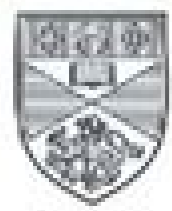


I'm not robot!



13 November 2014

Ethics Reference No: <i>Please quote this ref on all correspondence</i>	PS11226
Project Title:	Memory and Knowledge Experiment
Researchers' Names:	Mary Kempnich and Dr Akira O'Connor
Supervisor:	n/a

Thank you for submitting your application which was considered at the Psychology & Neuroscience School Ethics Committee meeting on the 4th November 2014. The following documents were reviewed:

- 1. Ethical Application Form 10/11/2014
- 2. Participant Information Sheet 10/11/2014
- 3. Consent Form 10/11/2014
- 4. Debriefing Form 10/11/2014

The University Teaching and Research Ethics Committee (UTREC) approves this study from an ethical point of view. Please note that where approval is given by a School Ethics Committee that committee is part of UTREC and is delegated to act for UTREC.

Approval is given for three years. Projects, which have not commenced within two years of original approval, must be re-submitted to your School Ethics Committee.

You must inform your School Ethics Committee when the research has been completed. If you are unable to complete your research within the 3 three year validation period, you will be required to write to your School Ethics Committee and to UTREC (where approval was given by UTREC) to request an extension or you will need to re-apply.

Any serious adverse events or significant change which occurs in connection with this study and/or which may alter its ethical consideration, must be reported immediately to the School Ethics Committee, and an Ethical Amendment Form submitted where appropriate.

Approval is given on the understanding that the 'Guidelines for Ethical Research Practice' <https://www.st-andrews.ac.uk/utrec/guidelines/> are adhered to.

Yours sincerely

Convenor of the School Ethics Committee

Cc School Ethics Committee

School of Psychology & Neuroscience, St Mary's Quad, South Street, St Andrews, Fife KY16 9JP
Email: psyethics@st-andrews.ac.uk Tel: 01334 462071

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You may now commence your project. I wish you all the best for the conduct of the project.

Annemee Jackson
Ethics Coordinator
Contact: annaj@st-and.ac.uk



Research Ethics Approval Form
for staff and student research at the Royal Academy of Music involving the participation of other people

Type of project: STAFF / POSTGRADUATE / UNDERGRADUATE (delete as appropriate)
 Title of project: [Click and type here]
 Name of researcher(s): [Click and type here]
 Name of supervisor(s): [Click and type here] (for student research)
 Date: [Click and type here]

Make sure you tick	YES	NO	N/A
1 Will you describe the main experimental procedures to participants in advance, so that they are informed about what to expect?			
2 Will you tell your participants that their participation is voluntary?			
3 Will you obtain written consent for participation?			
4 If the research is observational, will you ask participants for their consent to being observed?			
5 Will you tell participants that they may withdraw from the research at any time and for any reason?			
6 With questionnaires, will you give participants the option of omitting questions they do not want to answer?			
7 Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs?			
8 Will you debrief participants at the end of their participation (i.e. give them a brief explanation of the study)?			
9 With interviews, will you tell your participants that you wish to record the interview, and that they may decline to have their interview recorded?			
10 With research that requires audio or video recordings, will you tell your participants that their permission will be sought to play any excerpts in the course of presentations given?			

If you have marked No to any of Q1-10, but have marked Box A overleaf, please give an explanation on a separate sheet. (Note: N/A = not applicable)

Make sure you tick	YES	NO	N/A
11 Will your project involve deliberately misleading participants in any way?			
12 Is there any realistic risk of any participants experiencing either physical or psychological distress or discomfort? If Yes, give details on a separate sheet and state what you will tell them to do if they should experience any problems (e.g. who they can contact for help)			

If you have marked Yes to Q11 or 12 you should normally mark Box B overleaf; if not, please give a full explanation on a separate sheet.

Make sure you tick	YES	NO	N/A
13 Does your project involve work with animals? If yes, please mark Box B overleaf			
14 Do participants fall into any of the following special groups? If so, please refer to BPS or BERA guidelines, and			
	School children (under 18 years of age)		
	People with learning or communication difficulties		
	Patients		

Sample Permission Request Letter

Specific information on what to put in the highlighted fields is in [Information to Include in a Permission Request](#)

Dear _____,

I am writing to obtain permission to use _____ in _____ [\(Description of Your Project\)](#)

[\(Where the Material Will Be Published\)](#)

I would like to use the following materials in this project:

[\(Material Requested\)](#)

This request is for a non-exclusive, irrevocable, royalty-free, worldwide permission to use the material as described above, and it is not intended to interfere with other uses of the same work by you. A complete citation and acknowledgement of permission to use this material will be prominently displayed with the work.

