Psychology Department Ethics Proposal
Application to Conduct Research With Human Participants

Submit to the Department Chair

1. Title of experiment:

2. Name of course (if not part of a course, say so):

3. Professor:

4. List every person who will have contact with participants, as well as their capacity (e.g., experimenter, assistant, confederate).

   FULL NAME (typed) (CAPACITY/DUTIES)

   EXPERIMENTER SIGNATURES

   _____

   _____

   _____

   _____

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   _____

   Professor signature

   _____

   Date

   _____

<Material in **dark red** <and brackets> is to be DELETED when the proposal is submitted.>

1. Description of the Study — Purpose and Potential Benefits

<Describe the main goals and justification for the study. Discuss any potential benefits of the study, including those related to professional/scientific knowledge. [*Note:* Studies potentially involving more risks than encountered in normal life require a more detailed description.] Include a brief literature or historical overview pertinent to the study. Summarize the background, rationale, nature, and significance of the proposed research. If relevant, include key results of relevant related research.>

2. Specific Procedures to be Followed

<Provide a description of the *specific* procedures to be followed, including step-by-step details of everything your participants will experience during the experimental session, and information about how you will handle potentially sensitive or identifying information. This allows the Departmental Coordinator of Human Participants Research to determine whether your study is consistent with contemporary standards of research ethics. Please understand that the reviewer may be unfamiliar with specific procedures in your study. If you plan to give a scale, test or survey, attach a copy and note you are doing so here. Include each and every item you will ask participants, including demographics questions. If you are using an existing test or questionnaire, indicate whether it is in the public domain or you have received permission to use it. >

3. Participants

<In this section, describe the criteria for inclusion and exclusion in the study and include the anticipated number of participants. For example, a study on normal color perception might exclude colorblind individuals. Include, "Participants must be 18-years-old or older," unless your study deliberately targets younger participants, in which case you cannot receive approval from the Psychology Department Coordinator of Human Subjects Research, but must instead submit your proposal to the full Muhlenberg Institutional Review Board, using its forms & procedures.>

4. Confidentiality/Anonymity

<Describe how you will maintain confidentiality or protect the anonymity of research participants. Note: confidentiality means that you (or someone involved in the study) will be able to link the participants to their data; anonymity means that no one will be able to link the participants to their data. If it is necessary to record participant names with data, provide a justification for this need and indicate what you will do with identifying information at the conclusion of your study. If you are not using the SONA system to recruit participants and promise participants some incentive to participate (e.g., a chance to win a prize), indicate how you will contact participants so they receive their incentive without permanently linking their identities to the data they provide for your study.

For online studies, use this language: "IP addresses will not be tracked, maximizing the anonymity and confidentiality of the survey." For Mechanical Turk participants, add something like the following to the Informed Consent language: "Please be aware that any work performed on Amazon MTurk can potentially be linked to information about you on your Amazon public profile page, depending upon the settings you have for your Amazon profile. We will NOT be accessing any personally identifying information about you that you may have put only your Amazon public profile page. We will store your MTurk worker ID separately from the other information you provide us. Additionally, Amazon will NOT have access to your responses on the questions being hosted at the Surveymonkey link.">

5. Harm or Risk

<Describe the risks (potential harm) to participants of participating in this study and the procedures you will employ to detect and minimize those risks. If no foreseeable harm to participants is evident, include "No obvious risks to participants beyond those normally encountered in daily lives of college students," suitably adapting that language for non-Muhlenberg participants.>

6. Informed Consent Procedure

<If a departmental informed consent form (posted on the website) is to be used with students enrolled in psychology courses, you MUST include a copy of that form (adapted for use in your study) in this application. Otherwise, describe in detail the manner in which subjects will be provided with information about the study so that they can make an informed decision concerning their participation. Use the *online* informed consent template for *online* studies and the *in-person* informed consent template for *in-person* studies.>

7. Deception

<Explain any deception involved in the experiment and provide a justification for this deception. If no deception is used, write, "This study does not employ deception either through the withholding of information from, or the presentation of misinformation to, subjects.">

8. Debriefing

<If you are requesting to use psychology students and plan to provide each participant with a written debriefing, provide a copy of that debriefing. The title of your experiment must appear at the top of this document, along with the word "Debriefing." The contents of your debriefing should adequately describe your research in terms any introductory psychology student would understand. If you use any deception in your experiment, you must explain what you did and why you did it. Include your name and the name of your professor, along with one or more telephone numbers and/or e-mail addresses where participants can reach you for further information.

