

# Ethics Workshop

October 18, 2016

This .ppt offers suggestions relevant to UG and TPg students submitting ethical review documents to the PS department of EdUHK. Please check the website for updated forms and guidelines as necessary.

# Why are we here today?

- To guide you through the practical aspects of completing your ethics application
- Must obtain ethics approval before you collect any data!

# Documents to prepare

- Ethics application form
- Research Proposal (simple, a few pages, consult your supervisors)
- Consent form and info sheet (pay attention to the age group you are testing)
- (School/Organization Consent form and info sheet)
- (Debriefing)
- (Data collection form, e.g. full questionnaire/ interview script or examples of questions)

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### Information for our Staff / Students

- > [Guideline and Policy](#)
- > [Research support](#)

## Guideline and Policy

### Ethics Application Forms (Undergraduate and Taught Postgraduate)

*(For Application)* [Ethics Application Documents](#)

**IMPORTANT:**

\*The application form, samples of consent forms and information sheets are provided for undergraduate ([BSocSc\(PSY\)](#), [BEd with PS staff as supervisors](#)) students, [taught postgraduate](#) (i.e. [MSocScP \(SCS\)](#), [MEd with PS staff as supervisors](#)) students. For students of other programmes, they should contact their own Departments on where to download the ethics forms.

\*Please [download](#) the [application form](#) in **1.** + [appropriate consent forms and information sheets](#) in **2.**

**1. Ethics Application Form** (with [PS's advice](#) in red, updated by [PS](#) in 7/2016)

**2. Consent Form and Information Sheet** (updated by [PS](#) in 7/2016)

2.1 For ALL studies that will be conducted in [Schools](#)

[School Consent Form and Information Sheet](#)

2.2 For ALL studies that will be conducted in [Centre / Organization \(as Data Collection Site\)](#)

[Centre / Organization Consent Form and Information Sheet](#)

2.3 For participants [under age 9](#)

[Parental Consent Form and Information Sheet](#)

[Script of Verbal Explanation to Children](#)

2.4 For (a) participants [aged 9 to 15 or](#)  
(b) participants [aged 16 to 17 \(NON minimal risk studies\)](#)

[Parental and Participant Consent Form and Information Sheet](#)

2.5 For (a) participants [aged 16 to 17 \(minimal risk studies\)](#) or  
(b) participants [aged 18 or above](#)

[Participant Consent Form and Information Sheet](#)

Pick and choose based on your needs



Pick and choose based on your needs



2.3 For participants **under age 9**

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(b) participants **aged 18 or above**

[Participant Consent Form and Information Sheet](#) 

*(For Reference)* **Ethics Application Related Materials**

1. [PS Department Guidelines for Student Ethics Applications](#) 

2. [PS Department FAQs for Student Ethics Applications](#) 

# Application Form

## THE EDUCATION UNIVERSITY OF HONG KONG

### Application Form for Ethical Review (for STUDENT Research Projects)

- Please read carefully the Operational Guidelines and Procedures of the Human Research Ethics Committee available at <http://www.eduhk.hk/rdo/human.html> before completing this form.*
- An application for ethical review should include the following documents:*
  - *a completed application form for ethical review*
  - *a sample of the bilingual consent form and information sheet to be distributed to potential research participants*
  - *a copy of the research proposal including any questionnaire and/ or interview script*

#### PART I TYPE OF PROJECT

<i>(Please put "x" as appropriate)</i>	
<input type="checkbox"/>	Research Postgraduate ( <u>RPg</u> ) Student Research Project (MPhil/PhD)
<input type="checkbox"/>	Doctor of Education ( <u>EdD</u> ) Student Research Project
<input type="checkbox"/>	Taught Postgraduate ( <u>TPg</u> ) Student Research Project (MA/MEd/PDGE)
<input type="checkbox"/>	Undergraduate (UG) Student Research Project



## PART II SUMMARY OF THE APPLICATION

### 1. Student Investigator (Applicant)

Name:	
Student Number:	
<u>Programme Title</u>	<u>BSocSc(PSY)</u> , Department of Psychological Studies (PS)
(Please put "x" as appropriate)	<u>MSocScP(SCS)</u> , Department of Psychological Studies (PS)
	<u>BEd</u> ( ) (please specify), Department of (please specify)
Year of Study:	<b>Year 4</b>
Telephone Number:	<b>Your phone number</b>

### 2. Principal Supervisor

(a) Name	*Prof/ <u>Dr/ Mr/ Mrs/ Ms/ Miss</u> *Please delete as appropriate
(b) Post: *Please delete as appropriate	Chair Professor / Professor / Associate Professor / Assistant Professor / Senior Teaching Fellow / Teaching Fellow I / II
(c) Telephone number	
(d) Faculty / Department	FEHD / PS

**Check PS  
website!**

### 3. Co- Investigator(s) including External Collaborator(s) (if any):

Name	Position	Department / Institution	Telephone Number

4. Project Title:	
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5. Project Duration:	From	<b>Oct 1, 2016</b>	To	<b>Jun 30, 2017</b>
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6. Area/Field of Research::

**Keep it simple!**

7. Purpose of the Research: [2-3 sentences explaining the main goal of the research]

8. Summary of the Research: (The summary should be limited to 1/2 page or 200 words, comprehensive to a non-specialist. The summary should indicate clearly what human participants are involved, be informative and indicative of the nature of research to be conducted.)

[A simple abstract of your research that a layperson could understand, AND it should also include information about the **METHODOLOGY**: who your participants will be and how many, what they will be asked to do for your research, and how you will recruit them. Of course, there will be more detail in your Proposal, but you should summarize it here.]

