



Research proposal to the Swedish Citizen Panel at the University of Gothenburg

Procedure for collaborating with the Swedish Citizen Panel

The proposal is submitted and reviewed – the research proposal is received and reviewed by the SOM Institute. 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. The SOM Institute 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 the SOM Institute.

Review – the SOM Institute 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, the SOM Institute is no longer able to make changes or additions to the data file.

Feedback – all research projects that collect data through the Swedish 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 Swedish Citizen Panel and to use the reports as feedback to respondents.

Data policy for the Swedish Citizen Panel

1. All relevant parts of the Swedish Research Council's publication Good Research Practice (2024) must be followed (see <https://www.vr.se/analys/rapporter/vara-rapporter/2024-10-02-god-forskningsss-2024.html>).
2. Data from the Swedish 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 the SOM Institute.
3. Data from the Swedish 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 Swedish 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 the SOM Institute 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/dataskyddsforordningen-i-fulltext>).
5. Data from the Swedish 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 must be password-protected and physical spaces shall be locked.
7. No data set from the Swedish Citizen Panel may be made available outside the research group without previous permission from the SOM Institute. If data from the Swedish Citizen Panel needs to be made available for scientific review, the SOM Institute must be contacted well in advance for approval.

Submit the proposal to citizenpanel@som.gu.se

Please direct any questions you might have to citizenpanel@som.gu.se.

1 Project title

Title of the 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.

4 Project description

A short description of the project and the purpose of using the Swedish Citizen Panel. Please list key references for the study and if it is a replication of earlier studies or not.

4.1 Purpose of study

The overarching purpose of the study.

4.2 Hypotheses or research questions

State the hypotheses/research questions of the project.

5 Research design

Please describe the general research design, for example if it is an experimental, a cross-sectional or a panel design.

6 Survey questions (in an attached file)

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.

6.1 Background variables

List any background variables needed.

Please note that ethics review must also be carried out for studies that wish to merge sensitive personal data from the Swedish Citizen Panel's pool of background characteristics (see section 9 on ethical review).

7 Sample description

Specify what type of sample your study needs (probability or non-probability sample) 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. Note that probability and stratified samples are more costly.

8 Time frame of the project and planned publications

Please indicate if there are any important dates that we need to adhere to. Please note that if an ethical vetting is required, it will affect the time frame.

9 Ethical review

Do you need an ethical review?

If yes, please attach the complete ethics review application including the decision when one has been made.

Researchers at Swedish universities are required to have their research study reviewed by the Swedish Ethical Review Authority if the study intends to handle sensitive personal data. Examples of sensitive personal data include information about political affiliations, voting intentions, ideological position (left, right, liberal, conservative, etc.), self-rated health, ethnicity, etc. (non-exhaustive list).

Please note that an ethics review must also be carried out if sensitive personal data is used to select respondents for the study or if such data is desired to be obtained from the Swedish Citizen Panel's database of collected background variables.

In addition to sensitive personal data, there may be other reasons why an ethics review is necessary. For more information on ethics reviews, consult the Swedish Ethical Review Authority or the data protection officer in your organization.

10 File format

Specify your preferred format for data delivery, for example Stata, SPSS or .csv.