



Please note the following:

Please Note: Each question on this form has instructions from the guidelines on how to answer that particular question as hidden text. To show the text with the hidden text effect, click symbol “¶” (**Show/Hide**) (situated next to the “**Zoom**” button) on the “**Standard**” toolbar. When hidden text is shown it is marked with a dotted underline. This text will not be seen on the printed version.

1. This application must be completed electronically or typewritten
2. All sections marked as obligatory must be completed in full
3. Use lay terms wherever possible
4. Do not alter the layout or pagination of the application form
5. “Y” signifies Yes, “N” signifies No, and “N/A” signifies Not applicable
6. Some “Y”/“N” boxes have been reversed
7. HREC refers to Human Research Ethics Committee

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SECTION 1: ADMINISTRATION

This section is obligatory.

1.1 (a) Full project title

Fourth year psychology research projects: Application for Honours and Graduate Diploma in Science (Psychology) projects using first year psychology students as research participants

(b) Short name by which the project will be known

Fourth Year Psychology Projects

(c) Name of Chief Investigator

Dr. Damian Birney [Honours Coordinator]

Dr. Elizabeth Rieger [Graduate Diploma in Science (Psychology)]

(d) Provide a brief summary of the project in lay language (≈100 words)

Research projects involving standard procedures carried out by fourth year Psychology students using Psychology 1 students as participants, and employing a range of well established procedures which have been used for many years in this department.

(e) Outline the scientific merit of this study (including potential contributions to the body of knowledge and methodological rigor) (≈100 words)

Completion of a research project is a required part of 4th year Psychology courses. The participation of Psychology 1 students has the added advantage of giving these students hands-on experience with psychological research.

(f) Outline the ethical considerations associated with this study (≈100 words)

Enter data here

1.2 Indicate the institutional ethics committee that you consider to be the primary one for this project. (In general, if the Chief Investigator is a University employee, then the University should be considered to be the primary site. If participants are being recruited from a health care service, then the area health service ethics committee may be considered as the primary site.)

University of Sydney

1.3 (a) Has this project already been submitted to any other HREC(s)?

N

Y

(b) Will this project be submitted to any other HREC(s)?

N
Y

If you answered **YES** to (a) or (b), give the name of the HREC(s), and indicate the status of the application at each (i.e., submitted, approved, deferred or rejected). Attach copies of the correspondence with each of the other HREC(s). Please do not submit to more than one HREC concurrently.

Enter data here

1.4 List the following details of the Chief Investigator/Supervisor, any Co-Researcher(s), Associate Researcher(s) and Student(s).

Chief Investigator/Supervisor

Name	Damian Birney (Psychology Honours Coordinator)
Title	Dr.
Qualifications	PhD
Positions held: employed, conjoint/adjunct/visiting	Lecturer
Full mailing address (including building number)	School of Psychology (A18), University of Sydney, NSW, 2006, Australia
Telephone	02-9351-4236
Fax	02-9036-5223
E-mail	damianb@psych.usyd.edu.au

Co-Researcher(s), Associate Researcher(s), Student(s) or other Personnel involved in the study (indicate for each named person whether they are University staff, student or neither). If the named person is a student, nominate (in the Qualifications section) the degree for which he/she is enrolled.

Name	Elizabeth Reiger (Graduate Diploma in Science – Psychology Coordinator)
Title	Dr
Qualifications	PhD
Positions held: employed, conjoint/adjunct/visiting	Lecturer
Full mailing address (including building number)	School of Psychology (A18), University of Sydney, NSW, 2006, Australia
Telephone	02-9351-2788
Fax	02-9036-5223
E-mail	lizr@psych.usyd.edu.au

PLEASE NOTE THAT ALL ACADEMIC STAFF IN THE SCHOOL OF PSYCHOLOGY MAY BE INVOLVED AS SUPERVISORS FROM YEAR TO YEAR

Name	Enter data here
Title	Enter data here
Qualifications	Enter data here
Positions held: employed, conjoint/adjunct/visiting	Enter data here
Full mailing address (including building number)	Enter data here
Telephone	Enter data here
Fax	Enter data here
E-mail	Enter data here

Name	Enter data here
Title	Enter data here
Qualifications	Enter data here
Positions held: employed, conjoint/adjunct/visiting	Enter data here
Full mailing address (including building number)	Enter data here
Telephone	Enter data here
Fax	Enter data here
E-mail	Enter data here

Insert additional boxes if necessary.