- 1. Who?**
- 2. How old?**
- 3. How many?**
- 4. What do they do?**
- 5. How to recruit?**

9. Methodology of research:

Please provide a concise description of what is required of participants. i.e. the kind of tests, measures, instruments, observations, or procedures that they are expected to undergo. Provide details on the time commitments expected of participants and the data-collection settings (such as when and where will the research take place). If standardised tests, surveys, or interviews are to be used, describe them and attach a copy of the questions.

- 1. Procedures (kind of measures, surveys, experiment tasks, attach copy of standardized tests/surveys)**
- 2. How much time per task?**
- 3. How much time per subject?**
- 4. When? (e.g., after lessons, during the day, online at a time convenient to participants)**
- 5. Where?**
- 6. Video or audio taping?**

10. Does your research involve human participants directly? (Please indicate your answer with “x”)	
No	
Yes	<b>Most should be “yes”</b>

11. Does your research involve other human data, e.g. secondary data, archival data, etc.? (Please indicate Yes/No with “x”)						
No	<b>Most should be “no”</b>					
<i>(If 10. and 11. are both “NO”, please go to PART III)</i>						
Yes	Source of human data:  (please put “x” next to appropriate box)	<input type="checkbox"/>	From a public domain source (please specify)			
		<input type="checkbox"/>	Secondary use of previously collected data			
			→Data is	<input type="checkbox"/> Anonymous	<input type="checkbox"/> Pseudonym	<input type="checkbox"/> Others
			→If not anonymous, consent for new use of data is	<input type="checkbox"/> obtained	<input type="checkbox"/> not yet obtained	
<input type="checkbox"/>	Others (please specify)					

12. Details about the direct participants of the proposed research project	
12.1 Please fill in the below information about the participants (in groups) involved in your research project including number of participants, backgrounds of the groups and age range, etc.	
<b>E.g., <u>50 undergraduate</u> students between <u>18-25 year old</u> recruited from EdUHK</b>	
12.2 Are there any reimbursements or other incentives to participants? (Please indicate Yes/No with "x")	
	No
	Yes. (Please mention below the cost and the form of reimbursements or incentives offered and clarify why they are reasonable.)
	<b>E.g., each participant will get \$20 to compensate for their time and effort</b>
12.3 Please explain your way(s) of recruiting your participants and inviting them to join in step-by-step detail.	
<b>E.g., emailing (n times within n weeks) / poster / contacting schools / contact through the student investigator's social network by whatsapp / facebook.</b>	

**Do NOT be coercive: e.g., email/whatsapp them once or twice, and then interested individuals will contact you by themselves.**

12.4 If applicable, explain how you will obtain the participants' contact information in detail.	
<b>First, think about whether you will obtain their contact info!</b>	
<b>If so, think about whether you ALREADY have their contact info (e.g., from intranet mailing list or your phone book), or describe how you actively collect them.</b>	
12.5 Does your research project involve organizations? (Please indicate Yes/No with "x")	
	No
	Yes. Please identify the data collection site(s), and describe how you will obtain consent/ permission from the data collection site(s). If no written consent will be obtained, please state the reasons below:
	<b>School is counted as "organization"</b>
12.6 Are there any relationships between people involved in the recruitment and the participants (such as teacher and students, principal and teachers, nurse and patients)? (Please indicate Yes/No with "x")	
	No.
	Yes, state below the nature of the relationship, and mention the special precautions which will preserve their rights to decline to join or withdraw from participation once the research has started.
	<b>What about friends or classmates?</b>

**"I will invite friends to participate in the study by emailing them a maximum of n times within n weeks. Interested individuals will approach me for participation. No further persuasion will occur so that I will not be perceived as coercive."**

**"It will be stated on the consent form that participants are free to withdraw from the study at any point without negative consequences."**

**Pay attention if you are doing research on subjects under 18!!**

<b>PART III ETHICAL REVIEW CHECKLIST</b> (Please answer <u>all</u> questions a - r & question t on next page. Indicate Yes/No with "x" and provide elaboration in "s." if you have checked "yes" to any of the below questions)		<b>Yes</b>	<b>No</b>
a	Will the study involve research participants who are not able to give informed consent? [e.g. minors (aged below 18), mentally handicapped people, unconscious patients] (If so, please elaborate on the number of participants and ages. See paragraph 29 of the HREC Operational Guidelines and Note (2) for information on required consent procedures.)		
b	Will there be any coercion on the part of the investigator?		
c	Will the data collected have any personally identifiable information of living people, such as name, address, ID numbers, etc? (If so, see HREC Operational Guidelines – Part V regarding Confidentiality and Storage of Data)		
d	Will the study draw data on personal/medical data from public/government databases such as medical information from Clinical Management System of Hospital Authority? If so, please state what information will be drawn from which database and by whom.		
e	Will the study collect information regarding sensitive aspects of the research participants' behavior such as drug and alcohol use, illegal conduct, or sexual behavior?		
f	In case the information on the research participants is disclosed, will it reasonably place the research participants at risk of civil or criminal liability or damage the research participants' financial standing, employability or reputation?		
g	Will financial or other inducements (other than reasonable expenses and compensation for time) be offered to research participants?		

!!!

