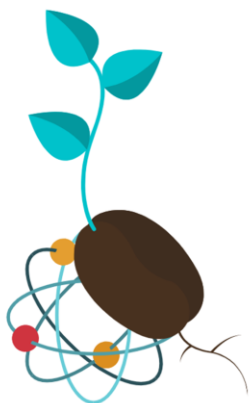


DELIVERABLE 6.1. ETHICAL MANAGEMENT PLAN



SEEDS

VERSION V.6

VERSION CONTROL SHEET

• Project summary

Project acronym	SEEDS
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DISCLAIMER

This publication is the sole responsibility of SEEDS Consortium and reflects only the authors' view. Thus, the European Commission (EC) is not responsible for any use that may be made of the information it contains.

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ABBREVIATIONS

CA	Consortium Agreement
CoR	Gemeente Rotterdam
D&C	Dissemination and Communication
DMP	Data Management Plan
DPO	Data Protection Officer
EB	Executive Board
EC	European Commission
ECSA	Verein Der Europaeischen Burgerwissenschaften - ECSA E.V.
EU	European Union
EMC	Erasmus Universitair Medisch Centrum Rotterdam
GDPR	General Data Protection Regulation
H	Humans
HUA	Charokopeio Panepistimio
IISPV	Fundació Institut d'Investigació Sanitària Pere Virgili
IM	Innovation Manager
NDA	Non-Disclosure Agreement
OECD	Organisation for Economic Co-operation and Development
PC	Project Coordinator
POPD	Protection Of Personal Data
Q&E	Quality & Ethics
SEEDS	Science Engagement to Empower Disadvantaged Adolescents
STEM	Science, Technology, Engineering and Mathematics
SWAFS	Science With And For Society
TL	Tasks Leaders
UOE	University of Exeter
WP	Work Package

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EXECUTIVE SUMMARY

Science Engagement to Empower Disadvantaged Adolescents (SEEDS) aims at fostering science interest, literacy and STEM (Science, Technology, Engineering and Mathematics) education, by raising the health understanding, also pursuing the empowerment of youth in an extreme citizen science based on the participation of leader' adolescents in all the research process: identifying adolescents barriers and necessities for having a healthy lifestyles, designing a community-based public intervention for adolescents of low-socioeconomic areas and with stakeholders participation, interpretation of the data and dissemination to community.

The present document provides an overview of the good practice guidelines for SEEDS Consortium members concerning ethical standards. It details key steps and procedures in relation to carrying out SEEDS project to a high standard and in accordance with European and internal guidelines for ethical conduct in research practice.

This document may be updated during the lifecycle of the project if needed, introducing further information as Milestone actions get finalised and reported.

1. INTRODUCTION

Ethics is given the highest priority in European Union (EU) funded research and all SEEDS activities will be conducted according to national legal and ethical requirements for participant countries in: Germany, Greece, The Netherlands, Spain and The United Kingdom. Moreover, SEEDS will comply with the Horizon 2020 ethical principles¹ and guidelines and with Regulation 2016/679 (entered in force on 25th May 2018) regarding the GDPR (General Data Protection Regulation) compliance². Also, this project is carried out under the Charter of Fundamental Rights of the EU (2012/C 326/02)³ and the European Convention on Human Rights⁴.

Good research practice is based on the integrity, rigour, and ethical conduct. The following guidelines intent to aid all SEEDS team members during the project and promote a shared understanding of the importance of high standards in research and adherence to guidelines concerning ethical conduct in research. They complement the rules for participation and dissemination outlined in the SEEDS Consortium agreement:

1. The European Commission's comprehensive guidelines Ethics for Researchers: Facilitating Research Excellence in Seventh Framework Programme FP7 (2013)⁵;
2. The European Code of Conduct for Research Integrity: Revised Version (2017)⁶; and
3. Best Practices for Ensuring Scientific Integrity and Preventing Misconduct, a set of guidelines issued by The Organisation for Economic Co-operation and Development (OECD)'s Global Science Forum (2007)⁷.

Moreover, SEEDS project follows the national and organizational regulations shown in Table 1.

Table 1. Regulations on National and organizational level.

Partners of SEEDS Consortium	Relevant National Laws and regulations
EMC (The Netherlands)	<ul style="list-style-type: none"> - Medical Research Involving Human Subjects Act (in Dutch: Wet Medisch Wetenschappelijk Onderzoek (WMO)) - General Data Protection Regulation (GDPR) (in Dutch: Algemene Verordening Gegevensbescherming (AVG)) - Code of Good Conduct (in Dutch: Code Goed Gedrag)
IISPV (Spain)	<ul style="list-style-type: none"> - Royal Decree-law 5/2018, of July 27, urgent measures for the adaptation of Spanish law to the European Union regulations on data protection (BOE 183 of 07/30/2018). - General Data Protection Regulation (GDPR) Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016 (Ref. DOUE-L-2016-80807), on the protection of natural persons regarding the processing of personal data and on the free movement of such data and by which the Directive 95/46 / CE (General Data Protection Regulation) is replaced.

	<ul style="list-style-type: none"> - National Statement on Research Integrity, 2 December 2015 by the CSIC, the Conference of Rectors of Spanish Universities (CRUE) and the Confederation of Spanish Scientific Societies. - Organic Law 15/1999 on Data Protection and its Development Regulation approved by Royal Decree 1720/2007, of December 21. - Law 14/2011, of June 1, on Science, Technology, and Innovation, BOE n.131, adopted 2-06-2011. - The Spanish Research Ethics Committee (Comité Español de Ética de la Investigación, CEEI). Created by the Law of Science, under the Council for Science, Technology and Innovation Policy. - Spanish Data Protection Agency (Agencia Española de Protección de Datos, AEPD). Ministry of Justice. - Spanish National Research Council (Consejo Superior de Investigaciones Científicas, CSIC), CSIC Code of Good Scientific Practices, 2011 CSIC. - The Spanish Science and Technology Foundation (Fundación Española para la Ciencia y Tecnología, FECYT).
HUA (Greece)	<ul style="list-style-type: none"> - European Parliament and the Council, EU Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals regarding the processing of personal data and on the free movement of such data, OJ L 281, 23.11.1995, p. 31. - European Parliament and the Council, Regulation (EU) No 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons regarding the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), OJ L 119, 4.5.2016, p. 1.
UoE (The United Kingdom)	<p>The following list of issues is intended to highlight key areas of particular ethical relevance in research. The list should not be considered in any way exhaustive, and in areas of doubt individuals should consult the Research Ethics and Governance Office: i) Compliance with relevant legislation in both spirit and letter. Statutory controls and codes of practice must be observed at all times. ii) Adherence to best practice of relevant professional bodies (e.g. the British Psychological Society Code of Ethics and Conduct and British Educational Research Association Revised Ethical Guidelines for Educational Research). iii) Compliance with current Data Protection Law, and respect for privacy and confidentiality. iv) Freedom of information issues under the Freedom of Information Act (2000). v) Consideration and respect for relevant Intellectual Property legislation. vi) Adherence to the Human Tissue Act (2004). vii) Adherence to Code of Practice issued by the Human Fertilisation and Embryology Authority where relevant. viii) Adherence to relevant contractual and commercial practices ix) Respect for relevant international laws and conventions such as the Universal Declaration of Human Rights and the Covenant of Civil and Political Rights. x) Consideration of the source of research funding, contractual obligations, and the direct and indirect applications of advances in research. xi) Ethical issues are given added salience where research involves children and adults in a potentially vulnerable situation, and such research requires compliance with relevant legislation such as the Mental Capacity Act 2005. xii) Considerations pertaining to the involvement of living animals in research according to the principles of replacement, reduction, and refinement, as developed and promoted by the UK Research Councils. xiii) All relevant projects carried out in strict accordance to the Animals (Scientific Procedures) Act, 1986, will</p>

	<p>be governed by the University of Exeter Animal Welfare and Ethical Review Board which reports to the UEC. xiv) Full compliance with the Department of Health's Policy Framework on Health and Social Care Research, Clinical Trials Directives and relevant Health Research Authority procedures. xv) Awareness and consideration of potential conflicts of Interest; risk assessment; sustainability; international relations. xvi) Falsification, fabrication, plagiarism, collusion, breach of duty of care and other forms of research or academic misconduct including inappropriate authorship or lack of authorial recognition.</p> <p>https://www.exeter.ac.uk/cgr/researchethics/codesandpolicies/</p>
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2. GOOD RESEARCH PRACTICE GUIDELINES

The SEEDS Consortium joins a group of experienced researchers of different European countries, and all of them agree to adhere to the principles of integrity of research and good practice in research throughout the entire project. The European Code of Conduct for Research Integrity: Revised Version, issued in 2017⁶, provides good research practices based on the four principles of integrity in research:

- **Reliability** for ensuring the quality of research: based on the design, methodology and the analysis of the use of resources.
- **Honesty** for developing, undertaking, reviewing, reporting, and communicating research in a transparent, fair, full, and unbiased way.
- **Respect** for workmates, participants in the research, community, and society.
- **Accountability** for the research from idea to publication, for its management and organization, for training, supervision, and mentoring, and for its wider impacts.

2.1. Good research practices in different research contexts applied to SEEDS project

The Good Research Practices are defined by different research contexts into specific activities that will be developed in SEEDS project:

- a) **Research environment:** Research institutions and organizations participating in the Consortium of SEEDS project will ensure the prevailing culture of research integrity, the provision of clear policies and procedures on good research practice, the support of proper infrastructure for the data management and data protection, and the reward hiring and promotion of researchers when they applied open and reproducible practice.
- b) **Training supervision and mentoring:** Research institutions and organizations participating in the Consortium of SEEDS project will ensure that researchers received rigorous training in research (design, methodology and analysis of data) and in ethics integrity.
- c) **Research procedures:** Researchers from the SEEDS project will take into account the state-of-the-art in developing research ideas, design and analyse the project and specific activities carefully and in a well-considered manner, use the research funds properly, respect the data confidentiality and publish results in an open-access and transparent manner, and they reported the results in a reproducible way.
- d) **Safeguards:** Researchers from the SEEDS project will comply with the discipline' codes and regulations, address human subjects with respect and care based on ethical SEEDS guidelines, considering health, safety and welfare of the community and project' participants (adolescents and stakeholders), be sensitive considering the differences among participants (ethnic, religion, age, culture, gender and socioeconomic level), and manage the risks and harms of the SEEDS research. This information is extended in **Deliverable 6.3**.

