Submission form for requests to the National Committee for Research Ethics on Human Remains (Human Remains committee)

See the [submission form guide](https://www.forskningsetikk.no/en/about-us/our-committees-and-commission/skjelettutvalget/form-guide/) if the inquiry regards:   
Materials not yet collected   
Sámi skeletal materials   
Medical or health related research

Send completed form with attachments (see part 3) to: [lene.os.johannessen@forskningsetikk.no](mailto:lene.os.johannessen@forskningsetikk.no)   
Questions may be directed to the same address.

**Part 1 – To be completed by all**

**Project title** (Identical to the official project title)

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**Discipline:**

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**Applicant[[1]](#footnote-1)**

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| Name:  Position:  Academic degree:  Telephone:  E-mail:  If student project, name and contact information of student: |

**Responsible institution**

The institution carries the responsibility of «ensuring that research at the institution proceeds in accordance with recognized norms of research ethics», cf. [Act on Research Ethics](https://lovdata.no/dokument/NL/lov/2017-04-28-23) § 5, *Requirements for research institutions*)

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| Institution:  Unit name:  Address:  Has the responsible institution been informed of the project? |

**Funding source(s)**

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**Collaborator(s)**

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**Project purpose[[2]](#footnote-2)**

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**Timeframe of project with proposed timeline**

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**Part 2: Description of the material and method/procedure**

**Complete EITHER part A OR part B**

If the requested documentation or information is not available, please explain.

**A. The project does not entail removal of samples from the material**

**Description of context[[3]](#footnote-3)**

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**Information and documentation of the material[[4]](#footnote-4)**

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| Museum number:  Collection number:  Number of individuals to be studied/exhibited:  Which parts of the individual(s) are to be studied/exhibited:  Degree of preservation of the individual(s) and parts to be studied/exhibited: |

**Description of method/procedure for the project**

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**B. The project entails removal of samples from the material**

Research involving the destruction of skeletal materials contributes to reduced possibilities for future research on this material. This poses certain particular ethical problems, and if destructive samples of human remains are to be made, it is of great importance to perform a specific and thorough research ethics self-assessment of this (see pt. 13), and furthermore to attempt to collect as much information on the material as possible. In order for the committee to have a sufficiently sound basis on which to evaluate the research ethics of projects proposing destructive sampling, it requires a certain amount of detailed information on the material. If the requested documentation or information is not available, please explain.

**Description of context (see footnote no. 3)**

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**Description of method/procedure for the project**

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**Description of the material/remains and samples (see footnote no. 4)**

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| Museum number:  Collection number:  Number of individuals to be studied/exhibited:  Which parts of the individual(s) are to be studied/exhibited:  Degree of preservation of the individual(s) and parts to be studied/exhibited:  Size of samples:  Describe the plan for handling any leftover materials (e.g. collagen, DNA material): |

**Information on the proportion of material within a context to be sampled**

Examples: If samples are to be taken from a tooth, how many teeth in total are preserved from this individual? How many individuals/remains exist from the same context? (e.g. burial ground/time period/geographical area). This information is relevant in connection with ascertaining the rarity of the material.

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| Description: |

**Previous extraction of samples**

To the extent possible, please describe any previous and similar extractions of samples from the material from which samples are requested. If similar samples have previously been extracted, the applicant is asked to explain why new samples are necessary.

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| Description: |

**Rights and ownership**

Information on agreements made with laboratories, on rights and ownership of results of analyses and on how data will be made accessible, in addition to what will happen with any data not used in the research.

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| Description: |

**Part C. To be completed by all**

**Statement on plans for the material upon completion of the project**

What will be done with materials removed from the collection, but is not being used in the research?

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**Has an application for approval been filed / will an application be filed with one or more bodies? If so, which?[[5]](#footnote-5)**

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**Ethics self-assessment: Which ethical questions are being posed by the project.**

Separate document, attach to e-mail. The length of this text should be approx. 3000-9000 characters (excluding spaces).

Applicant is encouraged to pay particular attention to this point, as the self-assessment is an essential part of the basis for the committee’s evaluation. Applicant is encouraged to discuss the particular ethical questions being posed by the project and to reflect on these.

In their evaluation, the committee bases itself on the [*Guidelines for ethical research on human remains*](https://www.forskningsetikk.no/en/guidelines/human-remains/guidelines-for-research-ethics-on-human-remains/) (Human Remains Committee, 2022), and NESH’s [*Guidelines for Research Ethics in the Social Sciences, Humanities, Law and Theology*](https://www.forskningsetikk.no/en/guidelines/social-sciences-humanities-law-and-theology/guidelines-for-research-ethics-in-the-social-sciences-humanities-law-and-theology/) (NESH, 2021). These are national resources for research ethics within the relevant disciplines, and the committee encourages applicant to get thoroughly familiarized with these.

For more information on how the committee performs its evaluations, see previous [statements by the committee](https://www.forskningsetikk.no/om-oss/komiteer-og-utvalg/skjelettutvalget/uttalelser/).

**Project description**

Separate document, attach to e-mail.

**Other**

Other relevant supplemental information and attachments, if any (e.g. tables)

1. The applicant is the person with primary responsibility for the practical completion of a research project. Student projects should list the advisor as applicant. In such cases, it must nevertheless be made clear who is carrying out the project. [↑](#footnote-ref-1)
2. Please provide the committee with a succinct description of the purpose of the project and its research questions. The statement should be provided in such language that it may also be understood by persons not possessing the same academic background as the applicant. It is not sufficient to refer to attachments, such as the project description. [↑](#footnote-ref-2)
3. Description of the relevant context for the human remains (e.g. archeological, historical, museal) and information on the proportion of material within a context to be researched or exhibited/displayed. [↑](#footnote-ref-3)
4. If preferred, this information may be presented in a table and attached to pt. 14. If the information appears in such a table, this must be noted in the text box. [↑](#footnote-ref-4)
5. In cases of research on human remains, approval is typically needed from one or more bodies. The body/-ies to which applications for approval is required depend(s) on the material and the research to be undertaken. The committee is not an approving body, but provides research ethical guidance and evaluations. In a research ethical evaluation, however, it is of great importance that the researcher is familiar and complies with applicable laws and regulations and obtains the necessary approvals.

   If anything is unclear, please see [the instructions for submission form](https://branfk-my.sharepoint.com/:w:/g/personal/lene_os_johannessen_etikkom_no/EUJtXf-vjwtOgoTnHX1T9pgBySXcvhR_mhAqVPtJjd10iA?e=1ePu4w) or contact Lene Os Johannessen ([lene.os.johannessen@etikkom.no](mailto:lene.os.johannessen@etikkom.no)) at the secretariat for guidance. [↑](#footnote-ref-5)