1.5 Who is the nominated Contact Person (from those listed in 1.4 above) for this protocol?

Name Dr. Damian Birney (Honours Coordinator)

1.6 In 1.4 are there students involved as researchers in this project?

N Y

If you answered **YES**, indicate the number of students covered by this study and the degrees, which this study will contribute towards (i.e., Honours, Masters, PhD, etc.)

There are approximately 100-120 students each year that will be conducting studies which will contribute towards an Honours or Graduate Diploma in Science degrees. The exact number of students varies from year to year.

1.7 (a) Indicate the proposed date of commencement of the project.

Projects may not commence without the prior written approval of the HREC.

Date March 2006

(b) Indicate the proposed completion date of the project.

Date March 2009

1.8 Indicate all location(s) at which the research will be undertaken.

University of Sydney

1.9 (a) Has this protocol received research funding or is this submission being made as part of an application for research funding?

N Y

If you answered **YES**, list the funding bodies to which you have submitted, or intend to submit, this project. Attach a copy of the grant application(s).

Funding body 1:Enter data here
Funding body 2:Enter data here
Funding body 3:Enter data here

- (b) What is the outcome of these funding application(s) (please tick the appropriate box)
- Funding body 1: Approved Pending Refused
- Funding body 2: Approved Pending Refused
- Funding body 3: Approved Pending Refused
- (c) If the title of the project submitted for funding is different from that listed under Q1.1(a), state it below.
- (d) Will this study still be undertaken if funding is not successful?
Y

Enter data here

Proceed to Section 2.

SECTION 2: NATURE OF RESEARCH

(refer to the National Statement on Ethical Conduct in Research Involving Humans, p23-45)

This section is obligatory.

2.1 The nature of this project is most appropriately described as research involving:- (more than one may apply):

- behavioural observation N Y
- questionnaire(s) N Y
- qualitative methodologies (e.g. focus groups, interviews) N Y
- psychological experiments N Y
- epidemiological studies N Y
- psychiatric or clinical psychology studies N Y
- human physiological investigation(s) N Y
- biomechanical device(s) N Y
- human tissue N Y
- a clinical trial of drug(s) or device(s) N Y

If you answered **YES** to the question on clinical trial of drug(s) or device(s), indicate which one(s) of the following apply:

- (i) Is the research being conducted under the Clinical Trial Notification Scheme (CTN)? N Y
- (ii) Is the research being conducted under the Clinical Trial Exemption Scheme (CTX)? N Y
- (iii) Is the research using only approved drug(s)/device(s) in accordance with Therapeutic Goods Administration Approved Product Information? (Note reversed order of the responses) Y N

If you answered **YES** to the question on clinical trial of drug(s) or device(s), be sure to complete **Section 11** of the form regarding Clinical Trials.

Proceed to Section 3.

SECTION 3: RISKS AND BENEFITS

(refer to the National Statement on Ethical Conduct in Research Involving Humans, p51)

This section is obligatory.

3.1 Please estimate the level of risk for participants in this study

Please tick the appropriate box:

<input type="checkbox"/>	<input type="checkbox"/>
High	Moderate
<input type="checkbox"/>	<input checked="" type="checkbox"/>
Minimal	No foreseeable risk

3.2 Could participation in the research adversely affect the participants?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
N	Y

If you answered **YES**, describe the possible adverse effects.

Enter data here

3.3 Could the research induce any psychological distress in the participants?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
N	Y

If you answered **YES**, describe the aspect(s) of the research and all the risks involved. Indicate the rate at which these risks are expected to occur. Indicate what facilities and trained personnel are available to deal with such problems.

