

Supplementary Information RE: HREAP-C Applications

Q1: Do I need to include all of the text provided in the Participant Information Statement (PIS) and Consent Form (CF) templates? Some of it doesn't really seem to apply to my project.

A: Yes, we need you to include all of the text provided in the PIS and CF templates. Please also be sure to replace the italicized text with content relevant to your project. Even the seemingly irrelevant portions are necessary to ensure that your project complies with national and UNSW policy on ethical review. Where something does not seem to apply you should amend the existing text rather than deleting it.

Q2: My study involves more than one source of participants (e.g., a SONA-P sample and a Psychology 1 (SONA) sample) do I need to include a PIS and CF for each sample in my HREAP-C application?

A: Yes, you do. Please complete the PIS&CF templates for each participant source in your study and append them to your HREAP-C application. We are aware these versions may not differ from each other in many or large ways, however each version does need to be reviewed by the Panel. Combining the relevant information for multiple groups in one version of the PIS&CF may lead to unnecessary confusion or unrealistic expectations (particularly in cases where SONA-P or online samples are receive monetary compensation and Psychology 1 samples receive course credit).

Q3: Do I need HREAP approval if I already have HREC approval from UNSW or some other organisation, e.g., another university or area health service?

A: Yes you do need HREAP-C approval if you wish to access Psychology 1 participants, but in most instances you will not need to complete the full HREAP application. Instead, please complete the first 3 pages of the HREAP-C form, complete section 5d containing the mandatory debriefing questions, and attach a copy of the HREC/other organisation approval letter. Please note: In some cases, after reviewing these documents, we may need to ask you to complete the HREAP-C application in full, but we will do that on a case-by-case basis only if necessary.

Q4: How long is my project approved for and can I get an extension?

A: If your project was approved after 1 July 2014 it has been approved for a period of 5 years. Once your 5 year approval has lapsed you must submit a new HREAP-C application.

Q6: I would like to make some changes to my previously approved project - what do I do?

A: First, Download the 'Modification request form' from <http://www.psy.unsw.edu.au/research/research-tools>

- a. Fill out your project details at the top of the form (in the table) i.e.,
 - i. the date
 - ii. the chief investigator's name
 - iii. project title
 - iv. file number
 - v. brief description of modifications requested.
- b. NB leave the 'Provision comments' section blank for us to fill out.
- c. Save the file as 'FileXXXX Modification request' using the file number for your project.

Then, email the Ethics Conveners with:

1. the FILE number of your application in the subject heading (four digit);
2. a brief description of the previously approved project in the body of the email;
3. a description of any and all changes you would like to make to the project and any potential ethical issues arising

4. attach the modification request form and relevant supporting documents (e.g., updated PIS & CF; debriefing questions; measures).

The Convenors will then assess whether the changes fall within the original approval or whether a new HREAP application will be required on a case-by-case basis. Where the recruitment source, participant experience or recompense change, and updated PIS will be required.

Q7: My study already has a HREAP-C approval from last year, but it's not finished and I need more Psychology 1 participants - what do I do?

A: *If your project still has a valid approval* then you only need to file a request for a fresh allocation of Psychology 1 participants using the form entitled *Application for Additional Participants*, which can be downloaded from <http://www.psy.unsw.edu.au/research/research-resources>, and you will receive a new SONA number for your Psychology 1 participants.

Q8: Does the HREAP-C provide provisional approval for projects currently being considered by organisations external to UNSW?

A: Yes. Researchers sometimes find themselves in a situation where an external organisation will not approve a project until it has received UNSW HREAP-C approval. In these situations, the HREAP-C is able to provide *provisional* approval of such projects, which can then be conveyed to the external organisation. Final approval by the HREAP-C will be contingent upon receipt of approval documentation and/or a letter of support from the external organisation. (Some organisations have ethics committees, and some do not. In either case, provisional approval is possible.)