Explain the measures you take to minimize these

h	Will deception of research participants be necessary during the study? (If so, explain why deception is necessary. Also, please include information on debriefing procedures)			!!!
i	Will the study involve prolonged and repetitive testing?			
j	Will the study cause psychological stress or anxiety?			!!!
k	Will pain or more than mild discomfort is likely to result from the study?			
l	Are drugs or placebo to be administered to the research participants?			
m	Will the study involve any intervention?			
n	Will blood or tissue samples be obtained from research participants?			
o	Will the research involve any DNA work or human embryo or stem cell research?			
p	Will the research participant's identity be disclosed if archived tissue samples or personal / medical / social records are used? <i>Please delete as appropriate: NA, Yes, No.</i>			Usually NA
q	Will you use irradiation or hazardous substances on research participants?			
r	Will the study impinge on the research participants' right to privacy or their personal life?			
s	<p>If you have checked "Yes" to any of the above questions, please provide elaboration below:</p> <p>[Remember that if your participants will be below the age of 18, you should write here exactly how many participants and of what ages, e.g. "30 students within the ages of 16-18 will be recruited"]</p>			



*Note (1): If you indicate 'Yes' to question (a), please specify the number and age of participants.*

*Note (2): The following guidelines for obtaining consent should be adopted if the research participants are minors:*

- *For children aged below 9, only the signature of their parents/guardians is required; completion of the task, after verbal explanation of its nature by the researcher, provides implied consent by the child.\**
- *For children aged 9 to 15, signature of both the children and their parents/guardians is required; \**
- *For adolescents aged 16 to 17, signature of the adolescents is required and consent from their parents/guardians is optional for studies involving minimal risk.*

\* For minimal risk research, you may ask for passive consent, that is, parents/guardians return the consent forms only if they DO NOT wish their child to participate. For all other research, active consent, whereby parents/guardians indicate their child may participate, MUST be obtained.

#### **Definition of Minimal Risk:**

No undergraduate research on children should be more than minimal risk. In other words, the ethics proposal must not have any of the following elements [adopted from CUHK Survey Ethics Guidelines (expedited review section) <http://www.fed.cuhk.edu.hk/eng/research/ethics.html>]:

- a) No excessive inducements to participate  
If student-teacher relationship exists, teachers should take special care to emphasize to their own students that they are free to decline to participate, with no adverse consequences.
- b) No deception should be used  
The purpose of study should be fully disclosed at beginning of the study.
- c) No “undue psychological stress” or “discomfort higher than a reasonable level” should be caused to be participants  
Questions should be asked in a way that will avoid discomfort for participants.  
Participants should not be grouped in any way that might cause distress.
- d) No questions should be asked about “sensitive aspects of the participant's own behaviour such as illegal conduct, drug or alcohol use, and sexual conduct”
- e) To avoid problems if data were disclosed, fully anonymous surveys are advisable whenever possible; or at least use “identifiable by codes known only to the researcher” (as stated in HREC’s model consent form).

Question t

t	<p>If the study is a medical/clinical research, does the protocol state compliance to declaration of Helsinki (<a href="http://www.wma.net/en/30publications/10policies/b3/">http://www.wma.net/en/30publications/10policies/b3/</a>)?*</p> <p>* If your study is not a medical/clinical research, please choose "NA".</p> <p><i>Please delete as appropriate: NA, Yes, No.</i></p>
u	<p>In case you are not using a consent form and information sheet, please state the reasons below:</p> <p>N/A</p>

**PART IV      DETAILS OF THE APPLICATION**

Please read the notes carefully and provide information for 1 & 2.

1    State Potential Risks, if any, and Measures to Minimize Risks:

*[ State the potential risks to research participants involved in the project, for example, financial, physical, psychological, social etc., and the measures for minimizing these potential risks. Remember that this information, if applicable, should also be described in the Information Sheet(s). If there are no risks, please state explicitly that the study involves no potential risk both here and in the Information Sheet. ]*

**Need to say “The study involves no potential risk” if there is none. If there is minimal risk/mild discomfort, explain how to minimize it and what measures you will offer to the participants.**

**Explain deception procedures here, and how you will debrief. Mention participants have the right to withdraw any time without consequence. They can also request to have their data excluded from the study.**

2 Methods for Ensuring Confidentiality of Research Data:

*(Outline procedures to be taken to ensure anonymity or confidentiality of identifiable data related to research participants involved in the project. For example, security issues related to data management and storage must be considered, e.g. where will data be stored? Who can access the data? How long will the data be kept for? Please refer to Operational Guidelines – Part V for reference.)*

*[Some typical sentences follow. If applicable, these should also be stated in your Information Sheet. These sentences are not required but are placed here as potential models.*

- *“Identifying information will be removed from the data file and stored separately, with the link between identifying information and data made through codes only.”*
- *“Entered data will be stored on a password-protected computer, while original, anonymized hard copies of the questionnaires will be stored in a locked office until 5 years past publication.”*
- *“Permission will be obtained in advance from participants to videotape the interviews ... and videos [data] will be destroyed [at XX time] / ... and to use the videos for public dissemination.”]*

**(For BEd students, you should mention that you will delete all video/audio after your final thesis mark has been received)]**