- e) **Data practices and management:** Researchers and organizations participant in the SEEDS project will ensure appropriate data protection, open-access data when it is possible, be transparent on how to access or use this data, acknowledge data is legitimate and citable products of the research, ensure the protection of intellectual property in any contracts and agreements relating to research outputs. This information is extended in **Deliverable 6.4**.
- f) **Collaborative working:** Researchers of the SEEDS project in their research collaborations will take responsibility for the integrity of the research, agree at the beginning the goals of the research, the process to communicate it, the laws and regulations that apply them, and properly informed of the submission of results publications.
- g) **Publication and dissemination:** All authors of the SEEDS project will be fully responsible for the content of the publications derived from the project, agree on the authorship publications guidelines specified in the Grant Agreement and Project Management Handbook of the SEEDS project, acknowledge their work to others (collaborators, assistants and funders), disclose any conflicts of interest and financial or other types of support for the research or for the results' publication, commit to correct or retract work if necessary, consider negative findings as valid as positive results for publication and dissemination and, made available their work related to the project timely, open, transparent and in an accurate manner.
- h) **Reviewing, evaluating, and editing:** Researchers of the SEEDS project will commit to participate in refereeing, reviewing and evaluating submissions for publications, funding, appointment, promotion, or reward in a transparent and justifiable manner. Moreover, reviewers or editors with a conflict of interest will withdraw from the publication decision, funding, appointment, promotion or reward and they will maintain the confidentiality unless approval for disclosure was prior.

3. SEEDS ETHICAL GUIDELINES

SEEDS consortium members are fully aware of the ethical issues involved in their work with human participants and commit to taking care to follow the general ethical principles of the scientific code of conduct: avoidance of exploitation, just distribution of benefits and burden, beneficence, respect for persons, respect for human dignity, scientific validity, social value and the rights and interests of research participants.

The project sets up '**Privacy by Design**' rules to guarantee that all research activities address security, ethics and individuals' liberties. The SEEDS project will enable mechanisms to avoid any intentional or unintentional use of information that can bring any harm to any participant or being misused in other contexts. The ethical standards and guidelines of Horizon 2020¹ will be rigorously applied, regardless of the country in which the research is carried out.

Considering the activities of the SEEDS project that could arise ethical issues, these activities must comply with the following ethics requirements:

- Humans (H)- Requirement No.1: Templates of the informed consent/assent forms and information sheets (in language and terms intelligible to the participants) submitted as deliverables before the commencement of the relevant research.
- Protection Of Personal Data (POPD) - Requirement No.3: The host institution confirms in the Grant Agreement that it has appointed a Data Protection Officer (DPO) and the contact details of the DPO will be made available to all data subjects involved in the research. For host institutions not required to appoint a DPO under the GDPR regulation², a detailed data protection policy for the project is submitted as a deliverable.
- H- Requirement No.6: Copies of opinions/approvals by ethics committees and/or competent authorities for the research with humans will be submitted as a milestone prior to the commencement of the relevant research.
- POPD - Requirement No. 11: The beneficiary evaluates the ethics risks related to the data processing activities of the project. This also includes an opinion if data protection impact assessment should be conducted under art.35 GDPR⁸.
- POPD - Requirement No. 12: The confirmation that the transfer of personal data from a non-EU country to the EU (or another third state) comply with the laws of the country in which the data was collected.

Before the beginning of an activity raising an ethical issue, each beneficiary must have obtained: (a) any ethics committee opinion required under national law and (b) any notification or authorisation for activities raising ethical issues required under national and/or European law needed for implementing the action tasks in question.

3.1. Ethical board

The Executive Board (EB) is composed by the Project Coordinator (PC), the Quality and Ethics (Q&E) Manager, the Dissemination and Communication (D&C) Manager, and the Innovation Manager (IM).

The Q&E Manager, represented by Lucia Tarro and Elisabet Llauredó from **IISPV**, has the responsibility of dealing and monitoring ethical aspects throughout the duration of the project as well as overseeing the promotion of gender equality and assessing relevant ethics and gender issues entailed by the project, with the mission of protecting the rights, equality, security and welfare of the participants in the project. Q&E Manager also supports the PC in ensuring the scientific and technical quality of the project, and more specifically, include the following activities:

- Monitor the quality of the technical roll-out of the work plan and adopt actions to correct deviations;
- Supervise and ensure the quality of the preparation of deliverables and of documents;
- Ensure the consistency of the project reports and deliverables delivered to the EC.

3.2. Main ethical issues

3.2.1. Data collection and interviews

The ethical aspects in data collection and interviews procedures must be considered carefully. A Data Management Plan (DMP) will be developed in the first months of SEEDS project by University of Exeter (UoE) as deliverable D6.2. The DMP will define the methodology, procedures, and measures to be performed throughout the different project phases. Moreover, the DMP will specify the accessibility of data, data usability, and sustainability of this data.

Data of the participants will be collected in different formats:

- **Focus Groups (interviews):** The Focus Groups will be carried out by groups of adolescents, named ambassadors, and by a group of stakeholders in each country. Focus groups will be conducted online considering the COVID-19 pandemic situation, and for this reason the protection of individuals and rights law will be extremely applied. When the focus groups are implemented online, there are specific considerations depending on the country (Table 2). Considering these matters, the focus groups will be conducted under the following principles:
 - All participants and their parents must sign an informed consent.
 - Requirement of the presence of an adult (teacher at participant high school, community worker or another trusted person) in the videoconference with adolescents.
 - Each interview will be audio recorded and stored with a number code; the audio file will never be shared with other countries.

- Image will not be recorded, only the voice of participants in the focus groups. After transcription, all voice-records (audio files) must be kept stored in a folder with restricted access to one person of the research group to ensure their confidentiality within the duration of the project.
- The transcriptions will be codified, and therefore will not contain names of the participants. The school, gender and age of the respondent will be available.
- As adolescents will belong to low socio-economic level, stigmatization should be avoided, and researchers will not mention their socio-economic level situation during the interview.

Table 2. Ethical considerations for implementing virtual focus groups

SEEDS countries pilot sites	Ethical considerations
Greece	No additional ethical considerations.
Spain	No additional ethical considerations.
The Netherlands	No additional ethical considerations.
The United Kingdom	<p>Regular school-based safeguarding approaches will be followed by the UOE team, this means we will have a full Disclosure and Barring Service check that we will present to each school we are in contact with. In addition to this we will: familiarise ourselves with each schools' safeguarding policy, including how to report a potential safeguarding concern, read the first chapter of the statutory guidance in the Government paper 'Keeping Children Safe in Education', and feedback to relevant members of the school staff about the progress of the research.</p> <p>Focus Groups are conducted using a text-based platform, where participants type their responses. 2) Focus Groups are conducted over a video conferencing program, such as Microsoft Teams, this would enable participants and the research team to see one another. 3) Focus Groups are conducted over a video conferencing platform, and the ability to see one another is removed, or the focus groups are conducted in the format of a conference call.</p> <p>We will collaborate with each school to determine which above method is most appropriate. However, we will insist that an appropriately trained member of staff is present for the duration of the focus group as a 'co-moderator' to ensure safeguarding is always maintained. There is the possibility that each school might want to view the document of the focus groups given the proposed methodologies – we need to accommodate this. This is going to be where the co-moderator will also play a role in the focus groups. UOE staff having the email details of individual pupils is a safeguarding concern, however, there is nothing wrong in UOE staff having</p>

	<p>access to adult members of staff via email. Therefore, when each focus group commences it will be 'created' from within the school and the UOE will be invited in.</p> <p>We want to minimise any potential disruption to the running of the school and the education of children. We will work closely with each school to ensure that disruption is minimised by facilitating any wish they may have regarding the running of this research. For example, they might choose specific times when they agree that pupils will be able to attend the focus groups. The research team will do everything it can to fit with the needs of the school.</p>
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- **Questionnaires:** The main questionnaires about primary and secondary outcomes of the project will be collected at baseline and end of the study, in the intervention and control groups. These questionnaires will be filled in by adolescents between 13-15 years old. Moreover, before focus groups ambassadors will answer a questionnaire about STEM interest.
 - This questionnaire for ambassadors will be sent by email to each ambassador to obtain their response before the day of the focus groups.
 - The format to distribute the main questionnaires to all adolescents' participants will be online, but ambassadors' inputs could be necessary to detect how to empower their peers to answer the virtual questionnaires of SEEDS.
 - After being included, each adolescent will receive a unique code to be used during all the project to avoid the inclusion of personal data in any documentation.
 - The file containing the association between name and code must be kept stored in a folder with restricted access to one person of the research group to ensure the confidentiality within the duration of the project, and it will never be shared with other institutions.
 - Each adolescent will have to introduce the corresponding personal code in the online questionnaire.

3.2.2. Informed consent procedures

The Consortium will ensure that the whole participants' recruitment procedure will be equitable and respect racial, ethnic, educational, socioeconomic and gender diversity, according to non-discrimination principles. The Consortium will respect cultural, religious, and linguistic diversity and will ensure/strive for equality between genders within the project activities.

Explicit informed consent by data subjects and their legal representatives is a vital part of any process involving human subjects, to respect their rights of free choice and to data privacy. The SEEDS Consortium will ensure that the potential subjects and their legal representatives can reach a truly informed decision about whether or not to participate in the research. Their explicit informed consent must be given freely, without coercion, and must be based on a clear

understanding of what participation involves, including any personal data to be processed and the purposes of the same.

Before getting the informed consents, research participants will receive information about the project aims, expected results and limits of the research, as letter of recruitment. The purpose is to ensure that participants fully understand the implications of being involved in the research. Participation in questionnaires and at the events in the project is voluntary and the participants will not be subject to any psychological, social, economic, or other form of risk.

All participants will also be informed that they may withdraw from the research process at any time during the project. If the research participant decides that they do not want to participate in the research process, for any reason, they will be always able to do it. In this document, there will also be information about the codification procedure that we are going to implement to guarantee the confidentiality of the data.

Informed consent forms for participating in the SEEDS will be included in the registration procedure for participants at all the four SEEDS pilot sites. The signature of the informed consent or the participants is a must before to be involved in the project. However, depending on the country partner, the signature of the legal representative will be required to be involved in the project (Greece, The United Kingdom and Spain) or only to be used for analyses (The Netherlands).

