at the University of Gothenburg

Procedure for collaborating with LORE

The proposal is submitted and reviewed – the research proposal to the Citizen Panel is received and reviewed by LORE. A preliminary notice of collaboration is provided.

Ethical review – if the study contains sensitive personal data, ethical review must be conducted by the principal investigator. LORE can assist with formulations in the application, but the researcher is responsible for applying to the Swedish Ethical Review Authority.

Agreement – specified agreement on cost, setup and schedule.

Survey programming – a preliminary version of the survey is tested and discussed internally at LORE.

Review – LORE discusses any revisions that have occurred during testing with the principal investigator.

Survey finalization – the final version of the survey is determined and no more changes are made.

Distribution – the survey is sent out to the respondents.

Survey closure – the survey is closed and data collection ends.

Processing – collected data is validated, a technical report and a codebook is produced.

Data delivery – the processed data file is sent via Citrix ShareFile to the principal investigator.

Data validation – within three months after the data delivery, the principal investigator is requested to check the data file and submit any comments. After this time, LORE is no longer able to make changes or additions to the data file.

Feedback – all research projects that collect data through the Citizen Panel are asked to submit a brief popular scientific summary of the main research results within six months after data delivery. The purpose of this is to keep a record of all research projects that have participated in the Citizen Panel and to use the reports as feedback to respondents.

Data policy for the Citizen Panel

1. All relevant parts of the Swedish Research Council's publication Good Research Practice (2017) must be followed (see <https://www.vr.se/english/analysis-and-assignments/we-analyse-and-evaluate/all-publications/publications/2017-08-31-good-research-practice.html>).
2. Data from the Citizen Panel may only be used for research purposes in accordance with the research project's purpose as stated in the study's research application to LORE.
3. Data from the Citizen Panel should not be made available to persons who are not explicitly allowed to use the data. Eligible persons include 1) the principal investigator named in the research application and 2) members of the present research group.
4. The data from the Citizen Panel that is delivered to the responsible researcher or to other eligible persons in the research project is pseudonymized, which means that no identifiable data is included in the data set and that no individual can be identified. However, in legal terms, the data is still considered as personal data since LORE maintains a key making the data set identifiable at individual level. Personal data shall be protected in accordance with current legislation in the General Data Protection Regulation (GDPR, see <https://www.imy.se/verksamhet/dataskydd/det-har-galler-enligt-gdpr/introduktion-till-gdpr/dataskyddsfordningen-i-fulltext>)
5. Data from the Citizen Panel is delivered to the principal investigator or to other eligible persons in the research project via the sharing service Citrix ShareFile. Citrix ShareFile is a synchronization cloud storage service that meets the University of Gothenburg's data security requirements. Data may not be distributed over open networks (e.g. email) nor sent between individual eligible users via email.
6. Data must be stored in such a way that only project members have access to it. All digital spaces where data is stored have to be password-protected and physical spaces shall be locked.
7. No data set from the Citizen Panel may be made available outside the research group without previous permission from LORE. If data from the Citizen Panel needs to be made available for scientific review, LORE must be contacted well in advance for approval.

Submit the proposal to info@lore.gu.se

Please direct any questions you might have to Survey Manager Maria Andreasson, maria.andreasson@gu.se.

1 Project title

Title of the current project/study.

2 Principal investigator

Name, affiliation and email address of main applicant

2.1 Name and affiliation of other participants in the project

Name, affiliation and email address of associated applicants.

2.2 Financing

State how the study is funded.

2.3 Signatory

Name of the person authorized to sign contracts for the unit, and invoice recipient.

2.4 Invoice or requisition

Name and contact address to receiver of the invoice or requisition.

3 Abstract

A short description of the research background and the purpose of the project. No more than 250 words.

3.1 Key words

Keywords describing the main research area of the project.

4 Project description

A short description of the project and the purpose of using the Citizen Panel. Please list key references for the study and if it is a replication of earlier studies or not. No more than 1,500 words.

4.1 Purpose of study

The overarching purpose of the study. No more than 150 words.

4.2 Hypotheses or research questions

Clearly state the hypotheses/research questions of the project.

5 Research design

In as much detail as possible, please describe the general research design and how you plan to analyse the data. Please clarify if it is an experimental, a cross-sectional or a panel design.

6 Sample description

Specify if your study requires a probability sample or not, and whether it needs stratification of any sort. If stratification is required, please state by which variables. Specify the number of responses your study requires and include a justification of why this number of responses is required, preferably a statistical power calculation. Please note that probability and stratified samples are more costly.

7 Time frame of the project and planned publications

Estimate start and end date of the project, including when and where manuscripts are to be submitted for publication, and potential deadlines. Please note that if an ethical vetting is required, it will affect the time frame.

8 Ethical review

Do you need an ethical review?

If Yes, have your study received ethical approval?

For researchers employed by Swedish universities, if the study contains sensitive personal data, ethics review must be carried out. Examples of sensitive personal data are information about party vote, party vote intention, ideological position (left, right, liberal, conservative, etc.), self-rated health, ethnicity, etc. (non-exhaustive list).

Please note that ethics review must also be carried out for studies where the sensitive personal data is used for selecting respondents or for studies that wish to merge sensitive personal data from LORE's pool of background characteristics.

In addition to sensitive personal data, there may be other reasons why ethical review is needed. For more information about ethical review, consult the Swedish Ethical Review Authority or the Data Protection Officer in your organization.

For researchers employed at universities in countries other than Sweden, laws and regulations in each country apply.

9 Additional information about the project or the survey questions

Any additional information that may be relevant for the data collection process.

9.1 File format (Stata or SPSS, wide or long data format)

Specify your preferred format for data delivery

10 Survey questions

List the questions to be included in the survey and note for each variable if it is a dependent or independent variable. If your questions have been used previously and it is important that they are fully comparable, please specify this clearly and include original wording. Please structure the survey questions in rows and avoid bullet points and other non-relevant formatting, as in the example below:

Q1:

How likely is it that you will do the following in the next election?

Items:

Give money to a candidate or political party

Volunteer your time to work for a candidate or political party

Wear a campaign button or display a sticker for a candidate or political party

Response options:

Very likely

Somewhat likely

Somewhat unlikely

Very unlikely

10.1 Control variables

List any background/control variables needed.

Please note that ethics review must also be carried out for studies that wish to merge sensitive personal data from LORE's pool of background characteristics (see section 8 on ethical review).