3	<p>Feedback and debriefing procedures</p> <p>[It is important that appropriate feedback (and debriefing where necessary) be provided to participants and participating institutions.]</p> <p><i>(Please put "x" as appropriate. The answers you chose should match your proposal and information sheet.)</i></p>														
a	<p>You will publish this research in the form of ...</p> <table border="1" data-bbox="291 332 1524 615"> <tr><td data-bbox="291 332 355 372"></td><td data-bbox="355 332 1524 372">Thesis</td></tr> <tr><td data-bbox="291 372 355 412"></td><td data-bbox="355 372 1524 412">Journal article / book / Chapter</td></tr> <tr><td data-bbox="291 412 355 452"></td><td data-bbox="355 412 1524 452">Conference presentation</td></tr> <tr><td data-bbox="291 452 355 492"></td><td data-bbox="355 452 1524 492">Report to organization</td></tr> <tr><td data-bbox="291 492 355 532"></td><td data-bbox="355 492 1524 532">On-line web based report</td></tr> <tr><td data-bbox="291 532 355 572"></td><td data-bbox="355 532 1524 572">Oral presentation</td></tr> <tr><td data-bbox="291 572 355 615"></td><td data-bbox="355 572 1524 615">Others (please specify):</td></tr> </table>		Thesis		Journal article / book / Chapter		Conference presentation		Report to organization		On-line web based report		Oral presentation		Others (please specify):
	Thesis														
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	Conference presentation														
	Report to organization														
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	Oral presentation														
	Others (please specify):														
b	<p>You will provide information about results of the project to participants in the form of a/an...</p> <table border="1" data-bbox="291 679 1524 943"> <tr><td data-bbox="291 679 355 719"></td><td data-bbox="355 679 1524 719">Copy of journal article / book / chapter</td></tr> <tr><td data-bbox="291 719 355 759"></td><td data-bbox="355 719 1524 759">Summary</td></tr> <tr><td data-bbox="291 759 355 799"></td><td data-bbox="355 759 1524 799">Report to organization</td></tr> <tr><td data-bbox="291 799 355 839"></td><td data-bbox="355 799 1524 839">On-line web based</td></tr> <tr><td data-bbox="291 839 355 879"></td><td data-bbox="355 839 1524 879">Others (please specify):</td></tr> <tr><td data-bbox="291 879 355 943"></td><td data-bbox="355 879 1524 943">Results will not be given to participants</td></tr> </table>		Copy of journal article / book / chapter		Summary		Report to organization		On-line web based		Others (please specify):		Results will not be given to participants		
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c	<p>Will the results be given to any other persons or organization other than the participants?</p> <table border="1" data-bbox="291 1008 1524 1093"> <tr><td data-bbox="291 1008 355 1048">Yes</td><td data-bbox="355 1008 1524 1093" rowspan="2"><b>Submitting to our department as thesis does NOT mean you need to check yes to 3c.</b></td></tr> <tr><td data-bbox="291 1048 355 1093">No</td></tr> </table> <p>If yes, please indicate below to what organization(s), why the information is provided and how the confidentiality of participant information will be protected.</p> <table border="1" data-bbox="291 1172 1524 1333"> <tr><td data-bbox="291 1172 1524 1333"> </td></tr> </table>	Yes	<b>Submitting to our department as thesis does NOT mean you need to check yes to 3c.</b>	No											
Yes	<b>Submitting to our department as thesis does NOT mean you need to check yes to 3c.</b>														
No															

**Tick "thesis"**

<b>PART V ATTACHMENTS</b> <i>(Please put "x" as appropriate)</i>	
	Research proposal [see Note (i)]
	Consent Form and Information Sheet for participants and/or parent [see Note (ii)]
	<i>The consent form and information sheet will be presented to participants/ parents in:</i>
	<input type="checkbox"/> English <input type="checkbox"/> Chinese [see Note (iii)] <b>Either Chinese or English is fine</b>
	Draft informed consent form/ invitation letter/ approval Letter <u>for data collection sites</u> (if applicable), (e.g. school) [see Note (i)] <b>If you are collecting data from e.g., school or NGO</b>
	Interview script (if applicable) [see Note (iv)]
	Data collection form, including questionnaire (if applicable) [see Note (iv)] <b>Draft items are fine, as</b>
	Others, please specify: <b>Some of you may need debriefing, e.g., studies involving deception</b> <b>long as you do NOT newly add sensitive questions</b>

Notes:

- (i) Mandatory
- (ii) Mandatory unless reasons are provided in Part II (u) for consideration by the approval authority  
*(Please refer to paragraph 29 of the HREC Operational Guidelines and Procedures for the principles to obtain consent if research participants are minors.)*
- (iii) If the consent form and information sheet are to be presented to participants/ parents in Chinese, please also provide a Chinese version to HREC for review, and ensure that there is consistency between the English or Chinese version.
- (iv) Mandatory. If a full final questionnaire/ interview script is not yet available, please provide examples of questions that will be asked.



**PART VIII      ENDORSEMENT BY HEAD OF DEPARTMENT/ DELEGATE (for *TPg* only)**

Reviewed by DEC member: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Chairperson, Departmental Ethics  
Committee (DEC), Department of  
Psychological Studies (PS)  
~~Head of Department~~-Delegate

Name: \_\_\_\_\_



**PART IX                      DECISION ON THE APPLICATION**

       Approved

       Not Approved

Comments:

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Date: \_\_\_\_\_

Signature: \_\_\_\_\_

\*Head of Department or Delegate *(for UG)*/

FHREC Chairperson or Delegate *#(for TPg)*/

HREC Chairperson/ Delegate *(for RPg & EdD)*

\* *Please delete as appropriate*

# *or Chairperson of Faculty Research Committee/ Faculty body responsible for ethical review or delegate*

# Documents to prepare

- Ethics application form
- Research Proposal (simple, a few pages, consult your supervisors)
- Consent form and info sheet (pay attention to the age group you are testing)
- (School/Organization Consent form and info sheet)
- (Debriefing)
- (Data collection form, e.g. full questionnaire/ interview script or examples of questions)

# Participant Consent Form and Information Sheet

For age 18 or above

**Keep everything the same, just change the gray boxes!**

THE EDUCATION UNIVERSITY OF HONG KONG

<Name of Department>

CONSENT TO PARTICIPATE IN RESEARCH

<Project Title>

I \_\_\_\_\_ hereby consent to participate in the captioned research supervised by <Name of Principal Supervisor> and conducted by <Name of Student Investigator>.

I understand that information obtained from this research may be used in future research and may be published. However, my right to privacy will be retained, i.e., my personal details will not be revealed.

The procedure as set out in the **attached** information sheet has been fully explained. I understand the benefits and risks involved. My participation in the project is voluntary.

I acknowledge that I have the right to question any part of the procedure and can withdraw at any time without negative consequences.

Name of participant

\_\_\_\_\_

Signature of participant

\_\_\_\_\_

Date

\_\_\_\_\_

Can you recognize the correct abbreviation for the name of our university?