It is typically best to provide participants with a written debriefing statement. However, if you decide not to provide each subject with a written debriefing, but rather plan to debrief them orally, the script for this oral debriefing must be included in your ethics proposal/application to use

human participants (and titled "Script for oral debriefing of [title of experiment]"). Participants must still be provided, in writing, with the experiment title, one or more student names, e-mail addresses, and phone number (as applicable), and the name, e-mail address, and phone number of the professor with primary responsibility for the study.>

9. Participant Recruitment

<Explain how participants will be recruited. Provide the specific recruitment information provided to prospective participants, including:

- The title of the experiment [Be sure that you don't reveal your hypothesis in the title presented to participants, as that may bias your results; the title you give to participants in your SONA or other recruitment and on the informed consent form may be different from the title of this proposal or your paper title, but the SONA title and the informed consent title must be the same. Where possible, also use the approval code at the bottom of the ethics review approval in your SONA recruiting materials] ;
- A brief but adequate description of the experiment, written so it can be understood by Introductory Psychology students. Do not reveal hypotheses or discuss research design, simply provide a description of concrete behaviors expected if participants. Avoid commands such as "You will remember a list of words." Instead, use "You will be asked to remember a list of words";
- A list of possible risks (potential harms) to participants. If working with Muhlenberg student participants and risks are minimal, you may use "No obvious risks to participants beyond those normally encountered in daily lives of college students." (suitably adapting that language for non-Muhlenberg students);
- Indicate what benefits participants will receive (e.g., "mTurk participants who complete this study, appear to be paying attention to the questions, and correctly answer the attention check questions will receive 50 cents for participating") and may receive (e.g., "participants may understand themselves better, to their pleasure or displeasure").
- For online participants, include this language: "IP addresses will not be tracked, maximizing the anonymity and confidentiality of the survey." For Mechanical Turk participants, add the following to the Informed Consent: "Please be aware that any work performed on Amazon MTurk can potentially be linked to information about you on your Amazon public profile page, depending upon the settings you have for your Amazon profile. We will NOT be accessing any personally identifying information about you that you may have put only your Amazon public profile page. We will store your MTurk worker ID separately from the other information you provide us. Additionally, Amazon will NOT have access to your responses on the questions being hosted at the Surveymonkey link."
- A listing of any restrictions that pertain to the study (e.g., "must be 18 or older" or "females only"). In the case of a two-part experiment, you may say "This is a 2-part experiment. Please do not sign up unless you can attend both sessions." Do not say, "You must attend both sessions," since that is implied coercion;
- The faculty member's name, e-mail address, and phone number and all student experimenters' names. In the case of a study in which some experimenters will serve as confederates, the

names of confederates should not be listed on the recruitment info. Confederates must, however, be listed on the ethics proposal cover page.>

10. Location

<Identify specifically where the experiment will be conducted. As applicable, include the name of building and (if known) room number.>

Checklist — include *each* of the following (as relevant):

☐ Cover sheet with experimenter signatures and professor's signature

☐ Application narrative (answers to Points 1-10)

☐ Recruitment/Solicitation information, if not included in #8 above (e.g., SONA text or copy of flyer or sign-up sheet)

☐ Copy of informed consent form or explanation of informed consent procedure (be sure to use the *online* informed consent form for *online* studies and the *in-person* informed consent form for *in-person* studies)

☐ Copy of each questionnaire to be administered (if applicable)

☐ Copy of stimulus materials or performance task (if applicable)

☐ Copy of debriefing (if not included in #8 above)