Different informed consents and letters of recruitment have been prepared depending on the principal actors in the SEEDS project:

- High schools: before starting to involve adolescents, the signature of the high-school responsible is needed.
- Adolescents (13-15 years): the signature of adolescents of the intervention group who will participate in the SEEDS makeathons interventions and adolescents in the control group will be needed before assessing baseline outcomes. Also, the ambassadors (adolescents who participate in all the research process) will have a specific informed consent that they must sign in before focus groups' participation.
- Parents: Regardless of the age, all pilot-countries will demand the informed consent signed for their parents to adolescent participants, considering that in some of the participant pilot-countries, parents must sign the informed consent if the adolescents have less than 16 years.
- Stakeholders: they must sign the informed consent before participating in the project.

The Consortium privacy policy and consent forms will be published in English on the project website and translated into Dutch, Spanish and Greek for the individual pilots.

A template of the informed consent form for data storage, collection, and processing in English has been prepared according to GDPR guidelines². A model is shown in **Annex 1**.

Specific information about **technical and organizational measures for safeguarding the rights and freedoms of subjects** will be described in detail in **Deliverable 6.3**.

3.2.3. Anonymity of participants

Researchers will guarantee the confidentiality of data with the codification of the information related to the SEEDS participants throughout all the process and keep with restricted access the sensitive information without sharing among partners wish to hide for reasons of personal safety or privacy.

The procedures that partners will implement for the collection, storage, protection, retention, and destruction of data will comply with national and EU legislation specifically described in **D6.3: Safeguarding, freedoms and rights**, and in **D6.2 Data Management Plan**.

3.2.4. Compensation to participants

Compensation must be granted to all participants in accordance with general ethical principles, such as justice and respect (recognizing that their time and effort of participation is valuable and worthy of recognition), fairness and equity (all participants receive the same amount of compensation, and it must be reasonable and fair), safety protection (it must not increase participant's vulnerability or cause a disadvantaged situation for them), voluntariness (ensuring that participants are not unduly influenced into consenting to participate).

It is unconditional, cannot be regarded as a business transaction, and it has no obligation for the parties to provide any further services in the research.

The compensation of ambassadors, adolescents who participate in all the research SEEDS project, will consist in the possibility to travel to Brussels for the final dissemination meeting with all costs included.

The SEEDS participants did not receive any compensation for participating in the project. However, control schools will receive the material generated during the intervention to be able to implement part of the intervention, only if the intervention prove their effectiveness. Moreover, they will have the possibility to virtually participate in the dissemination session of the results obtained in the SEEDS project.

3.2.5. Minors' rights

A child is any human being below the age of 18 years old based on the Convention on the Rights of Child⁹. The SEEDS project includes the participation of minors (13-15 years old) of disadvantaged neighbourhoods around Europe (Greece, Spain, The Netherlands and The United Kingdom). The rights of the child are part of human rights: rights that the EU and EU countries must respect, protect, and fulfil.

Minors who participate in the project will sign an informed consent and also, their parents or legal representatives. Moreover, for assuring a higher quality implementation of the project and any conflict among the researchers and the minors, people in contact with minors needs, depending on the project, a certification of any legal and sexual crimes, as shown in Table 4.

This information is extended in deliverable 6.3.

Table 4. Minors' ethical considerations for implementing interventions to minors

SEEDS countries pilot sites	Ethical considerations
Greece	No additional ethical considerations.
Spain	Certificate that allows proving the lack or existence of crimes of a sexual nature that are recorded in the Central Registry of Sex Offenders on the date they are issue (Organic Spanish Law of the minors' protection 1/1996.
The Netherlands	All researchers involved will provide a certificate of conduct (VOG), a document by which the Dutch Minister of Legal Protection declares that the applicant has not been convicted for any crime relevant to the performance of his or her duties.
The United Kingdom	All members of the research team who are working with children need to have a valid Disclosure and Barring Service certificate.

3.2.6. Gender perspective

Gender perspective is a key aspect in the SEEDS project, and SEEDS Consortium will take all measures to promote and provide equal opportunities between girls and boys, and secure gender balance at all levels of the project.

SEEDS touches a range of gender-associated issues that involve misrepresentation of women in STEM careers, key role of mothers in nutrition in family units and the different strategies taken by boys and girls in tackling obesity. All these areas will be accordingly considered and assessed throughout the life cycle of the project.

Partners are also committed to assessing gender specific aspects of the project activities and research. This will include, but not limited to the following:

- To promote a gender-balanced structure of ambassadors and PhD students.
- To promote equal role of women in the leadership, design, and implementation of SEEDS interventions.
- To promote the participation of women as speakers in SEEDS events.

- To identify possible gender-specific aspects linked to the research activities (i.e., analysing the impacts considering gender, the specific behavioural change, and the results in health and STEM outcomes).

4. CONCLUSIONS

This Ethics Management Plan describes the main procedures of the SEEDS project to operate based on ethics principles during all the research process and during all the SEEDS project implementation. The Ethics Management Plan aims to describe all the fundamental ethical issues relevant to the project and present all the procedures to be followed by all the SEEDS Consortium partners working in the project.

The Consortium carries out the project actions in compliance with ethical principles and applicable international, EU and national laws, and has also developed its own guidelines, procedures and measures aiming to support the protection of ethical aspects of research.

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ANNEXES

Annex I. Models of informed consents and letters of recruitments

a) Model of the Information letter for SEEDS high schools

Dear director,

Would you like your high school participate in a scientific research? Then read on because we are looking for high schools.

We are *[name of researchers of the pilot-country]*. We are researchers from the *[name of the institution of the researchers]*. We will set up a study together with students to improve the health and lifestyle of young people. In the study, we request data from approximately 400 young people in *[name of the city/country participant]*. Other countries are also participating, collecting data from young people from *[name of the other participant pilot-countries]*.

The research is done because municipalities and schools want to know whether SEEDS project has a positive effect on the health of young people.

How does it work?

A total of 8 schools in *[name of the city/country participant]* are participating in the study. Your high school could be part of the intervention or control group. If you finally accept, your high school will be randomly assigned to intervention group that means that together, we will look at how we can improve healthy and active lifestyles. We do this by designating four to six students in each school who will help with the research as ambassadors. Teachers at high schools select based on leadership characteristics suitable ambassadors for the project. However, if your school is randomly assigned to control group, that means that we only need to assess the science interest and healthy lifestyles of adolescents of your high school before and after project ends.

What is the role of ambassadors in intervention schools?

Ambassadors will receive training on research, help set up the research, collect data, and think about activities that will improve health and lifestyle, and interpret and present the results. The ambassadors also have the possibility to participate in an online exchange in November 2021 and go on an exchange to Brussels in November 2022, so that results can be shared with students from other countries. Of course, it is important that these ambassadors share everything they learn with the class, so that everyone can contribute!

Will you become a participant high school?

In the appendix, you will find more information about the research. Read everything carefully before you decide to sign up as a participant high school. Do you have questions? We are happy to answer them. Ask your questions via e-mail or telephone.

Data protection and confidentiality

The data protection officer:

Identification	[name of the institution]
Address	[address of the institution]
Data protections contact point	[email of data officer]

- All information collected on the participants in the framework of this study will be kept strictly confidential and with the application of the corresponding security measures that guarantee, in addition to its confidentiality, its integrity, availability, authenticity and traceability.
- The research staff of the study undertakes to comply with Organic Law 3/2018, of December 5, on the protection of personal data and guarantee of digital rights. In addition to Regulation (EU) No. 2016/679, of the European Parliament and of the Council, of April 27, 2016, regarding the protection of natural persons corresponding to the processing of personal data and will sign a commitment to participation and confidentiality.

Regards,

[name of researchers of the pilot-country]

[name of researchers of the pilot-country]

[name of the institution of the researchers]

[name of the institution of the researchers]

mail: [mail of the researchers]

mail: [mail of the researchers]

mobile: [mobile of the researchers]

mobile: [mobile of the researchers]

You can also follow the European project on Twitter @SMakeathons!

b) Appendix SEEDS high schools

All about the project

The SEEDS Project wants to involve adolescents living in deprived areas in:

- Reducing health inequalities among adolescents by promoting a healthy and active lifestyle.
- Stimulate their interest in science, critical thinking and promoting STEM careers (career in science, technology, engineering, mathematics).

In this project, different countries participate [name of the other participant pilot-countries]. Health promotion and increasing interests in STEM careers are worldwide (and European) shared aims.

We are proud to collaborate with other European countries! This is how we learn from each other! The methodology of this project is based on Citizen Science (CS), this aims at engaging and actively involving citizens for generating new knowledge whilst producing scientifically legitimate and reliable results.

The research is done because municipalities and schools want to know whether SEEDS project has a positive effect on the health of young people.

What does it mean if my schools participate in SEEDS?

Participating schools will be randomised into the intervention or control group. Each school has an equal chance.

	Tasks	Time investment
Intervention group		
High schools	<ul style="list-style-type: none"> Share the informed consent and letter for recruitment to students between 13-15 years old Give in permission to complete two questionnaires to participant students during school hours Select 4 ambassadors per high school based on the leadership characteristics Give permission to implement the activities and events created by ambassadors to other students and in the high school Select a specific teacher for the SEEDS project to be in touch 	<p>20 minutes during school hours</p> <p>40 minutes per questionnaire during school hours</p>
Ambassadors	<ul style="list-style-type: none"> Participate in a focus groups with other adolescents Extra training to improve research skills with researchers and other adolescents (contact with adolescents around Europe) Participate in the Makeathon (meeting to create solutions) with other ambassadors and stakeholders Possibility to participate in an online exchange and in a face-to-face exchange in Brussels with other ambassadors of the other participant countries Complete questionnaires at baseline and end of school year 	<p>75 minutes (after school hours)</p> <p>Last summer week</p> <p>Early next school year (2 hours maximum) during school hours if it is possible in your high school, if not in extra school hours</p> <p>Costs covered, during school week (Nov 2021 (virtual)-Nov 2022)</p> <p>40 minutes per questionnaire during school hours</p>
Students	<ul style="list-style-type: none"> Complete questionnaires at baseline and end of school year Participate in the Makeathons (meeting to create solutions) with other ambassadors and stakeholders Participate in the healthy lifestyle promotion activities designed by 	<p>40 minutes per questionnaire during school hours</p> <p>The activities could be implemented during school hours or at extra school hours</p>

	ambassadors of the same country (4 high schools)	
Control group		
High schools	<ul style="list-style-type: none"> Share the informed consent and letter for recruitment to students between 13-15 years old Give in permission to complete questionnaires to participant students during school hours 	
Students	<ul style="list-style-type: none"> Complete questionnaires at baseline and end of school year 	40 minutes per questionnaire during school hours

What does this mean participates in SEEDS for my high school?

