

Ethics Checklist 2020

Online form:

1. Title. Brief description of the research (note this does not prevent you from changing the title in subsequent write-ups of the research)
2. Important note for supervisors! So that we can allocate your students' applications to your reviewer (see the spreadsheet on the internal School ethics page: <http://www.sussex.ac.uk/psychology/internal/hse>), your student will need to put the reviewer's name at the start of their project title (e.g. "Yuill. Investigating the effect of reviewing ethics applications on happiness"). If the title doesn't have the reviewer's name, the application will be sent back to you so it can be added.
3. Start date. When you plan to start the specific research you are applying for approval of (NOT when your funding starts or the date you submit your application). Allow time for review!
4. End date. When you plan to finish the research you are applying for approval of (not your expected submission date/end of funding period).
 - 4 years is the maximum period for which approval can be granted.
5. Project description – is there scientific justification?
 - **Briefly** explain the point of your research, bearing in mind that committee members are not all psychologists. (Multiple citations are not particularly useful in this section).
 - Provide an overview of the methodology and also useful to flag any key ethical issues here (and how you will address them)
6. Method: Again bear in mind that not all reviewers are psychologists so may not be familiar with some standard psychology procedures (e.g. what a stroop test is)
7. Confidentiality & Anonymity section: Please do not answer yes to every question – it is very very rare that all will apply in a single study. Blanket 'yes's' suggest the applicant hasn't really thought about their answers...
8. Data storage: Where, how, how long for. Useful to elaborate in section B11a
9. Informed consent section – as point 6 above, think about which points apply for your study (and which don't).

Supporting Documents:

Info sheet: Don't forget the following:

1. Contacts for researcher (and supervisor if appropriate)
2. Data use– include open access statement if relevant
3. Withdrawal information (*if* appropriate)– how and until when?
4. Insurance statement (essential for high risk)
 - Wording for this can be found in the psychology template footer
5. Ethics approval statement (with reference number & ethics chair contact email)
 - Wording for this can be found in the psychology template footer
6. Delete any irrelevant alternative/options from the template

Consent form

1. Must be **active** – (NOT 'by clicking continue'...)
2. Confirm any inclusion/exclusion criteria
3. Have all irrelevant/ alternative options on the template been deleted?
4. For interviews, separate consent to be recorded/videoed, and if on-line consent to the platform being used
 - possibly also for how recordings will be used
5. Separate consent for providing contact details for follow-up/databases

Debrief

1. Full disclosure of purpose of the study.
2. Justification of necessity of deception (if used).
3. Re-consent: e.g. Button to submit data
 - with reminder that once submitted, withdrawal is no longer possible
 - Or if subsequent withdrawal is possible, remind Ps how to do this.
4. Prize draw entry – gather contact details in a way that does not link them to responses.

Attachments

1. As well as the above, do not forget recruitment materials (SONA advert/poster/social media posts)
2. Reviewers may receive your materials as a merged pdf, so it is important that individual files have a title (in the file itself) so that reviewers know what they are looking at. e.g., for questionnaires, include a caption identifying which scale it is.
3. Stimuli materials. Reviewers need to understand what you are asking participants to do, if it is some kind of computer task, screen shots are very helpful.

Ethics Resources

The best places to start are the University ethics pages (see below*) and the School of Psychology ethics page <http://www.sussex.ac.uk/psychology/internal/hse>. On the School Page you'll find:

- links to templates and further guidance in blue box on the right <http://www.sussex.ac.uk/psychology/internal/documents/infoconsent-template-revised.doc>; and
- Standard Operating Procedures (SOPs) for EEG/TMS/ERP are in the left hand menu

There is a link to guidance notes for completing your form at the end of the second paragraph. <http://www.sussex.ac.uk/psychology/internal/documents/completing-your-crec-application-1507133.pdf>

If you need further information, clicking the 'useful information' link on the right will take you through to the University Research & Governance Ethics pages: <http://www.sussex.ac.uk/staff/research/governance/apply>

This is the central University Research Governance site where you'll find further resources to help you with your application, including:

- Panopto "How to complete your ethics application" videos
- [Guidance-for-completing-online-application-form](#)
- An Ethics A-Z
- Additional templates for research using interviews; and
- Further 'Useful Guidance' documents
- Contact details for help with ethics applications

Data protection and management

GDPR basic principles <http://www.sussex.ac.uk/ogs/policies/information/dpa>

More detailed guidance on Data Protection in Research

<http://www.sussex.ac.uk/staff/research/documents/guidance-on-data-protection-in-research--may-2018.pdf>

This is the link to Data Management in a broader sense provided on the library web pages:

<http://www.sussex.ac.uk/library/researchdatamanagement/>