- EDUHK?
- HKEDU?
- HKEdU?
- EdUHK?

# Can you recognize the correct abbreviation for the name of our university?

- EDUHK?
- HKEDU?
- HKEdU?
- **EdUHK?**



Please learn the name of the university...!!

- The Education University of Hong Kong
- 香港教育大學

Think about how you would like to frame your project to participants, if the research design requires you to conceal the real purpose of the study, make a remark in your application form and provide a reason.

## INFORMATION SHEET

<Project Title>

Give your supervisor a professional title: Dr. / Prof.

You are invited to participate in a project supervised by <Name of Principal Supervisor> and conducted by <Name of Student Investigator>, who are staff and student of <Name of Department/Unit> in The Education University of Hong Kong.

### The introduction of the research

Please describe in paragraph form:

A) *What does the research involve?*

- Explain the aim of the study.

B) *Why were you chosen for this research?*

- Describe why you chose this particular person/group of participants

### The methodology of the research

Please describe in paragraph form:

*Describe how many participants you will include in this study*

- Sample size

- How (from whom?) you obtained their contact details.

B) *Procedure of the research*

- Explain what the participants will be asked to do

- Period of participation

- How much time it will take.

C) *Potential benefits (including compensation for participation)*

### The potential risks of the research (State explicitly if none)

Please describe in paragraph form:

A) *Is there any risk or discomfort?*

B) *How to mitigate it?*

C) *Basic text:*

Your participation in the project is voluntary. You have every right to withdraw from the study at any time without negative consequences. All information related to you will remain confidential, and will be identifiable by codes known only to the researcher.

DELETE the placeholders after you write your own paragraphs

Write as if you are talking to the participants. E.g., "You will be doing..."

E.g., "There are no known risks to participating in this study."

Example: “Results will be presented in a thesis submitted to the Education University of Hong Kong, and may appear in journal publications and oral presentations. Personally identifiable information will be removed from the data in all formats of result dissemination.”

Remember the forms of results dissemination should be consistent with the information you put in Part IV 3a-c of the ethics application form.

**Describe how results will be potentially disseminated**

Please describe in paragraph form:

- *Explain clearly and get permission to share your results with larger audiences. If appropriate, give examples such as journal articles, educational presentations, etc.*

If you would like to obtain more information about this study, please contact me by email at [redacted] or telephone number [redacted], or my supervisor [redacted] by email at

[redacted]@eduhk.hk.

If you have any concerns about the conduct of this research study, please do not hesitate to contact the Human Research Ethics Committee by email at hrec@eduhk.hk or by mail to Research and Development Office, The Education University of Hong Kong.

Thank you for your interest in participating in this study.

<Name of Student Investigator>



# Either Chinese or English is fine, go with the language you are presenting to participants

香港教育大學  
<學系名稱>

## 參與研究同意書

<研究項目名稱>

本人同意參加由<導師姓名>負責監督，<學生研究員姓名>負責執行的研究計劃。她/他們是香港教育大學的教員和學生。

本人理解此研究所獲得的資料可用於未來的研究和學術發表。然而本人有權保護本人的隱私，本人的個人資料將不能洩漏。

研究者已將所附資料的有關步驟向本人作了充分的解釋。本人理解可能會出現的風險。本人是自願參與這項研究。

本人理解我有權在研究過程中提出問題，並在任何時候決定退出研究，更不會因此而對研究工作產生的影響負有任何責任。

參加者姓名:

---

參加者簽名:

---

日期:

---

## 有關資料

### <研究項目名稱>

誠邀閣下參加<導師姓名>負責監督，<學生研究員姓名>負責執行的研究計劃。她/他們是香港教育大學的教員和學生。

### 研究計劃簡介

請以一個段落說明：

- A) 闡述研究計劃的目的
- B) 說明選擇該組參與者的原因

### 研究方法

請以一個段落說明：

- A) 參與人數
  - 對比組別的大小
  - 如何獲得參與者的聯絡資料
- B) 說明工作及步驟
  - 解釋參與者將被要求做什麼
  - 參與的時間
  - 所需時間
- C) 說明任何利益 (包括對參與者的補償)
  - 例如: 是次研究並不為閣下提供個人利益，但所搜集數據將對研究學習動機的問題提供寶貴的資料。

### 說明任何風險 (若無，請明確指出)

請以一個段落說明：

- A) 參與期間有可能面對的風險及不適
- B) 如何降低風險
- C) 基本文本:

閣下的參與純屬自願性質。閣下享有充分的權利在任何時候決定退出這項研究，更不會因此引致任何不良後果。凡有關閣下的資料將會保密，一切資料的編碼只有研究人員得悉。

## 描述將如何發佈研究結果

請以一個段落說明：

- 解釋清楚並取得參與者許可，以便分享成果。
- 試舉例(如期刊論文，教學演示等)

如閣下想獲得更多有關這項研究的資料，請以電郵(<學生電郵地址>)或電話( )與本人或本人的導師 <導師姓名> (<導師電郵地址, XXX@eduhk.hk>)聯絡。

如閣下對這項研究的操守有任何意見，可隨時與香港教育大學人類實驗對象操守委員會聯絡(電郵: hrec@eduhk.hk; 地址: 香港教育大學研究與發展事務處)。

謝謝閣下有興趣參與這項研究。

<學生研究員姓名>

# Parental Consent Form and Information Sheet

For under age 9

THE EDUCATION UNIVERSITY OF HONG KONG

<Name of Department>

CONSENT TO PARTICIPATE IN RESEARCH

<Project Title>

I hereby consent my child \_\_\_\_\_ to participate in the captioned research supervised by <Name of Principal Supervisor> and conducted by <Name of Student Investigator>.