If my school participates in SEEDS as an intervention high school	If my school participates in SEEDS as a control high school
Participate in a European project, which expands their (global) view	
Adolescents will must to complete questionnaires at baseline and end of school year	
Analyse the barriers and facilitators of healthy lifestyles of my students	
Implement novel interventions that are created by the students	Implement the interventions created in intervention high schools when the effectiveness has been proven.
	Take the opportunity to receive a course made by European Citizen Science Association (ECSA) among the citizen science, how to introduce it in the academic curriculum and how to design project based on this methodology, for teachers and students
Create innovative ideas to promote health and implement them	
Give students a VOICE	
Interact with scientists and network with stakeholders from the neighbourhood.	The SEEDS toolbox will be shared with control schools in July 2022. This toolbox will contain all materials that were developed, so that control schools can do their own SEEDS makeathons. For sharing the SEEDS toolbox with control schools, these high schools will be invited in a conference where ambassadors and researchers of this country will explain the project and the toolbox, learned lessons and the best practices to implement it in high schools.
Play an exemplary role; encourage other adolescents to enlarge their possibilities	
Talent development and increasing life skills	
Go on exchange and meet other students from other EU countries! Give students the opportunity to increase their knowledge, personal experience, life skills, talents, and	The students and teachers at the control high schools will be invited to participate in the final

European exchange: SEEDS gives a positive boost to young people, the school, and their neighbourhood	dissemination conference of the project during November 2022 via online.
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This methodology is composed by 5 phases:

Phase 1: Protocol standardization & identification of pilot sites

In this study will participate 6 to 8 voluntary high schools per country, approximately 400 voluntary adolescents with 13-15 years old. Half of the participating high- schools are in the intervention group and other half in the control high schools. Schools that want to participate will have an equal chance to be intervention school or control school. Researchers will follow a randomisation procedure. The composition of the groups is:

- Intervention group (IG): this group in your country will have 180 adolescents from 4 high schools. Moreover, 15-16 of these adolescents will act as ambassadors. Evaluation measures will be taken (baseline and after the intervention) to assess its effectiveness.
- Control group (CG): this group in your country will have 180 adolescents in total from 4 high schools. The CG will not receive any additional SEEDS interventions but only the usual education activities. However, evaluation measures will be also taken in the control group to allow comparison with the IG.

Phase 2: Ambassador's recruitment & training

Selection of ambassadors and adolescents' groups of intervention group:

Ambassadors: It consists that four to six students per school will assist in the research as ambassadors. Teachers at each high school based on their leadership characteristics will elect these ambassadors.

What will an ambassador do?

- Ambassadors will collaboratively execute the recruitment strategies, participate in the baseline data collection, conceptualization, and design of the intervention (focus group and Makeathons), coordination of the implementation designed to their peers, data collection, and interpreting the findings and dissemination of the findings. These ambassadors will receive training at IISPV team and will help to collect data and contribute ideas about activities that will improve health and lifestyle.
 - Makeathon a collaborative competition event where the SEEDS intervention(s) will be designed by the ambassadors and potential stakeholders. Further explained in Makeathon section (below).
 - They will have the opportunity to participate in a transnational exchange meeting with their peers from other countries and present the results in a Concluding SEEDS

Conference, in Brussels in November 2022. For this reason, they will be able to speak English.

- Moreover, there will be first contact between ambassadors and PhD students to prepare data collection questionnaires and detect possible local stakeholders.
- Participants (other adolescents): All adolescents of intervention high schools have the possibility to participate in the co-design (Makeathons). Moreover, all the adolescents of the intervention high schools will receive the SEEDS intervention designed by the ambassadors' peers and other relevant stakeholders.

Phase 3. Identification of adolescents' local needs & solutions

Process to identify adolescents' needs:

- Focus groups: Consist of a group interview (virtual or in person depending COVID-19 situation) with a duration of 75 minutes during school or extra school hours (depending on the availability of participants), where ambassadors and stakeholders will talk about needs, motivations and barriers found in adolescents' day-life to engage to adopt healthy lifestyles. Focus groups will be conducted with the ambassadors (4 to 6 adolescent ambassadors per session), and with local stakeholders identified by ambassadors (minimum 6 stakeholders) such as policymakers of the city, neighbourhood associations, business (i.e., gym, food stores, social communities, etc.), families or education professionals.
- Identification of solutions through the Makeathons: Building on the information of the focus groups, ambassadors, stakeholders, and other peers will participate in the Makeathons, a collaborative competition event where the SEEDS intervention(s) will be designed.

What is Makeathons?

Makeathons are events that bring people from different backgrounds together to work on solutions to a specific problem within a given time period (maximum 2:30 hours). The three most important aspects of a Makeathon are: 1) Co-creation, 2) Learning from each other and, 3) Networking. This is composed of these phases: introduction, group building, brainstorming session, research session, co-creation, refinement, presentation of ideas, and award ceremony. The responsible for doing makeathons will be the researchers of this project. Moreover, in makeathons, potential stakeholders as public administration, teachers, etc will attend.

Phase 4. SEEDS interventions (only intervention group)

This phase will start once the different interventions are selected in the Makeathons. It will involve the implementation and monitoring of each intervention in high schools coordinated by the ambassadors. They will be supported at country level by PhD students who will coordinate, supervise, and guide the activities of the interventions with the support of high school teachers and SEEDS partners.

Phase 5. Evaluation and policy recommendations

This phase will involve the collection of post-intervention data, including the overall evaluation of the SEEDS process by the ambassadors.

The outcomes are: interest in STEM, STEM literacy, and two behaviours related to make healthy snacking choices (inside and outside school) and, increasing physical activity in school hours reducing sedentary time. Moreover, ambassadors could choose another behaviour to be considered during the intervention based on a list of 15 lifestyles behaviours.

What data do we use?

Ambassadors

- The data obtained from the research will be codified will not be possible to link the data obtained in focus groups and/or questionnaires with the person. As a result, your name will not appear in the research.
- When completing the questionnaire and focus groups, we ask for your name, school, and date of birth. We only use your name and personal data to ensure that we can put the two questionnaires together. The data is then processed without your name and personal data, so that no one knows which results belong to your name.
- The data obtained will be codified for safeguarding their rights and this data will be shared with EU member states and associated countries partners involved in the project only for research purposes linked to the same research group field.
- We will make pictures during the focus groups, Make-a-thons, summer school, intervention implementation, and exchange to Brussels. We will ask if you agree to use the material if you are recognizable.

Participants (students)

- The data obtained from the research will be codified will not be possible to link the data obtained in the questionnaires with the person. As a result, your name will not appear in the research.
- When completing the questionnaire, we ask for your name, school, and date of birth. We only use your name and personal data to ensure that we can put the two questionnaires together. The data is then processed without your name and personal data, so that no one knows which results belong to your name.
- The data obtained will be codified for safeguarding their rights and this data will be shared with EU member states and associated countries partners involved in the project only for research purposes linked to the same research group field.
- Participants (ambassadors and adolescents), parents or legal representatives of adolescents, and schools will be required to sign informed consent if they want to participate.

Data protection and confidentiality

The data protection officer:

Identification	[<i>name of the institution</i>]
Address	[<i>address of the institution</i>]
Data protections contact point	[<i>email of data officer</i>]

- All information collected on the participants in the framework of this study will be kept strictly confidential and with the application of the corresponding security measures that guarantee, in addition to its confidentiality, its integrity, availability, authenticity and traceability.
- The research staff of the study undertakes to comply with Organic Law 3/2018, of December 5, on the protection of personal data and guarantee of digital rights. In addition to Regulation (EU) No. 2016/679, of the European Parliament and of the Council, of April 27, 2016, regarding the protection of natural persons corresponding to the processing of personal data, and will sign a commitment to participation and confidentiality.

What are the rights of the students who participate?

- Adolescents decide whether they want to participate.
- Adolescents can always stop their participation in the study without giving any reason.
- Adolescents will find all the information about rights at [*website with further information on rights*].
- In our newsletter at <http://seedsmakeathons.com/> you will find extensive information about SEEDS and this research.

Project Schedule

Please note, due to the COVID-19 circumstances, the schedule may still change, or some parts will be implemented in an online format.

	Year 1																		Year 2									
	1	2	3	4	5	6	SUMMER	9	10	11	12	13	14	15	16	17	18	SUMMER	21	22	23	24						
Recruitment of high-schools																												
Recruitment of ambassadors and stakeholders																												
Implementation and analysis of focus groups: ambassadors																												
Implementation and analysis of focus groups: stakeholders																												
Training of ambassadors																												
Recruitment of makeathons participants (stakeholders)																												
Recruitment of adolescents (intervention)																												
Makeathons implementation: co-creation process																												
SEEDS local interventions																												
Pre-measurements																												
Post-measurements																												

c) Model of the informed consent for SEEDS high schools

Research on the effects of SEEDS!

- I have read the information letter, which contains the contact details of the researchers. I was able to ask questions to the researchers and my questions have been sufficiently answered. I had plenty of time to decide whether to grant permission.
- I know that participation in the study is voluntary. I also know that I can decide at any time for my high school not to participate or to stop my participation in the study. No reason needs to be given for this.

- I consent to the collection and use of my student's data in the manner and for the purposes stated in the information letter.
- I agree that researcher's audio record the focus group and the conversation will be listened back by the researchers involved at *[name of the institution of the researchers]*.
- I know that if the conversation is processed and analysed, it will be codified. All the information will be codified to not be able to link person with quotes or sentences said.
- I consent to the making of pictures during the focus group, summer school, Make-a-thon and exchange to Brussels. If one of my students is recognizable on the image material, this image material may only be used if my students have given permission for this.
- I consent to the collection and use of student's data in the manner and for the purposes stated in the information letter.
- I understand that students could give us permission for the collected data to be used for answering future research questions linked to the same research group field, *[include the name of other partners]*
- I agree to share the collected data with EU Member States and Associated Countries partners participating in the project in the manner and for the purposes stated in the information letter.
- I give permission to keep the personal data of the students at my high school in the secure system of the *[name of the institution of the researchers]* for a minimum of *[years of keep data stored in your country]* years in accordance with the applicable legislation.

