**After you have submitted your ethics application online, please download a pdf of the application and email it along with these forms (and any necessary appendices) to:**

**ethics@psychology.bbk.ac.uk**

**If you submitted a routine application, please write the approval number of the non-routine application this is based on: \_\_\_\_\_\_\_\_\_\_and the date of approval:\_\_\_\_\_\_\_\_\_\_\_\_**

**All four pages must be completed**

**Page 1: Signatures of all applicants**

**Page 2: Consent Form**

**Page 3: Information Sheet**

**Page 4: Debrief Sheet**

*press <enter> to enlarge the size of the box*

*Primary applicant*

*NAME: SIGNATURE: DATE:*

*Co-applicant 1*

*NAME: SIGNATURE: DATE:*

*Co-applicant2*

*NAME: SIGNATURE: DATE:*

**DEPARTMENT OF PSYCHOLOGICAL SCIENCES**

**BIRKBECK UNIVERSITY OF LONDON**

**CONSENT FORM FOR:** *State title of the study and ensure it is informative and user-friendly*

I have had the details of the study explained to me and willingly consent to take part. My questions have been answered to my satisfaction and I understand that I may ask further questions at any time.

I understand that I will remain anonymous and that all the information given will be used for this study only.

I understand that I may withdraw my consent for the study at any time without giving any reason and to decline to answer particular questions. Furthermore I understand that I will be able to withdraw my data up to the point that the anonymised data can no longer be identified.

I understand that audio/video recordings will be made *(Say something about: how recordings will be identified by a code, and will not be used or made available for any purposes other than the research project; when the recordings will be destroyed.)*

I understand that all information given will be kept confidential (*Say something about: who will have access to the data. For example: All data will be identified by a code, with personal details kept in a locked file or secure computer with access only by the immediate researchers. If personal data is being collected, explain how personal data will be kept separate from research data. Say have long data will be kept for, and whether it will be uploaded to an online repository).*

I understand how the results of the study will be used. (*Say something about what will happen to the study results. For example: Results will be written up for a project/thesis or results will be presented at conferences and written up in journals. Results are normally presented in terms of groups of individuals. If any individual data are presented, the data will be totally anonymous, without any means of identifying the individuals involved).*

I confirm that I am over 16 years of age

**There should be two signed copies, one for the participant, one retained by the researcher for records.**

Name (participant): Signature: Date:

Name (researcher): Signature: Date:

Primary investigator contact details:

Co-applicant contact details:

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**INFORMATION SHEET FOR:** *State title of the study and ensure it is informative and user-friendly*

Before you decide to take part in this study, it is important for you to understand why the research is being done and what it will involve. Please take the time to read the following information carefully and discuss it with others if you wish. A member of the research team can be contacted if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part.

This research project looks at (*state the aim of the study in user-friendly terms)*. This study will be completed by (*expected completion date).*

You have been chosen to participate in this study (*state any inclusion criteria*).

In this study, (*explain in detail what the participant will do if s/he takes part*). This study will take place (*state location of study – online, in our laboratory*).

*Describe any possible disadvantages/risks and benefits of taking part*

The results of this project will be (*written up for an undergraduate final year project, written up for a masters’ dissertation, written up for a PhD dissertation, written up for publication, disseminated at conferences*). *Please describe the arrangements for anonymity and confidentiality*.

[IF A STUDY WITH MINORS; DELETE IF NOT] Your child’s involvement in the study will remain confidential except in the highly unlikely event that the researcher has a serious concern regarding a child protection issue.

You have the right to withdraw participation at any point up until the point that the anonymised data can no longer be identified.

The project has received ethical approval from the School of Science Research Ethics Committee, Birkbeck, University of London

Primary investigator contact details:

Co-applicant contact details:

For information about Birkbeck’s data protection policy please visit:

http://www.bbk.ac.uk/about-us/policies/privacy#7

If you have concerns about this study, please contact the School’s Ethics Officer at: ethics@psychology.bbk.ac.uk

School Research Officer

School of Science, Department of Psychological Sciences

Birkbeck, University of London

London WC1E 7HX

You also have the right to submit a complaint to the Information Commissioner’s Office

https://ico.org.uk/

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**DEBRIEF SHEET FOR:** *State title of the study and ensure it is informative and user-friendly*

The following should be included:

The motivation for the research (why is this study being run?)

The hypotheses of the research (what are the expected results?)

Any information not available to the participant before participating in the study (e.g., what condition they were in, why they were selected etc).

(If necessary) ways to alleviate any possible distress (e.g., numbers and details for supervisor and/or appropriate school contacts)