I understand that information obtained from this research may be used in future research and may be published. However, our right to privacy will be retained, i.e., the personal details of my child will not be revealed.

The procedure as set out in the **attached** information sheet has been fully explained. I understand the benefits and risks involved. My child's participation in the project is voluntary.

I acknowledge that we have the right to question any part of the procedure and can withdraw at any time without negative consequences.

Name of Parent or Guardian

Signature of Parent or Guardian

Date

## INFORMATION SHEET

<Project Title>

You are invited to participate with your child in a project supervised by <Name of Principal Supervisor> and conducted by <Name of Student Investigator>, who are staff and student of <Name of Department/ Unit> in The Education University of Hong Kong.

### **The introduction of the research**

Please describe in [paragraph](#) form:

- A) *What does the research involve?*
- *Explain the aim of the study.*
- B) *Why were you chosen for this research?*
- *Describe why you chose this particular person/group of participants*

### **The methodology of the research**

Please describe in [paragraph](#) form:

- Describe how many participants you will include in this study*
- *Sample size*
  - *How (from whom?) you obtained their contact details.*
- B) *Procedure of the research*
- *Explain what the participants will be asked to do*
  - *Period of participation*
  - *How much time it will take.*
- C) *Potential benefits (including compensation for participation)*

### **The potential risks of the research (State explicitly if none)**

Please describe in [paragraph](#) form:

- A) *Is there any risk or discomfort?*
- B) *How to mitigate it?*
- C) *Basic text:*

Your child's participation in the project is voluntary. You and your child have every right to withdraw from the study at any time without negative consequences. All information related to your child will remain confidential, and will be identifiable by codes known only to the researcher.

**Describe how results will be potentially disseminated**

Please describe in paragraph form:

*- Explain clearly and get permission to share your results with larger audiences. If appropriate, give examples such as journal articles, educational presentations, etc.*

If you would like to obtain more information about this study, please contact me by email at [redacted] or telephone number [redacted], or my supervisor [redacted] by email at [redacted]@eduhk.hk.

If you or your child have/ has any concerns about the conduct of this research study, please do not hesitate to contact the Human Research Ethics Committee by email at hrec@eduhk.hk or by mail to Research and Development Office, The Education University of Hong Kong.

Thank you for your interest in participating in this study.

<Name of Student Investigator>

香港教育大學  
<學系名稱>

參與研究同意書

<研究項目名稱>

茲同意敝子弟\_\_\_\_\_參加由<導師姓名>負責監督，<學生研究員姓名>負責執行的研究計劃。她/他們是香港教育大學的教員和學生。

本人理解此研究所獲得的資料可用於未來的研究和學術發表。然而本人有權保護敝子弟的隱私，其個人資料將不能洩漏。

研究員已將所附資料的有關步驟向本人作了充分的解釋。本人理解可能會出現的風險。本人是自願讓敝子弟參與這項研究。

本人理解本人及敝子弟皆有權在研究過程中提出問題，並在任何時候決定退出研究，更不會因此而對研究工作產生的影響負有任何責任。

父母姓名或監護人姓名:

---

父母或監護人簽名:

---

日期:

---



## 有關資料

### <研究項目名稱>

誠邀閣下及 貴子女參加<導師姓名>負責監督，<學生研究員姓名>負責執行的研究計劃。她/他們是香港教育大學的教員和學生。

#### 研究計劃簡介

請以一個段落說明：

- A) 闡述研究計劃的目的
- B) 說明選擇該組參與者的原因

#### 研究方法

請以一個段落說明：

- A) 參與人數
  - 對比組別的大小
  - 如何獲得參與者的聯絡資料
- B) 說明工作及步驟
  - 解釋參與者將被要求做什麼
  - 參與的時間
  - 所需時間
- C) 說明任何利益 (包括對參與者的補償)
  - 例如: 是次研究並不為閣下提供個人利益，但所搜集數據將對研究學習動機的問題提供寶貴的資料。

#### 說明任何風險 (若無，請明確指出)

請以一個段落說明：

- A) 參與期間有可能面對的風險及不適
- B) 如何降低風險
- C) 基本文本:

閣下及 貴子女的參與純屬自願性質。閣下及 貴子女享有充分的權利在任何時候決定退出這項研究，更不會因此引致任何不良後果。凡有關 貴子女的資料將會保密，一切資料的編碼只有研究人員得悉。

## 描述將如何發佈研究結果

請以一個段落說明：

- 解釋清楚並取得參與者許可，以便分享成果。
- 試舉例(如期刊論文，教學演示等)

如閣下想獲得更多有關這項研究的資料,請以電郵(<學生電郵地址>)或電話( )與本人或本人的導師 <導師姓名> (<導師電郵地址, XXX@eduhk.hk>)聯絡。

如閣下或 貴子女對這項研究的操守有任何意見,可隨時與香港教育大學人類實驗對象操守委員會聯絡(電郵: hrec@eduhk.hk; 地址: 香港教育大學研究與發展事務處)。

謝謝閣下有興趣參與這項研究。

<學生研究員姓名>

# Script of Verbal Explanation to Children

For under age 9

## Script of Verbal Explanation to Children aged under 9

For participants aged under 9, besides the written parental consent, the study procedure and their rights will also be verbally explained to the participants. Below is the script for the verbal explanation that will be adopted:

[Make sure to give a brief description of the study purpose and study procedures, emphasize that their participation is entirely voluntary and that they will not be treated any differently or have any penalty of any kind if they choose not to participate. Please write in Chinese if you will present to the participants in Chinese.]

Children this young do not need to sign a consent form, but you have to explain to them in a children friendly manner. Write your babble here.

