

If participants will be compensated with points for the GE250/251 courses, the following steps need to be followed:

1. The number of points to be awarded as compensation needs to be **specified on the Application Form, Informed Consent Form, and the Recruitment Materials**. These points need to be determined based on the following rules (as set by the GE250/251 course management):

Online studies: 5 points

In-person studies that last between 45-125 minutes: 10 points

In-person studies that last between 125-245 minutes: 15 points

In-person studies that last more than 245 minutes: 20 points

2. Upon the receipt of the ethics committee approval for the application and BEFORE the study announcements are posted and the study is opened to participation, the **faculty member or the teaching assistant** who supervise the project should get in touch with the GE250/251 course management, **send them the ethics approval** of the study, and **ask them to open the study** on the GE250/251 system. The following information needs to be provided to the GE250/251 course management:

Name of the study

Duration of the study

Number of GE points to be awarded

Information on how to join the study

**! A very important note !** The study announcements should NOT be posted and the study should NOT be opened for participation before the GE250/251 course management opens the study on the system as participants won't be able to receive points.

3. The **students** need to ensure they **collect name, surname, and ID number from their participants so that their GE250/251 points can be awarded**.

BUT VERY IMPORTANTLY, the students also need to **ensure that participant data and this personal information is kept separate and participants are given this information on confidentiality** – this needs to be explicitly explained on the **Application Form** and the **Informed Consent Form** (one way to do this in online studies can be to provide a unique code and a link to a Google Forms document at every end of the survey and ask participants to enter the code along with their personal information on the Google Forms document).

Once the study is over (and certainly **before the finals period is over** for each semester), the **faculty member or the teaching assistant** who supervise the project should get in touch with the GE250/251 course management and **give them the participant information** for the GE250/251 points to be awarded.

**SOME VERY IMPORTANT POINTS:**

- Only the **faculty member or the teaching assistant** who supervise the project (and NOT the students) should contact the GE250/251 course management. The GE250/251 course management will NOT **respond to e-mails coming from students**.
- Ensuring that participants receive the compensation they were promised is a crucial part of the ethics of research. **The students need to ensure they complete all the necessary steps for their participants to receive their GE250/251 points in order to successfully complete their projects.**