Consent statement (please tick the boxes):

☐ I consent to my high school participation in the SEEDS project.

☐ I grant *[name of the institution of the researchers]* permission to share the above data with the EU Member States and Associated Countries partners involved in this research.

To be filled in by the director:

I declare that I give permission for all checked points for the participant referred to below.

Full name director:

High school name:

Signature of director: Date of signing:

<dd-mm-yyyy>

Data protection information

PERSONAL DATA PROTECTION	
Responsible	The person in charge of process your personal data is <i>[include institution and the adress of the institution]</i>

Purpose	Participate in the research project in the terms detailed in the participant information sheet. If the study foresees the publication, dissemination and reuse of the results obtained, including personal data, personal data will be used for this purpose provided that the interested party has given their consent.
Rights	You can exercise the rights of access, rectification, cancellation, opposition, limitation and portability through written communication, detailing the request, with reasons, addressed to the <i>[include institution or place where they can request]</i>
Additional information	<p>You can consult additional information about personal data treatment and consult the Policy of Privacy of the <i>[include institution]</i> in <i>[include where in your country]</i>.</p> <p>You can also consult this information in the Participant Information Sheet about the study. Additionally, you can contact our data protection delegates with any questions about personal data protection at the email address of <i>[include email of data protection in your institution]</i>.</p>

d) Model of the Information letter for SEEDS ambassadors

Dear ambassador,

Would you like to be the leader participating in a scientific research, help with the preparation of questionnaires, present the results, and go on an exchange with students from other European countries? Then read on because we are looking for ambassadors.

We are *[name of researchers of the pilot-country]*. We are researchers from the *[name of the institution of the researchers]*. We will set up a study together with students to improve the health and lifestyle of young people. In the study, we request data from approximately 400 young people in *[name of the city/country participant]*. Other countries are also participating, collecting data from young people from *[name of the other participant pilot-countries]*.

The research is done because municipalities and schools want to know whether SEEDS project has a positive effect on the health of young people.

How does it work?

A total of 8 schools in *[name of the city/country participant]* are participating in the study. Your school is part of the intervention group. That means that together we will look at how we can improve healthy and active lifestyles. We do this by designating four to six students per school who will help with the research as ambassadors. Your teacher thinks you would be a suitable ambassador. Are you the ambassador we are looking for?

What is the role of an ambassadors?

Ambassadors will receive training on research, help set up the research, collect data, think about activities that will improve health and lifestyle, and present the results. The ambassadors also have the possibility to participate in an online Exchange in November 2021 and go on an exchange to Brussels in November 2022, so that results can be shared with students from other

countries. Of course, it is important that these ambassadors share everything they learn with the class, so that everyone can contribute!

Will you become an ambassador for your class?

In the appendix you will find more information about the research and the extra activities in which the ambassador will participate. Read everything carefully before you decide to sign up as an ambassador. Do you have questions? We are happy to answer them. Ask your questions via e-mail or telephone.

Regards,

[name of researchers of the pilot-country]	[name of researchers of the pilot-country]
[name of the institution of the researchers]	[name of the institution of the researchers]
mail: [mail of the researchers]	mail: [mail of the researchers]
mobile: [mobile of the researchers]	mobile: [mobile of the researchers]

You can also follow the European project on Twitter @SMakeathons!

e) Model of the Informed consent for SEEDS ambassadors

Research on the effects of SEEDS!

- I have read the information letter. I was able to ask the researchers questions. My questions have been sufficiently answered. I had enough time to decide whether to participate.
- I know that participation in the study is voluntary. I also know that I can decide at any time not to participate or to stop my participation in the study. I don't have to give a reason for that.
- I consent to the collection and use of my data in the manner and for the purposes stated in the information letter.
- I agree to audio record the focus group, and that the conversation will be listened back by the researchers involved at [name of the institution of the researchers].
- I know that if the conversation is processed and analysed, it will be done with the information codified, to not be able to link person with quotes or sentences.
- I consent to the making of pictures during the focus group, Make-a-thon and exchange to Brussels. If I am recognizable on the image material, this image material may only be used if I have given permission for this.
- I give permission for the collected data to be used for answering future research questions linked to the same research group field.
- I agree to share the collected data with EU Member States and Associated Countries partners participating in the project in the manner and for the purposes stated in the information letter.

- I give permission to keep my personal data in the secure system of the [*name of the institution of the researchers*] for at least [*years to keep data according institution of the researchers*] in accordance with the applicable legislation.
- I want to participate in this investigation as an ambassador.

Consent statement (please tick the boxes):

- ☐ I consent to participate as a SEEDS ambassador.
- ☐ I consent to participate during the focus group and Make-a-thon*.
- ☐ I grant [*name of the institution of the researchers*] permission to share the above data with the EU Member States and Associated Countries partners involved in this research.

Participant's full name:

Date of birth: <dd-mm-yyyy>

Signature:

Date of signing: <dd-mm-yyyy>

* *Separate permission will be requested for the exchange to Brussels.*

Data protection information

PERSONAL DATA PROTECTION	
Responsible	The person in charge of process your personal data is [<i>include institution and the adress of the institution</i>]
Purpose	Participate in the research project in the terms detailed in the participant information sheet. If the study foresees the publication, dissemination and reuse of the results obtained, including personal data, personal data will be used for this purpose provided that the interested party has given their consent.
Rights	You can exercise the rights of access, rectification, cancellation, opposition, limitation and portability through written communication, detailing the request, with reasons, addressed to the [<i>include institution or place where they can request</i>]
Additional information	<p>You can consult additional information about personal data treatment and consult the Policy of Privacy of the [<i>include institution</i>] in [<i>include where in your country</i>].</p> <p>You can also consult this information in the Participant Information Sheet about the study. Additionally, you can contact our data protection delegates with any questions about personal data protection at the email address of [<i>include email of data protection in your institution</i>].</p>

f) Appendix SEEDS ambassadors and their parents

Appendix ambassadors: Everything about the research

SEEDS is a European project for secondary schools about healthy and active lifestyle. Eight [*name of the city/country*] secondary schools are participating. In the study, we look at the differences between young people in the intervention group and young people from other secondary schools. Will you participate? We really need your help!

The research is done because municipalities and schools want to know whether SEEDS project has a positive effect on the health of young people.

How does it work?

- Are you participating? Then give your permission later via the online form.
- Not participating? Then pass this on to the teacher at school.
- Are you under 16 and would you like to participate? Then permission from (one of) your parents is also required. Then ask them for permission. How that works is explained below.

What will an ambassador do?

- You are involved in the investigation from start to finish. We regularly ask for your opinion about the research. We will keep in touch through the school email, and only if you agree to this will we call you. If classmates or teachers have questions about the research, they can contact you. The researchers involved can always help you, and you can always ask them questions.
- This school year you will participate in a focus group (approximately 75 minutes) with other ambassadors from [*name of the city/country*], to find out what is important to you when it comes to health. We will also discuss what the research will look like. Before focus group execution, you will have to answer a short questionnaire about science interest and literacy. The questionnaire will be codified to not possible to link the data with your personal data.
- The conversation in the focus groups will be audio recorded and played back by the researchers from [*name of the institution of the researchers*], and the data will be processed and analysed after being codified, meaning that there is no possibility to link the person with quotes or sentences. Data safeguarding your rights and personal data will be shared codified with the EU Member States and Associated Countries partners involved in the project only for research purposes. The focus group takes place after school.
- You participate in extra training so that you have the right research skills. The training is given by researchers from [*name of the institution of the researchers*] and will take place during the summer holidays or beginning of academic course.
- Participate in the Make-a-thon early next school year. A Make-a-thon is a meeting to devise and create solutions together. During this event, we will brainstorm together with ambassadors, schools, the municipality, and other partners from the neighbourhood about a new intervention to improve the health of young people at your school. We want the Make-a-thon to take place during school hours, so it doesn't take your free time. This will be decided together with your school.
- You have the possibility to participate in an online exchange program this school year (Nov 2021) and in a face-to-face exchange in Brussels next school year (Nov 2022). The ambassadors of the different countries meet in Brussels to discuss the results. The exchange will be done based on the availability of ambassadors of all participant countries.

- At baseline and end of study you will answer questionnaires about lifestyles and science interest. The data collected from these questionnaires will be codified to not be able to link your personal data with the answers of the questionnaire.

	Tasks	Time investment
Intervention group		
Ambassadors	<ul style="list-style-type: none"> • Participate in a focus groups with other adolescents • Extra training to improve research skills with researchers and other adolescents (contact with adolescents around Europe) • Participate in the Makeathons (meeting to create solutions) with other ambassadors and stakeholders • Possibility to participate in an online exchange and in a face-to-face exchange in Brussels with other ambassadors of the other participant countries • Complete questionnaires at baseline and end of school year 	<p>75 minutes (after school hours)</p> <p>Last summer week</p> <p>Early next school year (2 hours maximum) during school hours if it is possible in your high school, if not in extra school hours</p> <p>Costs covered (Nov 2021 (virtual)-Nov 2022)</p> <p>40 minutes per questionnaire during school hours</p>

What do the other students do?

- We ask all students in your class to complete two questionnaires online (approximately 40 minutes). This happens during a lesson at school. You complete the first questionnaire at the beginning of the school year, the second questionnaire at the end of the school year. We ask the ambassador to help us with this.

What data do we use?

- The data obtained from the research will be codified will not be possible to link the data obtained in focus groups and/or questionnaires with the person. As a result, your name will not appear in the research.
- When completing the questionnaire, we ask for your name, school, and date of birth. We only use your name and personal data to ensure that we can put the two questionnaires together. The data is then processed without your name and personal data, so that no one knows which results belong to your name.
- The data obtained will be codified for safeguarding their rights and this data will be shared with EU member states and associated countries partners involved in the project only for research purposes linked to the same research group field.
- We will make pictures during the focus groups, summer schools, Make-a-thons, and exchange to Brussels. We will ask if you agree to use the material if you are recognizable. If you do not want the materials to be used, we will remove them.

