



FEWEB Research Ethics Review Board | Vrije Universiteit Amsterdam | rerb.feweb@vu.nl

PROCEDURES OF THE FEWEB RESEARCH ETHICS REVIEW BOARD

Version: January 2016

1. Objective

The goal of the FEWEB Research Ethics Review Board (RERB) is to ensure that research involving human participants is carried out in compliance with relevant institutional, national and international ethics regulations and legal requirements.

2. Activities

The RERB 1) conducts ethics reviews of research proposals, 2) promotes ethical research practices, and 3) advises the FEWEB Faculty Board, department heads and individual researchers about the ethical acceptability of research proposals.

3. Composition

The Research Ethics Review Board of the Faculty of Economics and Business Administration (FEWEB) consists of

1) the following FEWEB Faculty members, who each represent a department or research track within the Faculty of Economics and Business Administration of Vrije Universiteit Amsterdam.

- Prof. dr. Eric Bartelsman
- Prof. dr. Henri Dekker
- Prof. dr. Ruud Frambach
- Prof. dr. Bernd Heidergott
- Prof. dr. Marleen Huysman
- Prof. dr. Svetlana Khapova
- Prof. dr. Albert Menkveld
- Prof. dr. José Luis Moraga-González
- Prof. dr. Erik Verhoef

2) an independent academic RERB member from another VU faculty, and

3) the RERB secretary

- Niki Konijn

rerb.feweb@vu.nl

n.m.konijn@vu.nl

4. Procedure for Ethics Review of Research

1. The committee reviews research involving human subjects that is wholly or partially conducted by academic staff of FEWEB. The FEWEB RERB focuses on research proposals that require ethical clearance by third parties (e.g. academic journals or grant suppliers), and research proposals of researchers who are unsure about the ethical soundness of their research, having read the FEWEB Ethics Review Regulations for Researchers.

2. Before submitting a research proposal to the RERB, the applicant reads the FEWEB Research Ethics Review Regulations for Researchers, and makes sure that his/her research is compliant with the regulations as outlined in that document. The scientific quality and the ethical soundness of the research are primarily the responsibility of the applicant.

3. Research proposals are submitted to the RERB secretary by means of the completed RERB Research Ethics Review Checklist. The RERB secretary conducts the initial screening of the proposal, and distributes it to the relevant RERB members for further review.

4. Research proposals that comply with the FEWEB Ethics Review Regulations for Researchers fall within the scope of 'standard research', and are reviewed by 2 RERB members and the RERB secretary ('quick procedure').

5. The full committee meets at least four times a year to assess cases that deviate from the norms of 'standard research' ('full procedure').
6. The RERB secretary informs the applicant about the judgment with respect to the application within 12 weeks after receipt of the application. Any delay will be timely communicated to the applicant. The RERB communicates its judgment in writing to the applicant. A copy of the judgment is sent to the relevant head of department(s).
7. The committee may consult external experts for the assessment of applications.