**(Form Student\_EN[[1]](#footnote-1)\*)**

**Ethics form for graduate and undergraduate students - human participants**

**Note - group projects fill in one copy with all your names on it. Consult your project supervisor for advice before filling in the form.**

**Your name(s):**  **Project Supervisor:**

A. Write your name(s) and that of your supervisor above.

B. Read section 2 that your supervisor will have to sign. Make sure that you cover all these issues in section 1. Discuss what you are going to put on the form with your project supervisor.

C. Sign the form and get your project supervisor to complete section 2 and sign the form.

**1. Project Outline (to be completed by student(s))**

**(i) Full Title of Project:**

**(ii) Aims of project:**

[Briefly introduce the rationale of the study by giving references to the relevant studies in the literature. This part should be around 200-400 words.]

**(iii) What will the participants have to do? (brief outline of procedure; please draw attention to any manipulation that could possibly be judged as deception; *for survey work, a copy of the survey should be attached to this form*):**

[Make sure you introduce all the tasks participants will be asked to engage in (e.g., read a text; answer some questions on a screen; listen to sounds; watch a movie, etc.)]

**(iv) What sort of people will the participants be and how will they be recruited? In the case of children state age range. (*Any participant who has not lived through his/her 18th birthday is considered to be a child!*)**

[Make sure you state that participants will be at least 18 years old (for studies recruiting adult participants).

Append the recruitment materials (e.g. flyers, posters, BAIS announcement, etc.) at the end of this form, both in English and in Turkish.]

*If you are testing children or other vulnerable individuals, state whether all applicants have CRB[[2]](#footnote-2)\*\* clearance*

**(v) What sort stimuli or materials will your participants be exposed to? Tick the appropriate boxes and then explain the form that they take in the space below, please draw attention to any content that could conceivably upset your participants).**

 **Questionnaires[ ]; Pictures[ ]; Sounds [ ]; Words[ ]; Caffeine[ ]; Alcohol[ ]; Other[ ].**

[Make sure you give the appropriate references for the materials that will be used in all of the tasks. If original materials, make sure to state that they are original and any sources from which they may have been adapted or inspired.

Append all study materials at the end of this form, both in English and in Turkish.]

**vi)** **Consent** Informed consent must be obtained for all participants before they take part in your project. The form should clearly state what they will be doing, drawing attention to anything they could conceivably object to subsequently. It should be in language that the person signing it will understand. It should also state that they can withdraw from the study at any time and the measures you are taking to ensure the confidentiality of data. If children are recruited from schools you will require the permission of the head teacher, and of parents. Children over 14 years should also sign an individual consent form themselves. When testing children you will also need Criminal Records Bureau clearance. Testing to be carried out in any institution (prison, hospital, etc.) will require permission from the appropriate authority. (Please include documentation for such permission.)

 **Who will you seek permission from?**

[Which participant group will you get permission from? If adults, then this should be that adult group. If other group, specify here.]

 **Please attach the consent form you will use. Write the "brief description of study" in the words that you will use to inform the participants here.**

Include here the study description from the consent form (copy paste).

[In addition to the points highlighted above, make sure the Informed Consent Form includes the information:

- that participants need to be at least 18 years old (for studies recruiting adult participants)

- that students who are currently taking a course from the faculty member, who is the supervisor of the project, cannot be participants in the study

- regarding if/how participants will be compensated

- regarding the potential risks (if any) and benefits of the study

- regarding the time it takes to complete the study

- regarding how both the researchers and the faculty member, who is the supervisor of the project, can be contacted

Append the Informed Consent Form at the end of this form, both in English and in Turkish.]

**(vii) Debriefing - how and when will participants be informed about the experiment, and what information you intend to provide? If there is any chance that a participant will be 'upset' by taking part in the experiment what measures will you take to mitigate this?**

[In addition to the points highlighted above, make sure you enlighten participants about your hypotheses, measures, and procedures and you fully debrief participants about any deception if they have been employed. Additionally, include the contact information for both the researchers and the faculty member, who is the supervisor of the project.

Append the Debriefing Form at the end of this form, both in English and in Turkish.]

**(viii) What procedures will you follow in order to guarantee the confidentiality of participants' data?**  Personal data (name, addresses etc.) should only be stored if absolutely necessary and then only in such a way that they cannot be associated with the participant's experimental data.

[Make sure you explain where/how the data will be stored/accessed to protect confidentiality/anonymity of the participants and how the results will be disseminated to ensure anonymity of participants.]

**(vii) Give brief details of other special issues the ethics committee should be aware of.**

**(viii) Tick any of the following that apply to your project**

[ ] it uses Bilkent facilities (e.g., Qualtrics, laboratory computers/rooms etc.);

[ ] it uses stimuli designed to be emotive or aversive;

[ ] it requires participants to ingest substances (e.g., alcohol);

[ ] it requires participants to give information of a personal nature;

[ ] it involves children or other vulnerable individuals;

[ ] it could put you or someone else at risk of injury.

**Student’s signature: ................................................................. date: .......................**

**(all students must sign if this is a group project, please initial all other pages)**

**The signatures here signify that researchers will conform to the accepted ethical principles endorsed by relevant professional bodies, in particular to**

**Declaration of Helsinki (WMA):
 http://www.wma.net/en/30publications/10policies/b3/index.html**

**Ethical Principles of Psychologists and Code of Conduct (APA):
 http://www.apa.org/ethics/code2002.html**

**Ethical Standards for Research with Children (SCRD):
 http://www.srcd.org/about-us/ethical-standards-research**

**2.** **Supervisor's assessment (supervisor to complete - circle yes or no)**

[The supervisor should answer the questions below by highlighting their responses (without signing) at the initial submission.]

*Yes/No -* I confirm that I have secured the resources required by this project, including any workshop time, equipment, or space that are additional to those already allocated to me.

*Yes/No -* The design of this study ensures that the dignity, welfare and safety of the participants will be ensured and that if children or other vulnerable individuals are involved they will be afforded the necessary protection.

*Yes/No -* All statutory, legislative and other formal requirements of the research have been addressed (e.g., permissions, police checks)

*Yes/No -* I am confident that the participants will be provided with all necessary information before the study, in the consent form, and after the study in debriefing.

*Yes/No -* I am confident the participant's confidentiality will be preserved.

*Yes/No -* I confirm that students involved have sufficient professional competency for this project.

*Yes/No* - I consider that the risks involved to the student, the participants and any third party are insignificant and carry no special supervisory considerations. If you circle "no" please attach an explanatory note.

*No/Yes -* I would like the ethics committee to give this proposal particular attention. (Please state why below)

**Supervisor’s signature: ........................................................... date: ........................**

**Please e-mail an electronic version of this word processed form (without**

**signatures) along with other application material to the committee to start the**

**evaluation process. Paper copies of all application material, (properly signed**

**where indicated, and initialled on all other pages) should be sent after possible**

**modifications suggested by the committee are finalized.**

Bilkent University does not allow the use of students of research investigators as participants. Students who have the potential of being graded by the investigators during or following the semester(s) in which the study is being carried out should not participate in the study. Students may not receive any credit for any university course, with the exception of the GE250/GE251 courses, for their participation. The GE250 and GE251 (Collegiate Activities I and II) courses include an optional activity which encompasses volunteering as a participant in a research project.

1. \* Adapted from *www.york.ac.uk/depts/psych/www/research/ethics/HumanProjForm.doc* [↑](#footnote-ref-1)
2. \*\* Criminal Records Bureau – Please attach relevant clearance documentation. [↑](#footnote-ref-2)