Data protection and confidentiality

The data protection officer:

Identification	[name of the institution]
Address	[address of the institution]
Data protection contact point	[email of data officer]

- All information collected on the participants in the framework of this study will be kept strictly confidential and with the application of the corresponding security measures that guarantee, in addition to its confidentiality, its integrity, availability, authenticity and traceability.
- The research staff of the study undertakes to comply with Organic Law 3/2018, of December 5, on the protection of personal data and guarantee of digital rights, in addition to Regulation (EU) No. 2016/679, of the European Parliament and of the Council, of April 27, 2016, regarding the protection of natural persons corresponding to the processing of personal data and will sign a commitment to participation and confidentiality.

What are your rights?

- You decide whether you participate.
- You can always stop your participation in the study. If you do, pass it on to your teacher or the researcher. You don't have to explain why.
- You will find all the information about your rights at [name of the website where adolescents can find information about their rights].
- In our newsletter at www.seeds.eu you will find extensive information about SEEDS and this research.

Consent from your parents



Scan the QR-code with the camera of your smartphone

- Do you want to participate and are you younger than 16 years old? Ask for permission from one of your parents in advance.
- Parents receive a separate information letter. They must sign the consent letter to authorize you to participate in the SEEDS project.
- **Only for The Netherlands:** Your parents give permission via the following website or via the QR code on the right. These are also stated in the parent's letter. <https://erasmusmcsurvey.erasmusmc.nl/XXX>

The research

- About 400 young people from [name of the city/country] are participating, as well as young people from [name other pilot countries].
- In total, about 1,600 young people participate in the study
- In appendix 1 you find a planning. Please note, due to the corona circumstances, the schedule may still change, or that part of it will take place online.
- The research is done because municipalities and schools want to know whether SEEDS has a positive effect on the health of young people.

- The researchers work at the *[name of the institution of the researchers]*. They collaborate with researchers from other EU Member States and Associated Countries institutes.

Do you have any questions about this research? We are happy to answer you. You can call or email us.

[name of researchers of the pilot-country] *[name of researchers of the pilot-country]*

[name of the institution of the researchers] *[name of the institution of the researchers]*

mail: *[mail of the researchers]* mail: *[mail of the researchers]*

mobile: *[mobile of the researchers]* mobile: *[mobile of the researchers]*

You can also follow the European project on Twitter @SMakeathons!

Appendix 1 – Research planning

School year 2020 - 2021

	May	June	July	Aug
Consent forms				
Focus group				
SEEDS training*				

* 25-27 of August, the last days of the summer holidays

School year 2021 - 2022

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Questionnaire 1										
Make-a-thon										
Exchange 1 (virtual)										
Interventions										
Questionnaire 2										
Exchange 2 (Brussels)										

Given the corona crisis, the schedule may still change. Some parts may take place online. We will always inform you about this.

g) Model of the Information letter for parents of SEEDS ambassadors

Dear Parent,

We have asked your child to participate in a scientific study. It is a study of the effect of SEEDS. SEEDS is a European program for secondary schools about healthy and active lifestyle. The results of the research are used to help children grow up as healthy as possible in *[name of the city/country]*. So, we really need your child's help! If your son / daughter wants to participate and is not yet 16 years old, we also need your permission. You can give this signing the document, online or via a QR code (in case of The Netherlands). This is explained on page 2. Even if you do not give permission, we would like to receive your answer to the consent form.

The research is done because municipalities and schools want to know whether SEEDS project has a positive effect on the health of young people.

If your child takes part

About 400 young people from [*name of the city/country*] are participating in the study. Young people from [*name of the other pilot countries*] are also participating. In each school, four to six pupils are appointed to assist in the research as ambassadors. Your child is eligible for this. Ambassadors will receive training on research, participate in focus groups and a Make-a-thon (a Make-a-thon is a meeting to devise and create solutions together), help to conduct the research and present the results. The ambassadors also have the possibility to participate in an online Exchange in November 2021 and go on an exchange to Brussels in November 2022, so that results can be shared with students from other countries. Your child has been chosen by the teacher to participate as an ambassador. The communication will take place via the school email, and only if your son / daughter gives permission for this, we will also keep in touch by telephone. Appendix 1 contains a provisional timetable of the investigation and the various activities.

Data and codes

Ambassadors participate in a focus group and a Make-a-thon to find out which factors are important to improve health and lifestyle, and which interventions are possible. For all activities we ask for the personal details name, school, gender, and age.

When completing the questionnaire, we ask for your name, school, and date of birth. We only use your name and personal data to ensure that we can put the two questionnaires together. The data is then processed without your name and personal data, so that no one knows which results belong to your name. The data obtained will be codified for safeguarding their rights and this data will be shared with EU member states and associated countries partners involved in the project only for research purposes linked to the same research group field. Visual material will also be collected of the results of the focus group and Make-a-thon. We ask for permission from the child to use the images if your son / daughter is recognizable on it.

Data protection and confidentiality

The data protection officer:

Identification	[<i>name of the institution</i>]
Adress	[<i>adress of the institution</i>]
Data protection contact point	[<i>email of data officer</i>]

- All information collected on the participants in the framework of this study will be kept strictly confidential and with the application of the corresponding security measures that guarantee, in addition to its confidentiality, its integrity, availability, authenticity and traceability.

- The research staff of the study undertakes to comply with Organic Law 3/2018, of December 5, on the protection of personal data and guarantee of digital rights, in addition to Regulation (EU) No. 2016/679, of the European Parliament and of the Council, of April 27, 2016, regarding the protection of natural persons corresponding to the processing of personal data and will sign a commitment to participation and confidentiality.

Legal regulations

[*name of the city/country*] is conducting the research. [*name of the city/country*] stores the data of participants in the research for a minimum of [*years of keep data stored in your country*] years in a highly secure internal file. Data codified will be shared with the other participant countries, and it should be stored by them. Then they are destroyed. The ethics committee for medical research has tested the research against [*name of the country*] law and the additional rules of [*name of the city/country*]. The committee has approved this investigation. More information about the rights of your child can be found at [*name of the website where adolescents can find information about their rights*]

Reward

As an ambassador, your child will receive extra training, and there is the possibility to participate in an online Exchange in November 2021 and go on an exchange to Brussels in November 2022 to meet young people from other participating countries. Participation is free, you pay no extra costs. Your child will not receive a personal reward for participating in the study.

Parental Consent

If your child decides to participate in the study, he or she gives permission manually signing this document or on the online form (in case of The Netherlands). If your child is younger than 16 years old, we also need your permission. You give your consent digitally via the link or QR code below (in case of The Netherlands). This will take you to a web page where you can give consent. Your consent will be linked to the questionnaire of your son or daughter.



Please note: your child takes part voluntarily and can always stop their participation in the study later. Even if you give permission, it remains his or her own choice. <https://erasmusmcsurvey.erasmusmc.nl/>

[*name of researchers of the pilot-country*]

[*name of researchers of the pilot-country*]

[*name of the institution of the researchers*]

[*name of the institution of the researchers*]

mail: [*mail of the researchers*]

mail: [*mail of the researchers*]

mobile: [*mobile of the researchers*]

mobile: [*mobile of the researchers*]

Appendix 1 – Research planning

School year 2020 - 2021

	May	June	July	Aug
Consent forms				
Focus group				
SEEDS training*				

* 25-27 of August, the last days of the summer holidays

School year 2021 - 2022

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Questionnaire 1										
Make-a-thon										
Exchange 1 (virtual)										
Interventions										
Questionnaire 2										
Exchange 2 (Brussels)										

Given the corona crisis, the schedule may still change. Some parts may take place online. We will always inform you about this.

h) Model of the Informed consent for parents of SEEDS ambassadors

Research on the effects of SEEDS!

- I have read the information letter, which contains the contact details of the researchers. I was able to ask questions to the researchers and my questions have been sufficiently answered. I had plenty of time to decide whether to grant permission.
- I know that participation in the study is voluntary. I also know that I can decide at any time for my son / daughter not to participate or to stop their participation in the study. No reason needs to be given for this.
- I consent to the collection and use of my son / daughter's data in the manner and for the purposes stated in the information letter.
- I agree to record the focus group and that the conversation will be listened back by the researchers involved at [name of the institution of the researchers].
- I know that if the conversation is processed and analysed, it will be done codified to not be able to link sentences or quotes with the person.
- I consent to the making of pictures during the focus group, Make-a-thon and exchange to Brussels. If my son/daughter is recognizable on the image material, this image material may only be used if my son/daughter have given permission for this.
- I consent to the collection and use of my data in the manner and for the purposes stated in the information letter.
- I agree to use the collected data for future research purposes linked to the same research group field
- I agree to share the collected data with EU Member States and Associated Countries partners participating in the project in the manner and for the purposes stated in the information letter.

- I give permission to keep the personal data in the secure system of the [*name of the institution of the researchers*] for a minimum of [*years of keep data stored in your country*] years in accordance with the applicable legislation.

Consent statement (please tick the boxes):

☐ I consent to my son / daughter's participation as a SEEDS ambassador.

☐ I consent to my son / daughter's participation during the focus group and Make-a-thon*.

☐ I grant [*name of the institution of the researchers*] permission to share the above data with the EU Member States and Associated Countries partners involved in this research.

To be filled in by the parent (if participant is under 16 years old):

I declare that I give permission for all checked points for the participant referred to below.

Full name participant:

Date of birth participant:

<dd-mm-yyyy>

Parent's full name:

Check, if applicable:

☐ Parent

☐ Legal guardian

Signature of parent: Date of signing:

<dd-mm-yyyy>

* Separate permission will be requested for the exchange to Brussels.

Data protection information

PERSONAL DATA PROTECTION	
Responsible	The person in charge of process your personal data is [<i>include institution and the adress of the institution</i>]
Purpose	Participate in the research project in the terms detailed in the participant information sheet. If the study foresees the publication, dissemination and reuse of the results obtained, including personal data, personal data will be used for this purpose provided that the interested party has given their consent.
Rights	You can exercise the rights of access, rectification, cancellation, opposition, limitation and portability through written communication, detailing the request, with reasons, addressed to the [<i>include institution or place where they can request</i>]
Additional information	<p>You can consult additional information about personal data treatment and consult the Policy of Privacy of the [<i>include institution</i>] in [<i>include where in your country</i>].</p> <p>You can also consult this information in the Participant Information Sheet about the study. Additionally, you can contact our data protection delegates with any questions about personal data protection at the email address of [<i>include email of data protection in your institution</i>].</p>

i) Model of the Information letter for SEEDS participants

Dear student,

Do you want to participate in a scientific study to improve a healthy and active lifestyle of young people? Then read on because we really need your help.