# Parental and Participant Consent Form and Information Sheet

For age 9 to 15

**THE EDUCATION UNIVERSITY OF HONG KONG**

**<Name of Department>**

**CONSENT TO PARTICIPATE IN RESEARCH**

**<Project Title>**

I hereby **consent my child** \_\_\_\_\_ to participate in the captioned research supervised by **<Name of Principal Supervisor>** and conducted by **<Name of Student Investigator>**.

I understand that information obtained from this research may be used in future research and may be published. However, my right to privacy will be retained, i.e., the personal details of my child will not be revealed.

The procedure as set out in the **attached** information sheet has been fully explained. I understand the benefits and risks involved. My child's participation in the project is voluntary.

I acknowledge that we have the right to question any part of the procedure and can withdraw at any time without negative consequences.

Name of participant

Signature of participant

Name of Parent or Guardian

Signature of Parent or Guardian

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## INFORMATION SHEET

<Project Title>

You are invited to participate with your child in a project supervised by <Name of Principal Supervisor> and conducted by <Name of Student Investigator>, who are staff and student of <Name of Department/ Unit> in The Education University of Hong Kong.

### **The introduction of the research**

Please describe in [paragraph](#) form:

A) *What does the research involve?*

- *Explain the aim of the study.*

B) *Why were you chosen for this research?*

- *Describe why you chose this particular person/group of participants*

### **The methodology of the research**

Please describe in [paragraph](#) form:

*Describe how many participants you will include in this study*

- *Sample size*

- *How (from whom?) you obtained their contact details.*

B) *Procedure of the research*

- *Explain what the participants will be asked to do*

- *Period of participation*

- *How much time it will take.*

C) *Potential benefits (including compensation for participation)*

### **The potential risks of the research (State explicitly if none)**

Please describe in [paragraph](#) form:

A) *Is there any risk or discomfort?*

B) *How to mitigate it?*

C) *Basic text:*

Your child's participation in the project is voluntary. You and your child have every right to withdraw from the study at any time without negative consequences. All information related to your child will remain confidential, and will be identifiable by codes known only to the researcher.

**Describe how results will be potentially disseminated**

Please describe in paragraph form:

*- Explain clearly and get permission to share your results with larger audiences. If appropriate, give examples such as journal articles, educational presentations, etc.*

If you would like to obtain more information about this study, please contact me by email at [redacted] or telephone number [redacted], or my supervisor [redacted] by email at [redacted]@eduhk.hk.

If you or your child have/ has any concerns about the conduct of this research study, please do not hesitate to contact the Human Research Ethics Committee by email at hrec@eduhk.hk or by mail to Research and Development Office, The Education University of Hong Kong.

Thank you for your interest in participating in this study.

<Name of Student Investigator>



# Consent Form and Information Sheet

For School

Sample Consent Form & Information Sheet for School (please remove this line when you submit this document to your supervisor)

**Delete this line,  
this is a template!**

**THE EDUCATION UNIVERSITY OF HONG KONG**

**<Name of Department>**

**CONSENT TO PARTICIPATE IN RESEARCH (FOR SCHOOL)**

**<Project Title>**

My school hereby consents to participate in the captioned project supervised by <Name of Principal Supervisor> and conducted by <Name of Student Investigator>, who are staff and student of <Name of Department/ Unit> in The Education University of Hong Kong.

**Keep everything the  
same, just change  
the gray boxes!**

I understand that information obtained from this research may be used in future research and may be published. However, our right to privacy will be retained, i.e., the personal details of my students'/teachers' will not be revealed.

The procedure as set out in the **attached** information sheet has been fully explained. I understand the benefits and risks involved. My students'/teachers' participation in the project are voluntary.

I acknowledge that we have the right to question any part of the procedure and can withdraw at any time without negative consequences.

Signature:

Name of Principal/Delegate\*:

\_\_\_\_\_  
(Prof/Dr/Mr/Mrs/Ms/Miss\*)

Post:

Name of School:

Date:

(\* please delete as appropriate)

## INFORMATION SHEET (FOR SCHOOL)

<Project Title>

Your school is invited to participate in a project supervised by <Name of Principal Supervisor> and conducted by <Name of Student Investigator>, who are staff and student of <Name of Department/Unit> in The Education University of Hong Kong.

### **The introduction of the research**

Please describe in paragraph form:

A) *What does the research involve?*

- *Explain the aim of the study.*

B) *Why were you chosen for this research?*

- *Describe why you chose this particular person/group of participants*

### **The methodology of the research**

Please describe in paragraph form:

*Describe how many participants you will include in this study*

- *Sample size*

- *How (from whom?) you obtained their contact details.*

B) *Procedure of the research*

- *Explain what the participants will be asked to do*

- *Period of participation*

- *How much time it will take.*

C) *Potential benefits (including compensation for participation)*

**The potential risks of the research (State explicitly if none)**

Please describe in paragraph form:

A) *Is there any risk or discomfort?*

**“There are no known risks to participating in this study.”**

B) *How to mitigate it?*

C) *Basic text:*

Please understand that your students’/teachers’ participation are voluntary. They have every right to withdraw from the study at any time without negative consequences. All information related to your students’/teachers’ will remain confidential, and will be identifiable by codes known only to the researcher.

**Describe how results will be potentially disseminated**

Please describe in paragraph form:

- *Explain clearly and get permission to share your results with larger audiences. If appropriate, give examples such as journal articles, educational presentations, etc.*

If you would like to obtain more information about this study, please contact me by email at [redacted] or telephone number [redacted], or my supervisor [redacted] by email at [redacted]@eduhk.hk.

If you have any concerns about the conduct of this research study, please do not hesitate to contact the Human Research Ethics Committee by email at hrec@eduhk.hk or by mail to Research and Development Office, The Education University of Hong Kong.

Thank you for your interest in participating in this study.