Enter data here

3.4 Will the true purpose of the research be concealed from the participants?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
N	Y

If you answered **YES**, outline the rationale and provide details for the concealment. Provide details of the debriefing. (If you do not intend to debrief, give reasons why not).

Participants are not be informed of the specific hypotheses because of the methodological problems of demand characteristics (participants attempting to perform as they perceive they are expected to perform or in line with the hypothesis) which is inherent in human psychological research. All participants are provided with information about the general nature and aims of the research, the sorts of task they will be performing and the confidentiality of data. After participation (either immediately or as soon as the data collection phase is completed, where this is necessary), participants are given debriefing information (see Attachment A) which gives detail about the aims and hypotheses of the project.

3.5 (a) Could the research cause any physical harm to the participants?
(e.g. from physically invasive procedures or from drug administration, etc.) N Y

If you answered **YES**, describe the aspect(s) of the research and all the risks involved. Indicate also the rate at which these risks are expected to occur. Indicate what facilities/trained personnel are available to deal with such problems.

Enter data here

(b) Are you doing research on patients? N Y

If you answered **YES**, list the procedures/techniques which would not form part of routine clinical management.

Enter data here

3.6 Is this research expected to benefit the participants directly or indirectly? N Y

If you answered **YES**, provide details.

No payment is made, but students serving as participants can earn up to 5% credit for each of PSYC1001 and PSYC1002. Participation in these projects provides students with an invaluable opportunity to learn first hand about psychological research. However, it is made clear that if a student does not wish to participate, they can obtain the same marks by completing an alternative course assignment.

Proceed to Section 4

SECTION 4: PARTICIPANTS AND RECRUITMENT

(refer to the National Statement on Ethical Conduct in Research Involving Humans, p25-34)

This section is obligatory.

4.1 (a) What is the age range of all participants involved in this study?

17 years and older. All are University of Sydney students enrolled in PSYC1001 and/or PSYC1002.

(b) If the participants include children has a Prohibited Employment Declaration Form for the researchers (“criminal record check”) been lodged with the University or hospital? (see <http://www.kids.nsw.gov.au/check/>)

N

Y

If you answered **NO**, give reasons why not.

Enter data here

**4.2 Are the participants:-
(more than one may apply)**

– in a teacher–student relationship with the researchers or their associates?

N

Y

– in an employer–employee relationship with the researchers or their associates?

N

Y

– in any other dependent relationship with the researchers or their associates?

N

Y

– wards of the state?

N

Y

– prisoners?

N

Y

– members of the armed services?

N

Y

– mentally ill?

N

Y

– intellectually impaired?

N

Y

– unconscious or critically ill patients?

N

Y

– under the Guardianship Act 1987 (as amended)?

N

Y

– in a doctor–patient relationship or a health giver–receiver relationship with the researchers or their associates?

N

Y

If you answered **YES** to any of the above, provide details.

Some of the lecturing staff in the PSYC1001 and PSYC1002 courses may also be supervisors of fourth year research projects, but none would be directly involved in testing procedures (4th year students are required to do all of the testing). It is conceivable that some first year students may also be members of the Armed Services, but their participation will only be in their role as a student.

4.3 (a) What is the sample size for the study? Comment on how this sample size will allow the aims of the study to be achieved.

Required sample sizes depend on the nature of the research and the phenomena being investigated in each study. The maximum number of first year psychology participants any one researcher can recruit is determined by a quota on the first year psychology student pool. This is currently 100hrs of testing time per semester per researcher, but this may vary slightly from time to time depending on the researcher/participant supply and demand.

(b) How will the participants be recruited?

First year psychology students are informed in detail in the course handbook about participation in research. Studies are advertised using an online system (See Attachment A "Overview of the Online Research Participation Sign-Up System"). A permanent and prominent notice website reminds students (a) that all research is monitored by the Ethics Committee to ensure ethical compliance, (b) of their right to withdraw at any time and (c) of details of the person to contact in the Ethics Committee if they have any complaints or concerns. This information is also contained in the First Year Handbook which all students must purchase.