We are [*name of the principal researchers*]. We are researchers from the [*name of the institution of the researchers*]. We will set up a study together with students to improve the health and lifestyle of young people. In the study, we request data from approximately 400 young people in [*name of the city/country*]. Other countries are also participating, collecting data from young people from [*name of the other participating pilot countries*].

The research is done because municipalities and schools want to know whether SEEDS project has a positive effect on the health of young people.

How does it work?

Your school is participating in the investigation. If you participate, you complete a questionnaire online twice. The first time at the beginning of the school year, and the second time at the end of the school year. Filling in the questionnaire takes about 40 minutes. You can fill in the list during a lesson, so it won't cost you any free time.

A total of 8 schools in [*name of the city/country*] are participating in the study. Half of the participating schools are in the intervention group. In each participating class, one or two students will assist in the research as ambassadors. These ambassadors will receive training at [*name of the institution of the researchers*] and will help to collect data and contribute ideas about activities that will improve health and lifestyle. Of course, it is important that these ambassadors share everything they learn with their classmates, so that everyone can contribute!

The other half of the schools are in the control group. There will be no activities at these schools. It is important that these students also complete questionnaires, so that we know how the health and lifestyle of students changes when no special activities are done.

From all intervention schools, four to six students per school will be designated who can go to Brussels in November 2022 to share the results with pupils from other countries. After the research, we will use everything we have learned to work at the control schools, so that we can also improve the health and lifestyle of young people here.

Data and codes

When completing the questionnaire, we ask for your name, school, and date of birth. We only use your name and personal data to ensure that we can put the two questionnaires together. The data is then processed without your name and personal data, so that no one knows which results belong to your name. The data obtained will be codified for safeguarding their rights and this data

will be shared with EU member states and associated countries partners involved in the project only for research purposes linked to the same research group field.

Data protection and confidentiality

The data protection officer:

Identification	[name of the institution]
Address	[address of the institution]
Data protections contact point	[email of data officer]

- All information collected on the participants in the framework of this study will be kept strictly confidential and with the application of the corresponding security measures that guarantee, in addition to its confidentiality, its integrity, availability, authenticity and traceability.
- The research staff of the study undertakes to comply with Organic Law 3/2018, of December 5, on the protection of personal data and guarantee of digital rights, in addition to Regulation (EU) No. 2016/679, of the European Parliament and of the Council, of April 27, 2016, regarding the protection of natural persons corresponding to the processing of personal data, and will sign a commitment to participation and confidentiality.

Will you join? Then give permission

We hope you want to participate. Will you join? Then give your official permission. You do this later with your digital signature at the beginning of the questionnaire. And if you are not yet 16 years old, one of your parents must also give permission. So, ask your parents for permission. This is explained in the attachment and in their letter. Participation in the survey is voluntary, so you decide whether you participate. And if you want to stop your participation in the study later, you can.

In the appendix you will find more information about the research. Read everything carefully before you decide to participate. Do you have questions? We are happy to answer them. Ask your questions via e-mail or telephone.

[name of researchers of the pilot-country] [name of researchers of the pilot-country]
 [name of the institution of the researchers] [name of the institution of the researchers]
 mail: [mail of the researchers] mail: [mail of the researchers]
 mobile: [mobile of the researchers] mobile: [mobile of the researchers]

You can also follow the European project on Twitter @SMakeathons!

j) Model of the Informed consent for SEEDS participants

Research on the effects of SEEDS!

- I have read the information letter. I was able to ask the researchers questions. My questions have been sufficiently answered. I had enough time to decide whether to participate.
- I know that participation in the study is voluntary. I also know that I can decide at any time not to participate or to stop your participation in the study. I don't have to give a reason for that.
- I consent to the collection and use of my data in the manner and for the purposes stated in the information letter.
- I agree to share the collected data with EU Member States and Associated Countries partners participating in the project in the manner and for the purposes stated in the information letter.
- I give permission for the collected data to be used for answering future research questions linked to the same research group field
- I give permission to keep my personal data in the secure system of the [*name of the institution of the researchers*] for at least [*years of keep data stored in your country*] years in accordance with the applicable legislation.
- I want to participate in this investigation.

Consent statement (please tick the boxes):

☐ I consent to participate in this study.

☐ I grant [*name of the institution of the researchers*] permission to share the above data with the EU Member States and Associated Countries partners involved in this research.

Participant's full name: Date of birth: <dd-mm-yyyy>

Signature: Date of signing: <dd-mm-yyyy>

Data protection information

PERSONAL DATA PROTECTION	
Responsible	The person in charge of process your personal data is [<i>include institution and the adress of the institution</i>]
Purpose	Participate in the research project in the terms detailed in the participant information sheet. If the study foresees the publication, dissemination and reuse of the results obtained, including personal data, personal data will be used for this purpose provided that the interested party has given their consent.
Rights	You can exercise the rights of access, rectification, cancellation, opposition, limitation and portability through written communication, detailing the request, with reasons, addressed to the [<i>include institution or place where they can request</i>]
Additional information	You can consult additional information about personal data treatment and consult the Policy of Privacy of the [<i>include institution</i>] in [<i>include where in your country</i>]. You can also consult this information in the Participant Information Sheet about the study. Additionally, you can contact our data protection delegates with any questions about personal data protection at the email address of [<i>include email of data protection in your institution</i>].

k) Appendix SEEDS participants and their parents

Appendix students: Everything about the research

SEEDS is a European project for secondary schools about healthy and active lifestyle. Eight [name of the city/country] secondary schools are participating. In the study, we look at the differences between young people in the intervention group and young people from other secondary schools. Will you participate? We really need your help!

The research is done because municipalities and schools want to know whether SEEDS project has a positive effect on the health of young people.

How does it work?

- Are you participating? Then give your permission later via the online questionnaire.
- Not participating? Then pass this on to the teacher at school.
- Are you under 16 and would you like to participate? Then permission from (one of) your parents is also required. Then ask them for permission. How that works is explained below.
- In which parts I should participate?

	Tasks	Time investment
Intervention group		
Students	<ul style="list-style-type: none"> • Complete questionnaires at baseline and end of school year • Participate in the Makeathons (meeting to create solutions) with other ambassadors and stakeholders • Participate in the healthy lifestyle promotion activities designed by ambassadors of the same country (4 high schools) 	<p>40 minutes per questionnaire during school hours</p> <p>The activities could be implemented during school hours or at extra school hours</p>
Control group		
Students	<ul style="list-style-type: none"> • Complete questionnaires at baseline and end of school year 	40 minutes per questionnaire during school hours

- What is Makeathons?

Makeathons are events that bring people from different backgrounds together to work on solutions to a specific problem within a given time period (maximum 2:30 hours). The three most important aspects of a Makeathon are: 1) Co-creation, 2) Learning from each other and, 3) Networking. This is composed of these phases: introduction, group building, brainstorming session, research session, co-creation, refinement, presentation of ideas, and award ceremony. The responsible for doing makeathons will be the researchers of this project. Moreover, in makeathons, potential stakeholders as public administration, teachers, etc will attend.

What data do we use?

- When completing the questionnaire, we ask for your name, school, and date of birth. We only use your name and personal data to ensure that we can put the two questionnaires together. The data is then processed codified, without your name and personal data, so that no one knows which results belong to your name. The data obtained will be codified for safeguarding their rights and this data will be shared with EU member states and associated countries partners involved in the project only for research purposes linked to the same research group field.

Data protection and confidentiality

The data protection officer:

Identification	[<i>name of the institution</i>]
Address	[<i>address of the institution</i>]
Data protections contact point	[<i>email of data officer</i>]

- All information collected on the participants in the framework of this study will be kept strictly confidential and with the application of the corresponding security measures that guarantee, in addition to its confidentiality, its integrity, availability, authenticity and traceability.
- The research staff of the study undertakes to comply with Organic Law 3/2018, of December 5, on the protection of personal data and guarantee of digital rights. In addition to Regulation (EU) No. 2016/679, of the European Parliament and of the Council, of April 27, 2016, regarding the protection of natural persons corresponding to the processing of personal data, and will sign a commitment to participation and confidentiality.

What are your rights?

- You decide whether you participate.
- You can always stop your participation in the study. If you do, pass it on to your teacher or the researcher. You don't have to explain why.
- You will find all the information about your rights at [*name of the website where adolescents can find information about their rights*]
- In our newsletter at <http://seedsmakeathons.com/> you will find extensive information about SEEDS and this research.

Consent from your parent

- Do you want to participate and are you younger than 16 years old? Ask for permission from one of your parents in advance.
- Parents receive a separate information letter. They must sign the consent letter to authorize you to participate in the SEEDS project.



Scan the QR-code with the camera of your smartphone

- **Only for The Netherlands:** Your parents give permission via the following website or via the QR code on the right. These are also stated in the parent's letter. <https://erasmusmcsurvey.erasmusmc.nl/XXX>

The research

- About 400 young people from [*name of the city/country*] are participating, as well as young people from [*name of the other participating pilot countries*].
- In total, about 1,600 young people participate in the study
- The research takes place at school.
- The research is done because municipalities and schools want to know whether SEEDS has a positive effect on the health of young people.
- The researchers work at the [*name of the institution of the researchers*]. They collaborate with other EU Member States and Associated Countries.

Do you have any questions about this research? We are happy to answer you. You can call or email us.

[<i>name of researchers of the pilot-country</i>]	[<i>name of researchers of the pilot-country</i>]
[<i>name of the institution of the researchers</i>]	[<i>name of the institution of the researchers</i>]
mail: [<i>mail of the researchers</i>]	mail: [<i>mail of the researchers</i>]
mobile: [<i>mobile of the researchers</i>]	mobile: [<i>mobile of the researchers</i>]

You can also follow the European project on Twitter @SMakeathons!

I) Model of the Information letter for parents of SEEDS participants

Dear Parent,

We have asked your child to participate in a scientific study. It is a study of the effect of SEEDS. SEEDS is a European program for secondary schools about healthy and active lifestyle. The results of the research are used to help children grow up as healthy as possible in [*name of the city/country*]. So we really need your child's help! If your son / daughter wants to participate and is not yet 16 years old, we also need your permission. You can give this manually signing this document, online or via a QR code (in the case of The Netherlands). This is explained on page 2. Even if you do not give permission, we would like to receive your answer to the consent form.