If you do not currently hold the rights, please provide me with any information that can help me contact the proper rights holder. Otherwise, your permission confirms that you hold the right to grant this permission.

[Optional – use this section if you also need an electronic version of the material]

Text: I am also requesting an electronic copy of this material for publication. Can you provide that?

Images: I am also requesting a high-resolution image of this image for publication. Can you provide that? If not, can you recommend a source that would have a high-resolution image?

I would greatly appreciate receiving your permission by _____, 201_. If you require any additional information, please contact me at _____@georgetown.edu. Thank you for your consideration of this request.

Best regards,
Name
Department/Position
Email Address
Phone Number
Street Address

OFFICE OF RESEARCH
Human Research Ethics Committee
PHONE +61 7 4631 2690 FAX +61 7 4631 5555
EMAIL ethics@usq.edu.au



2 September 2015

Mrs Julie Lindsay

Dear Julie

The USQ Human Research Ethics Committee has recently reviewed your responses to the conditions placed upon the ethical approval for the project outlined below. Your proposal is now deemed to meet the requirements of the *National Statement on Ethical Conduct in Human Research (2007)* and full ethical approval has been granted.

Approval No.	H15REA156
Project Title	Online global collaborative educators and pedagogical change
Approval date	3 September 2015
Expiry date	3 September 2018
HREC Decision	Approved

The standard conditions of this approval are:

- conduct the project strictly in accordance with the proposal submitted and granted ethics approval, including any amendments made to the proposal required by the HREC
- advise (email: ethics@usq.edu.au) immediately of any complaints or other issues in relation to the project which may warrant review of the ethical approval of the project
- make submission for approval of amendments to the approved project before implementing such changes
- provide a "progress report" for every year of approval
- provide a "final report" when the project is complete
- advise in writing if the project has been discontinued.

For (c) to (e) forms are available on the USQ ethics website:
<http://www.usq.edu.au/research/ethicsbio/human>

Please note that failure to comply with the conditions of approval and the *National Statement (2007)* may result in withdrawal of approval for the project.

University of Southern Queensland
Toowoomba | Springfield | Fraser Coast

usq.edu.au
07 4631 2690 | 07 4631 5555
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What is ethics committee approval. How to ask for a reference letter from a principal. What is an ethics letter. Ethics committee approval number.

The Forum noted that editors cannot be expected to know the national guidelines for the conduct of research in individual countries. It is up to authors to make sure that they comply with their national guidelines. One suggestion was that the national standards where the research was done should apply here, or the editor could make a judgement on his own national standards, in the country where the journal is located, and based on his knowledge of what he thinks requires ethics approval. It is good that the journal has a process for discussing this issue among its editorial board, to uphold minimum standards when the authors declare that they do not need ethical approval. For country A, where ethics committee approval is required, the Forum suggested that the editor investigate whether the research does need ethics approval. It may be that the research is exempt from approval. But if the editor discovers that the study did require ethics approval and the authors failed to obtain approval, he has a responsibility not only to reject the paper but to follow this up with the author's institution and/or the ethics committee. Otherwise, the authors may just submit the paper to another journal. For country B, the Forum suggested asking for proof that the study did not require ethics approval—for example, a letter from their ethics committee stating that the study does not require ethics approval. The editorial board of the journal reviewed the Forum's recommendations and have decided to continue to ask ethics committee approval for every study submitted to the journal from all countries. If the study requires ethics approval, the authors will be asked to provide this. If they cannot provide ethics approval, the journal will reject the manuscript and contact the institutions or related bodies in the authors' country, if necessary. If a study does not need ethics committee approval after review, the journal will ask authors for confirmation from an ethics committee or an independent committee indicating that the study does not need ethics committee approval according to the research integrity rules in their country. The journal has updated their instructions to authors with these details. SlideShare uses cookies to improve functionality and performance, and to provide you with relevant advertising. If you continue browsing the site, you agree to the use of cookies on this website. See our Privacy Policy and User Agreement for details.

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