4.4 (a) Does recruitment involve a direct personal approach from the researchers to the potential participants?

N Y

If you answered **YES**, explain how the real, or perceived, coercion from researchers for potential participants to enrol has been addressed.

Enter data here

(b) Does recruitment involve the circulation/publication of an advertisement, circular, letter, etc?

N Y

If you answered **YES**, provide a copy and indicate where and how often it will be published.

Experiments are advertised on the Experimetrix webpage which must be approved by the first year participant pool coordinator. See Attachment A for the required information posted.

4.5 Will participants receive any reimbursement of out-of-pocket expenses, or financial or other "rewards" as a result of participation?

N Y

If you answered **YES**, what is the amount or nature of the reward and the justification for this?

No payment is made, but students serving as subjects can earn up to 5% credit for each of PSYC1001 and PSYC1002. Participation in these projects provides students an invaluable opportunity to learn first hand about psychological research. However, it is made clear that if a student does not wish to participate, they can obtain the same marks by completing an alternative course assignment.

4.6 Is the research targeting any particular ethnic or community group?

N Y

If you answered **YES**, which group is being targeted?

Enter data here

If you answered YES, has this project been planned in consultation with a representative of this group?

Y N

If you answered **YES**, who have you consulted and how do they represent this group?

Enter data here

If you answered **NO**, give reasons why you have not consulted.

Enter data here

Proceed to Section 5.

SECTION 5: PARTICIPANT INFORMATION AND CONSENT

(refer to the National Statement on Ethical Conduct in Research Involving Humans, p12-13, p28-29, p40-42, p44-45, p47-50, p54)

This section is obligatory.

5.1 Will a Participant Information Statement be provided?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
Y	N

The *Participant Information Sheet* information is provided on the website for each experiment (see Appendix A).

5.2 Will written consent be obtained?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
Y	N

Written consent takes the form of signing up for a particular project online. At the beginning of a testing session, subjects are told exactly what they will be doing, and then reminded of their right (also stated prominently in the PIS and on the web where they signed up) to withdraw at any time.

If you answered **NO** to either 5.1 or 5.2, give reasons why not.

Enter data here

5.3 In the case of participants who may not be fluent in English or who have difficulty understanding English, will arrangements be made to ensure comprehension of the Participant Information Statement and Consent Form?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
Y	N

If you answered **NO**, give reasons. If you answered **YES**, what arrangements have been made?

All Psychology 1 students can be assumed to have a good command of English.

5.4 (a) Does the Participant Information Statement and Consent Form:-

- give the title of the project on every page? (Use a short title as appropriate)

<input type="checkbox"/>	<input type="checkbox"/>
Y	N
- are the page numbers expressed as page 1 of .., 2 of .., 3 of .. etc?

<input type="checkbox"/>	<input type="checkbox"/>
Y	N
- include an assurance that participation is voluntary and participants are permitted to withdraw from the project at any time without penalty or prejudice?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
Y	N
- give the name and telephone number of an appropriate researcher?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
Y	N
- give a telephone number, fax number and E-mail address for the HREC, should a participant wish to make a complaint about the conduct of the research project?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
Y	N

(b) How has the possibility of withdrawal from the study been addressed in the Participant Information Statement and Consent Form?

The Consent and Participant Information Sheet (PIS) detail appears on the Schools official website. Both the PIS and the First Year Psychology Handbook includes information about the right to withdraw and details of procedures for complaints. Details of the project appears on the official first year Psychology signup system and cannot be posted unless approved by the Administrative Coordinator of First Year Psychology (a login/password system ensures this). Both the sign up pages and the PIS give name, phone and email address for the experimenter and supervisor, and details of the right to withdraw and procedures for contacting the HREC for complaints/concerns.

(c) Are the first page of the Participant Information Statement and Consent Form printed on appropriate institutional letterhead?

