**Psychology Programme**

**Student IRB Checklist**

Before you submit your IRB proposal, please go through the checklist below and make sure you can answer ‘yes’ to all the points below. Also ensure that all the points below are clearly described in your proposal.

**For the experimental procedure:**

**Are the procedures clearly described and accessible also to someone who is not an expert in the field?**

[ ]  **YES** [ ]  **NO**

**Is your proposed sample size adequate?** [ ]  **YES** [ ]  **NO**

Please remember the maximum sample size (recommended) for FYP is 40 unless you provide evidence that your research question cannot be answered with a small sample. Also, please note that you cannot recruit more than 40 participants from the research pool. Consult your faculty supervisor on this matter and submit a revised application. [Finally you are encouraged to state the scientifically appropriate sample size for your study. You can calculate the adequate sample size that will give you enough power for your analysis here: http://www.sample-size.net/sample-size-means/](http://www.sample-size.net/sample-size-means/)

**Have you stated who will have access to the collected data?** [ ]  **YES** [ ]  **NO**

**Does your study guarantee the anonymity of the participants?** [ ]  **YES** [ ]  **NO**

Please remember to use numbers, instead of the participant real names in your data files.

**Are you collecting NRIC, FIN or Passport Number?** [ ]  **YES** [ ]  **NO**

Please remember you are NOT allowed to keep NRIC, FIN or Passport Number.

**Does your study guarantee the Protection of Participants (No harm)?**

[ ]  **YES** [ ]  **NO**

**Have you described the benefit and risk for participants?** [ ]  **YES** [ ]  **NO**

Please remember that the payment is not considered a benefit

**Have you included in the Consent Form**

**The title of the study?** [ ]  **YES** [ ]  **NO**

**Contact information of the Psychology Programme IRB?** [ ]  **YES** [ ]  **NO**

**Contact information of your supervisor?** [ ]  **YES** [ ]  **NO**

**The note that participants have the freedom to withdraw from the study at any moment?** [ ]  **YES** [ ]  **NO**

**Details about the reimbursement?** [ ]  **YES** [ ]  **NO**

Please remember that the max reimbursement allowed for behavioral experiment is about 10-15$ per hour. For Neuroimaging, Eye tracker, EEG (etc) the max can be up to 50$ per hour

**Are your participants 21 years of age (or older)**[ ]  **YES**[ ] **NO**

If your participants are below 21 years old, you need to obtain Parental Consent\* (see exception below). If your participants are below 21 years old, your supervisor needs to apply for NTU IRB approval.

**\* EXCEPTION for PARTICIPANTS 18-21 years old from the RESEARCH PARTICIPANTS POOL. For these participants, you do NOT NEED**to obtain Parental Consent, as Parental Consent has already been given to the RPP administrator.

**Have you included in the Debrief Form**

**The title of the study?** [ ]  **YES** [ ]  **NO**

**Description of the hypothesis?** [ ]  **YES** [ ]  **NO**

**Description of the expected results?** [ ]  **YES** [ ]  **NO**

**Description of the potential benefits?** [ ]  **YES** [ ]  **NO**

**Description of the potential risks?** [ ]  **YES** [ ]  **NO**

**For Advertisements/Notices**

**Advertisement clearly states that volunteers are being recruited to participate in an NTU research project with proper research title (please DO NOT include the NTU logo).**

[ ]  **YES** [ ]  **NO**

 **Name and contact details of Principal Investigator (usually a faculty member), and Psychology Programme IRB contact details are provided.**

[ ]  **YES** [ ]  **NO**

 **Advertisement includes eligibility criteria.**

[ ]  **YES** [ ]  **NO**

**Advertisement ​does NOT state or imply a certainty of favourable outcome or other benefits beyond what is outlined in the informed consent form and the application/protocol.**

[ ]  **YES** [ ]  **NO**

 **Advertisement ​does NOT ​make claims, either explicitly or implicitly, that a procedure or intervention is safe or effective or superior to other standard procedures or interventions**

[ ]  **YES** [ ]  **NO**

 **​​Advertisement ​does NOT use catchy words like “free” or “exciting.”**

[ ]  **YES** [ ]  **NO**

**Advertisement may state that participants will be paid, but does not emphasize the payment or the amount to be paid (e.g. by suc​h means of larger or bold type).**

[ ]  **YES** [ ]  **NO**

**For all the documents:**

**Have you proofread all the documents and checked for grammar and spelling errors?** [ ]  **YES** [ ]  **NO**

Have you attached the Ethics Course completion certificate? [ ]  YES [ ]  NO

Have you attached Examples of items from all measures, stimuli, questionnaires, or sample interview questions to be used in the study? [ ]  YES [ ]  NO