## Instructions for Applicants for Ethics Approval through Human Research Ethics Advisory Panel (HREAP-C)\*

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• Ethics clearance is required for all studies and teaching exercises in which human participants are recruited from any source, including family and friends.

• Ethics clearance can be obtained at either a university level or school level as follows:

(1) University Level:

Debriefing is standard in psychological studies. Please indicate how you will debrief the participants, including how you will tell the participants the aim of your study, tell them how their data contribute to that aim, and give the participants a genuine opportunity to ask questions and voice any concerns or difficulties they may have experienced.

For studies that use Psychology 1 students, the debriefing information must also address the educational value of participating in the study and the six questions (see Item 5d).

## **Processing Sequence for New Applications**

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1. Investigator downloads and completes the application form available at web address: http://www.psy.unsw.edu.au/research/research-resources

2. Investigator submit the application and attachments bundled as single pdf to the Ethics Convenors – Prof. E. J. Kehoe (j.kehoe@unsw.edu.au), Dr Kate Faassee (k.faasse@unsw.edu.au) and A/Prof Kristy Martire (k.martire@unsw.edu.au)

4. One of the Ethics Convenor assigns file numbers and clarifies any information

Note 2a: If there is an adjustment to the credit being awarded to Sona-1

## **Managing Distressed Participants**

Each year, there are a tiny number of participants who become distressed. It can occur for

- ' The 245 characters should be used to communicate the range of tasks, the procedure and the pro-rated recompense participants should expect from their involvement in your study.
- <sup>'</sup> E.g., You will receive max 1.75 points for your participation: 1pt for faceto-face lab session (1 hr); plus up to 0.75 additional pts for monitoring homework for three days (pro rated).
- 3. Participants are aware of any relevant eligibility criteria that may affect their ability to participate in further components of the study and get all of the advertised credit
  - ' i.e. participants are made aware of the proportion of pre-work or homework needing to be completed to be eligible to complete other study elements
  - ' For example, the participant in the example above enrolled in a 2-part study with 30 minutes of home-work should be made aware that they must complete at least 15 mins of the home-work tasks in order to be eligible to participate in the second study session.

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