Y N

The First Year Psychology Handbook is an official publication of the Psychology Department and contains the University letterhead on its cover. Details of projects appears on the official first year Psychology experiment sign-up system and are not valid unless approved by the Administrative Coordinator of First Year Psychology. The Participant Information Sheet appears on the official Department of Psychology website.

Proceed to Section 6.

SECTION 6: CONFLICT OF INTEREST AND OTHER ETHICAL ISSUES

(refer to the National Statement on Ethical Conduct in Research Involving Humans, p. 51–54, Appendix 2)

This section is obligatory.

6.1 Are any “conflict of interest” issues likely to arise in relation to this research?

N

Y

If you answered **YES**, provide details.

Enter data here

6.2 Do the researchers have any affiliation with, or financial involvement in, any organisation or entity with direct or indirect interests in the participant matter or materials of this research?

N

Y

(Note that such benefits must be declared in the Participant Information Statement.)

If you answered **YES**, provide details.

Enter data here

6.3 Do the researchers expect to obtain any direct or indirect financial or other benefits from conducting this research?

N

Y

(Note that such benefits must be declared in the Participant Information Statement.)

If you answered **YES**, provide details.

The only benefit to be derived is the fact that the successful completion of a research project is a required part of the students' candidature.

6.4 (a) Have conditions already been imposed upon the use (eg. publication), ownership of the results (eg. scientific presentations) or materials (eg. audio-recordings) by any party other than the listed researchers?

N

Y

(b) Are such conditions likely to be imposed in the future?

N

Y

If you answered **YES** to (a) or (b), provide details.

Enter data here

6.5 Does your research involve the secretive use of photographs, tape-recordings, or any other form of record-taking?

Y

N

If you answered **YES**, provide details and a justification for the secrecy.

Enter data here

6.6 Provide details of how feedback of the results of the study will be made available to participants.

Group-level performance feedback and a summary of the results will be made available to participants on request from the investigators (either via email correspondence or appointment at the University of Sydney).

Proceed to Section 7.

SECTION 7: PRIVACY AND PUBLICATION OF RESULTS
(refer to the National Statement on Ethical Conduct in Research Involving Humans, p. 52-53)

This section is obligatory.

7.1 Is there a requirement for the researchers to obtain information of a personal nature (either identifiable or potentially identifiable) about individuals without their consent

(a) from Commonwealth departments or agencies?

N Y

(b) from State departments or agencies?

N Y

If you answered YES to (a) or (b) please fill out the additional [Privacy Application Form](#).

(c) from other third parties, such as non-government organisations?

N Y

If you answered **NO** to (a), (b) and (c), go to 7.2.

If you answered **YES** to (a), (b) or (c), state what information will be sought and how many records will be accessed.

Enter data here

Justify why personal identifiable (or potentially identifiable) data is necessary and why written consent will not be obtained from individual participants.

Enter data here

Justify how the public interest in this research outweighs to a substantial degree, the public interest in privacy.

Enter data here

7.2 Will any part of the study involve recordings using audio tape, film/video, or other electronic medium ?

N Y

If you answered **YES**, what is the medium and how it will be used?

In some projects (see list of project types, Section 8), stimuli will be presented on computer screens, audio tape or video tape. As described in Section 8, subjects would be required to respond in various ways to these stimuli (for example, perceptual or cognitive judgements), which may be recorded for subsequent scoring.

7.3 Is there any possibility that information of a personal nature could be revealed to persons not directly connected with this research?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
N	Y

If you answered **YES**, provide details.

Enter data here

7.4 (a) How will the results of the study be disseminated?

Results are written up in the form of a 12,000 word report in the case of Honours students, and a 8,000 word report in the case of Graduate Diploma in Science students. In some cases, published papers or conference presentations are generated. Honours theses are held in the School thesis library.

(b) How will the confidentiality of data collected/disseminated, including the identity of participants, be ensured?