The research is done because municipalities and schools want to know whether SEEDS project has a positive effect on the health of young people.

If your child takes part

About 400 young people from *[name of the city/country]* are participating in the study. Young people from *[name of the other participating pilot countries]* are also participating. Participants complete two online questionnaires at school, one at the beginning and one at the end of the school year. It contains questions about health, school, lifestyle, and science interest. Everything happens during school hours.

Data and codes

When completing the questionnaire, we ask for your child's name, school, and date of birth. We only use your child's personal data to link the two questionnaires. After that, all data from the participants is given a code. The personal data and codes are only known to the principal investigator who has a legal duty of confidentiality. The data from the study can therefore never be traced back to your child. The research is done because municipalities and schools want to know whether SEEDS has a positive effect on the health of young people.

Data protection and confidentiality

The data protection officer:

Identification	<i>[name of the institution]</i>
Address	<i>[address of the institution]</i>
Data protections contact point	<i>[email of data officer]</i>

- All information collected on the participants in the framework of this study will be kept strictly confidential and with the application of the corresponding security measures that guarantee, in addition to its confidentiality, its integrity, availability, authenticity and traceability.
- The research staff of the study undertakes to comply with Organic Law 3/2018, of December 5, on the protection of personal data and guarantee of digital rights. In addition to Regulation (EU) No. 2016/679, of the European Parliament and of the Council, of April 27, 2016, regarding the protection of natural persons corresponding to the processing of personal data and will sign a commitment to participation and confidentiality.

Legal regulations

[name of the institution of the researchers] is conducting the research together with other EU Member States and Associated Countries partners. *[name of the institution of the researchers]* stores the data of participants in the research for a minimum of *[years of keep data stored in your country]* years in a highly secure internal file. Data codified will be shared with the other participant countries, and it should be stored by them. Then they are destroyed. The ethics committee for medical research has tested the research against *[name of the city/country]* law and the additional rules of *[name of the institution of the researchers]*. The committee has approved this investigation. More information about the rights of your child can be found at *[name of the website where adolescents can find information about their rights]*

Parental Consent

If your child decides to participate in the study, he or she gives permission on the online questionnaire. If your child is younger than 16 years old, we also need your permission. You give your consent manually signing this document, or digitally via the link or QR code below (in the case of The Netherlands). This will take you to a web page where you can give consent. Your consent will be linked to the questionnaire of your son or daughter.



Please note: your child takes part voluntarily and can always stop their participation in the study later. Even if you give permission, it remains his or her own choice. <https://erasmusmcsurvey.erasmusmc.nl/>

More information

Do you want to know more? Then look at <http://seedsmakeathons.com/>
Do you have any other questions about the study? We are happy to answer them. Call or email us.

[name of researchers of the pilot-country] [name of researchers of the pilot-country]

[name of the institution of the researchers] [name of the institution of the researchers]

mail: [mail of the researchers] mail: [mail of the researchers]

mobile: [mobile of the researchers] mobile: [mobile of the researchers]

You can also follow the European project on Twitter @SMakeathons!

m) Model of the Informed consent for parents of SEEDS participants

Research on the effects of SEEDS!

- I have read the information letter, which contains the contact details of the researchers. I was able to ask questions to the researchers and my questions have been sufficiently answered. I had plenty of time to decide whether to grant permission.
- I know that participation in the study is voluntary. I also know that I can decide at any time for my son / daughter not to participate or to stop my participation in the study. No reason needs to be given for this.
- I consent to the collection and use of my son / daughter's data in the manner and for the purposes stated in the information letter.
- I agree to share the collected data with EU Member States and Associated Countries partners participating in the project in the manner and for the purposes stated in the information letter.
- I give permission for the collected data to be used for answering future research questions, for research purposes linked to the same research group.

- I give permission to keep the personal data in the secure system of the [*name of the institution of the researchers*] for a minimum of [*years of keep data stored in your country*] years in accordance with the applicable legislation.

Consent statement (please tick the boxes):

☐ I consent to my son / daughter's participation in this study.

☐ I grant [*name of the institution of the researchers*] permission to share the above data with the EU Member States and Associated Countries partners involved in this research.

To be filled in by the parent (if participant is under 16 years old):

I declare that I give permission for all checked points for the participant referred to below.

Full name participant:

Date of birth participant:

<dd-mm-yyyy>

Parent's full name:

Check, if applicable:

☐ Parent

☐ Legal guardian

Signature of parent: Date of signing:

<dd-mm-yyyy>

Data protection information

PERSONAL DATA PROTECTION	
Responsible	The person in charge of process your personal data is [<i>include institution and the adress of the institution</i>]
Purpose	Participate in the research project in the terms detailed in the participant information sheet. If the study foresees the publication, dissemination and reuse of the results obtained, including personal data, personal data will be used for this purpose provided that the interested party has given their consent.
Rights	You can exercise the rights of access, rectification, cancellation, opposition, limitation and portability through written communication, detailing the request, with reasons, addressed to the [<i>include institution or place where they can request</i>]
Additional information	<p>You can consult additional information about personal data treatment and consult the Policy of Privacy of the [<i>include institution</i>] in [<i>include where in your country</i>].</p> <p>You can also consult this information in the Participant Information Sheet about the study. Additionally, you can contact our data protection delegates with any questions about personal data protection at the email address of [<i>include email of data protection in your institution</i>].</p>

m) Model of the Information letter for SEEDS stakeholders

Dear,

Would you like you participate in a scientific research based on the encouragement of youth in the improvement of their own health and lifestyles based on citizen science? Then read on because we are looking for stakeholders.

We are [*name of researchers of the pilot-country*]. We are researchers from the [*name of the institution of the researchers*]. We will set up a study together with students to improve the health and lifestyle of young people. In the study, we request data from approximately 400 young people in [*name of the city/country participant*]. Other countries are also participating, collecting data from young people from [*name of the other participant pilot-countries*].

How does it work?

A total of 8 schools in [*name of the city/country participant*] are participating in the study. High schools will be randomly assigned as the intervention or control group. The intervention high school choose four to six students in each school who will help with the research as ambassadors. Teachers of high schools select based on leadership characteristics suitable ambassadors for the project. The control group schools only participate in the assessment of lifestyles and science interest in adolescents of their school.

What is the role of a stakeholder during the project?

Stakeholders, considered relevant person in contact with adolescents or that their decisions could affect in the youth lives, participate in the definition of perceived barriers and thinking in solutions for improving lifestyles and health of youth in a focus group with other relevant stakeholders. Moreover, if ambassadors considered you could be invited to attend the makeathons to generate solutions for improving health of youth.

Will you become a participant?

In the appendix you will find more information about the research. Read everything carefully before you decide to sign up as a participant. Do you have questions? We are happy to answer them. Ask your questions via e-mail or telephone.

Data protection and confidentiality

The data protection officer:

Identification	[<i>name of the institution</i>]
Adress	[<i>adress of the institution</i>]
Data protection contact point	[<i>email of data officer</i>]

- All information collected on the participants in the framework of this study will be kept strictly confidential and with the application of the corresponding security measures that guarantee, in addition to its confidentiality, its integrity, availability, authenticity and traceability.

- The research staff of the study undertakes to comply with Organic Law 3/2018, of December 5, on the protection of personal data and guarantee of digital rights. In addition to Regulation (EU) No. 2016/679, of the European Parliament and of the Council, of April 27, 2016, regarding the protection of natural persons corresponding to the processing of personal data and will sign a commitment to participation and confidentiality.

Regards,

[name of researchers of the pilot-country]

[name of researchers of the pilot-country]

[name of the institution of the researchers]

[name of the institution of the researchers]

mail: [mail of the researchers]

mail: [mail of the researchers]

mobile: [mobile of the researchers]

mobile: [mobile of the researchers]

You can also follow the European project on Twitter @SMakeathons!

n) Model of the informed consent for SEEDS stakeholders

Research on the effects of SEEDS!

- I have read the information letter, which contains the contact details of the researchers. I was able to ask questions to the researchers and my questions have been sufficiently answered. I had plenty of time to decide whether to grant permission.
- I know that participation in the study is voluntary. I also know that I can decide at any time for not to participate or to stop my participation in the study. No reason needs to be given for this.
- I consent to the collection and use of my data in the manner and for the purposes stated in the information letter.
- I agree that researchers, audio record the focus group, and that the conversation will be listened back by the researchers involved at [name of the institution of the researchers].
- I know that if the conversation is processed and analysed, it will be codified.
- I consent to the making of pictures during the focus group and Make-a-thon.
- I consent to the collection and use of stakeholder's data in the manner and for the purposes stated in the information letter.
- I understand that I could give us permission for the collected data to be used for answering future research questions, only for research purposes linked to the same research group field.
- I agree to share the collected data with EU Member States and Associated Countries participating in the project in the manner and for the purposes stated in the information letter.
- I give permission to keep the personal data in the secure system of the [name of the institution of the researchers] for a minimum of [years of keep data stored in your country] years in accordance with the applicable legislation.

Consent statement (please tick the boxes):

☐ I consent to participate in this study.

☐ I grant [*name of the institution of the researchers*] permission to share the above data with the EU Member States and Associated Countries partners involved in this research.

Full name:

Stakeholder's role:

Signature:

Date of signing: <dd-mm-yyyy>

Data protection information

PERSONAL DATA PROTECTION	
Responsible	The person in charge of process your personal data is [<i>include institution and the address of the institution</i>]
Purpose	Participate in the research project in the terms detailed in the participant information sheet. If the study foresees the publication, dissemination and reuse of the results obtained, including personal data, personal data will be used for this purpose provided that the interested party has given their consent.
Rights	You can exercise the rights of access, rectification, cancellation, opposition, limitation and portability through written communication, detailing the request, with reasons, addressed to the [<i>include institution or place where they can request</i>]
Additional information	<p>You can consult additional information about personal data treatment and consult the Policy of Privacy of the [<i>include institution</i>] in [<i>include where in your country</i>].</p> <p>You can also consult this information in the Participant Information Sheet about the study. Additionally, you can contact our data protection delegates with any questions about personal data protection at the email address of [<i>include email of data protection in your institution</i>].</p>