<Name of Student Investigator>

# Consent Form and Information Sheet

For Centre/Organization

[Sample Consent Form & Information Sheet for Centre / Organization](#) (please remove this line when you submit this document to your supervisor)

**THE EDUCATION UNIVERSITY OF HONG KONG**

<Name of Department>

**CONSENT TO PARTICIPATE IN RESEARCH (FOR CENTRE / ORGANIZATION)**

<Project Title>

My Centre / Organization\* hereby consents to participate in the captioned project supervised by <Name of Principal Supervisor> and conducted by <Name of Student Investigator>, who are staff and student of <Name of Department/ Unit> in The Education University of Hong Kong.

I understand that information obtained from this research may be used in future research and may be published. However, our right to privacy will be retained, i.e., the personal details of my <e.g. members / service users / students\*> will not be revealed.

The procedure as set out in the **attached** information sheet has been fully explained. I understand the benefits and risks involved. My <e.g. members' / service users' / students\*>\* participation in the project are voluntary.

I acknowledge that we have the right to question any part of the procedure and can withdraw at any time without negative consequences.

Signature:

Name of Representative\*:

\_\_\_\_\_  
(Prof/Dr/Mr/Mrs/Ms/Miss\*)

Post:

Name of Centre / Organization\*:

Date:

(\* please delete or edit as appropriate)

## INFORMATION SHEET (FOR CENTRE / ORGANIZATION)

<Project Title>

*\* please delete or edit as appropriate*

Your Centre / Organization\* is invited to participate in a project supervised by <Name of Principal Supervisor> and conducted by <Name of Student Investigator>, who are staff and student of <Name of Department/ Unit> in The Education University of Hong Kong.

### **The introduction of the research**

Please describe in paragraph form:

A) *What does the research involve?*

- *Explain the aim of the study.*

B) *Why were you chosen for this research?*

- *Describe why you chose this particular person/group of participants*

### **The methodology of the research**

Please describe in paragraph form:

*Describe how many participants you will include in this study*

- *Sample size*

- *How (from whom?) you obtained their contact details.*

B) *Procedure of the research*

- *Explain what the participants will be asked to do*

- *Period of participation*

- *How much time it will take.*

C) *Potential benefits (including compensation for participation)*

**The potential risks of the research (State explicitly if none)**

Please describe in paragraph form:

A) *Is there any risk or discomfort?*

B) *How to mitigate it?*

C) *Basic text:*

Please understand that your members' / service users' / students' \* participation are voluntary. They have every right to withdraw from the study at any time without negative consequences. All information related to your members' / service users' / students' \* will remain confidential, and will be identifiable by codes known only to the researcher.

**Describe how results will be potentially disseminated**

Please describe in paragraph form:

- *Explain clearly and get permission to share your results with larger audiences. If appropriate, give examples such as journal articles, educational presentations, etc.*

If you would like to obtain more information about this study, please contact me by email at [redacted] or telephone number [redacted], or my supervisor [redacted] by email at [redacted]@eduhk.hk.

If you have any concerns about the conduct of this research study, please do not hesitate to contact the Human Research Ethics Committee by email at hrec@eduhk.hk or by mail to Research and Development Office, The Education University of Hong Kong.

Thank you for your interest in participating in this study.

<Name of Student Investigator>

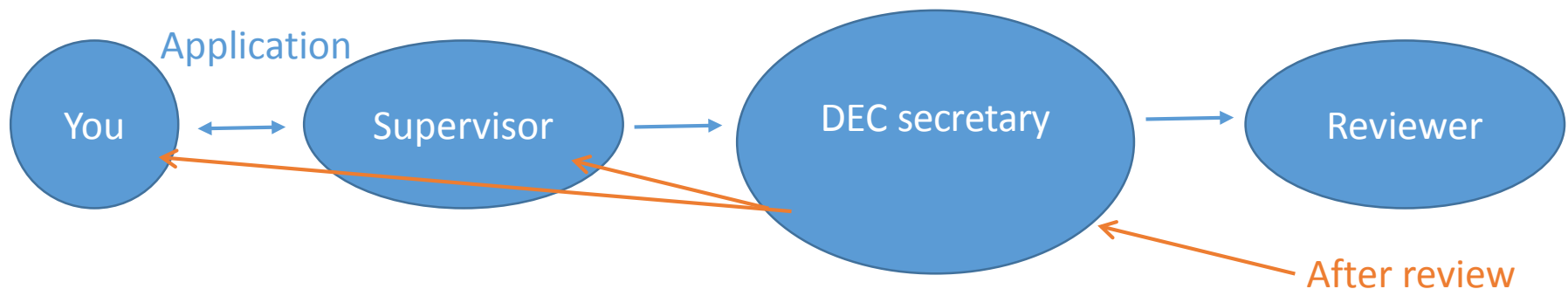


# Documents to prepare

- Ethics application form
- Research Proposal (simple, a few pages, consult your supervisors)
  - A continual effort between you and supervisor, most important to get the methods CONSISTENT with ALL other documents
- Consent form and info sheet (pay attention to the age group you are testing)
- (School/Organization Consent form and info sheet)
- (Debriefing)
- (Data collection form, e.g. full questionnaire/ interview script or examples of questions)

# Should I worry that my ethics application will not get approved?

- Most should be fine, but be prepared that there will be a few back and forth between you and your supervisor, and between the ethics reviewer and you



# There might be clarifications from reviewers

- Getting approval is more like a *process* than a one-way dialogue
- Although I told you about the normal scenario, every case is special, reviewers might have their own “quirks” (we are different people so our judgment may be different), don’t be surprised
- What you need to do is to convince them you have thought about potential harms and ways to minimize them

# What can I do to speed up the process?

- Be consistent in your documents!!
- Proofread for grammatical errors and typos!!
- Submit and revise on time!!!