Data generated by these projects remain confidential and reports of research do not contain any reference to participants' names. Only the student and the supervisor have access to the data. Questionnaires, data records etc are either anonymous or identify participants by number only.

(c) What is the proposed storage of, location, and access to, materials collected (including files, audiotapes, questionnaires, videotapes, photographs) during the study?

Data must be kept in order to verify details or respond to reviewers' requests for further analysis if the research is submitted for publication. Data is kept locked in the supervisor's office, and only the supervisor and student have access to the data

(b) Specify how long materials collected (including files, audiotapes, questionnaires, videotapes, photographs) during the study will be retained after the study and how they will ultimately be disposed of.

Please ensure that the period of data retention stated here is appropriate to the nature of the proposed study. If the project involves clinical trial(s), the data should be kept for a minimum of 15 years (please refer to <http://www.fda.gov/oc/ohrt/irbs/websites.html>) If the projects do not involve clinical trial(s), the data should be kept for a minimum of 7 years after which time the data may be disposed of. *(Please also refer to National Statement on Ethical Conduct in Research Involving Humans, 12.11 for further requirements).*

All records will be kept for a minimum of 7 years after which they will either be destroyed by confidential paper shredding or be electronically erased.

Proceed to Section 8.

SECTION 8: DESCRIPTION OF PROJECT

(refer to the National Statement on Ethical Conduct in Research Involving Humans, p. 13)

This section is obligatory.

Describe the project using lay terms wherever possible, including the aims, hypotheses, research plan and potential significance. Where relevant, provide the projected number, sex, and age range of participants (including inclusion/exclusion criteria). You must satisfy the HREC that the study is scientifically valid and conducted in accordance with the accepted principles governing research involving humans.

The description must be no longer than 2 pages and must be in a font size of at least 10 points.

A required and central part of students' fourth year in Psychology is the completion of a research project. There are approximately 95 students involved per year: approximately 60 Honours students and 35 Graduate Diploma in Science (Psychology) students. These projects are designed and carried out in close consultation with a supervisor who is always a member of the academic staff of the Department of Psychology. In some cases there is also an external supervisor who is an appropriately qualified academic or researcher in a related institution. The general purpose of these projects is to provide training in research methods in Psychology. This is required for eligibility for graduate membership of the Australian Psychological Society, and in turn is a prerequisite for registration as a professional psychologist and for entry in to most postgraduate courses in Psychology.

In addition, the aim of each fourth year project is to further knowledge in a particular area of Psychology. It is a course requirement that these projects do not simply replicate previous research, but rather make an independent contribution to knowledge in that area. Consequently, the results of a good number of these projects are published in professional journals or presented at professional conferences.

The present application is for a renewal of ethical approval of those fourth year projects which use the procedures listed below and employ as participants undergraduates enrolled in PSYC1001 and PSYC1002, general introductory courses taken by approximately 1500 students. Procedures of this kind have been standard for many years, and were approved by the Human Ethics Committee in an application in 1998 (Ref. No. 98/2/2 entitled "Fourth Year Psychology Research Projects") which covered 1998-2000 inclusive, and was subsequently renewed to March 31, 2006 (Ref No 2157 (01/03/38)).

The procedures used in these projects are of two main types:

TYPE 1 EXPERIMENTS

These consist of experiments which investigate aspects of various psychological processes such as memory, language or speech processing, learning, skilled performance, problem solving, pattern recognition, attention perception. Typically they employ the presentation of some kind of stimulus material (for example, words or visual patterns presented on a computer screen, on cards, or projected; words or other auditory stimuli presented via headphones or a loudspeaker) and participants are required to respond in some manner, either immediately or at a later time, as in memory experiments. Such responses may involve pressing an appropriate key, tracking a moving target, selecting from an array of items in a recognition test, or psychophysiological measures such as changes in skin conductance or heart rate.

Type 1 experiments use one or more of the following procedures:

1. reaction times measured by keyboard press, mouse button or voice key
2. presentation of visual stimuli (including faces, alphanumeric characters, geometric forms) on computer monitors, cards, or projected onto a screen
3. presentation of auditory stimuli, including words, melodies, single tones or complex sounds via headphones or loudspeakers
4. assessment of body shape of photographic images
5. recording of eye position using infra red sensing device or video-photography
6. reasoning tasks, including arithmetic, anagram and concept formation tasks
7. memory tasks, involving words, faces, video-taped events, other visual or auditory patterns, odours

8.1 (continued)

8. presentation of computer-simulated driving tasks, and measurements of steering, accelerator and brake responses
9. tracking tasks involving continuous responding to changing visual or auditory patterns
10. motor tasks involving grip strength, throwing or motor discrimination tasks
11. non-invasive electrophysiological measures: cardiovascular, heart rate monitors using an ear lobe clip, electroencephalographic (EEG), skin conductance, electromyographic and electro-oculographic measures
12. evaluation of transfer of training on a variety of computer tasks - e.g. library database searches
13. judgement of food or drink flavours and sniffed odours, and consumption of commonly available food and drinks
14. Perceptual tasks involving judgement of visual and auditory stimuli
15. Presentation of a ball-tossing game played with two computer simulated players where the participant may be briefly excluded from play

TYPE 2 EXPERIMENTS

These are usually employed in social psychology projects. They involve the administration of a self report questionnaire or test, which is either a standard instrument (for example, kinds of personality, mood or ability tests) or an instrument which has been specifically developed for a specific study. Such projects cover diverse topics, for example, rating perceptions of health risks, rating the importance of various aspects of friendship.

Type 2 experiments use one or more of the following procedures:

1. various standard intelligence tests
2. various standard personality tests
3. various standard tests assessing mood and emotional state
4. standard format tests of associations between words and concepts
5. widely available questionnaires on attitudes, including measures of prejudice and stereotypes
6. questionnaires covering various aspects of behaviour, for example, social interactions, eating behaviour recreational behaviours.
7. questionnaires requiring estimates of the likelihood of future events, for example, health related, accidents, academic performance

Proceed to section 9.

SECTION 9: FIELD BASED RESEARCH OR RESEARCH CONDUCTED OUTSIDE AUSTRALIA

(refer to the National Statement on Ethical Conduct in Research Involving Humans, p.14, p.31-32)

This section must be completed for all applications involving EITHER field-based research OR research to be carried out in countries outside Australia (eg. in an Aboriginal and Torres Strait Islander community or research in a developing country).

N/A
Go to Section 10

9.1 Have you obtained formal permission from relevant authorities for entry to the area to carry out research (e. g., National government, National Research Council, and/or local government bodies, organisations of local communities)?

N Y

If you answered **YES**, name the relevant authorities and attach the relevant correspondence.

Enter data here

If you answered **NO**, give reasons.

Enter data here

9.2 If research is proposed among members of specific organisations, have you sought approval from those organisations (e. g., church groups, national associations, etc)?

N Y

If you answered **YES**, attach copies of relevant correspondence.

If you answered **NO**, give reasons.

Enter data here

9.3 Does the research involve individuals or groups of people who are not formally organised (e.g., people living in a village or town, etc)?

Y N

If you answered **YES**, indicate the context of the research. How will you obtain access to participants? Indicate any ethical issues that you can foresee in this approach.

Enter data here

9.4 Will your research necessarily involve the acquisition of objects of valuable cultural property (e. g., carvings, paintings, etc)?

Y N

If you answered **YES**, give details of arrangements with owners of the property with regard to access to/acquisition of these items, where appropriate.

Enter data here

9.5 Will your research necessarily involve any activities that are likely to be seen by research participants and/or members of their local communities as in conflict with local practices and customs (e.g. regarding religious or ritual participation)?

N
Y

If you answered **YES**, provide details.

Enter data here

Proceed to the Next Section.

CHECKLIST

The following documents are to be attached as indicated in the Guide to Applicants. Type N/A if not applicable.

Have you included the following:

- 1 x original application with ALL signatures + 15 copies
- 1 x original Consent Form(s) on letterhead + 15 copies
- 1 x original Participant Information Statement on letterhead + 15 copies
- 1 x original Recruitment advertisement/circular + 15 copies
- 1 x Evidence of permission to conduct research in locations not associated with the University + 15 copies
- 1 x Evidence of approval/rejection by other HREC(s), including comments and requested alterations to the protocol + 15 copies
- 1 x Copy of questionnaire(s), survey questions, interview topics to be covered etc. + 15 copies
- 1 x Statement from a medical/paramedical practitioner accepting responsibility for specific procedures + 15 copies
- 1 x Radiation Safety Report + 15 copies
- 1 x Relevant references or reference list + 15 copies

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ONE COPY ONLY REQUIRED

- Grant application with appropriate clearance forms as requested by the Research Office.

Attachment A

Overview of the Online Research Participation Sign-Up System

The Psychology 1 students making up the entire subject pool are registered in the online 'Experimetrix' system. Researchers (4th year students) and first year psychology students require a login and password before they can access the system.

Experimenters (fourth year students) apply for approval from the first year participant pool coordinator to advertise an experiment, and are issued a password. Experiments are advertised online with a brief description indicating the times at which students can sign up for the experiment.

Student participants can then register for the times which they wish to attend the experiment. After each student-participant has participated in the experiment, the experimenter uses the on-line system to award credit to the students – or to penalise students who failed to turn up for registered times (students can withdraw up to 24 hrs before a registered time without penalty). The system keeps track of how much credit students have accumulated, and how much credit experimenters have used up.

Applying for approval to advertise an experiment online

All three of the following documents must be submitted to the first year participant pool coordinator before approval to put the experiment online is granted.

1. Experiment description

This is a record of the information that will be entered online. It includes:

- a. The number of subject hours requested for the experiment in total
- b. The number of credit points to be given to each subject (1 credit point = 1 hour)
- c. The academic supervisor of the research
- d. A brief description of the experiment exactly as it will appear on the webpage
- e. The location of the study (e.g., building, room numbers)
- f. The researcher (and phone number and email) that students should contact regarding participation in the experiment

2. Ethics Declaration

Researchers must provide a copy of the Ethics Declaration form (which is submitted to the honours coordinator who collates these for the 4th year cohort and then forwards them to the Ethics Committee) to indicate that the research fits one of the categories of "Fourth Year Psychology Projects" that have been approved by the University of Sydney Ethics Committee.

3. Detailed Subject Debrief Sheet

This sheet should be handed out to participants at the end of their experimental session. Note that a debrief sheet generally has to be submitted along with all ethics applications and declarations (on University Letterhead with an Ethics Office contact on it). The standards of information required for that sheet are **lower** than those required for this debrief submitted for subject pool usage. This longer debrief sheet is required to fulfill educational objectives of the first year course. The debriefing information must include:

- a. The title of the experiment
- b. Duration of the experiment (e.g. Semester 1: Weeks 6-8)
- c. A clear description of the experiment and what was actually done
- d. A background to the experiment, involving a theoretical and practical justification for what was done
- e. Expected results and their meaning in straightforward terms
- f. Two references to previous research relating to the current research

The Debrief should be typed, approximately 500-1000 words, and may include diagrams, graphs or pictures.

Awarding Penalties

A simple penalty system is used in order to maintain control and equity over the awarding of course credit. Students are able to withdraw from the experiment anytime up until 24 hours before the experiment is due without penalty. Students are penalised the same value of the experiment they missed (1 hour = 1 credit point). Students with excuses backed up by documentation are accepted. Researchers may offer students the chance to be run in the experiment at another time at their discretion.

Researchers can also be penalized for not showing up to experiments. If it is impossible for a researcher to attend the planned session because of an emergency, he/she must arrange to have a notice put on the door of the experimental lab, specifying that the experiment will not be run. Students must then be awarded the credit they would have earned had they been present, and this will come out of the 100 hour quota of the researcher.