

MCMASTER UNIVERSITY

**APPLICATION FOR REVIEW OF COURSE PROJECTS BY PSYCHOLOGY
COMMITTEE ON ETHICS OF UNDERGRADUATE RESEARCH
ON HUMAN SUBJECTS**

This application applies to all courses requiring undergraduate research projects involving human subjects as part of the course, excluding thesis (4D6) or individual lab study (4Q3, 4QQ3) or research projects associated with a practicum (3I06).

Please complete, and submit 6 paper copies or 1 paper copy plus email attachment to Chair of Ethics Committee, D. Maurer, PC-306, maurer@mcmaster.ca

DATE: Jan.10/00

Course Name: Lab in Human Memory & Cognition Course No.: Psych 3V03

INSTRUCTOR(S)	ADDRESS	PHONE NO.	E-MAIL
Bruce Milliken	Dept. of Psychology	x24361	millike@mcmaster.ca

Please refer to the Human Ethics Guidelines for Undergraduate in Psychology (<http://www.science.mcmaster.ca/Psychology/ethics/guidelines>) prior to completion of form.

Has the protocol of this course project been approved by McMaster University Research Ethics Board, the Psychology or other Ethics Committee where the course will occur?	(YES / NO) √ <input type="checkbox"/>
Name of Instructor who received approval: <u>Bruce Milliken</u>	
Ethics Board: President's Committee. on Ethics of Research. on Human Subjects	Date of approval: Dec/95
Contact Person:	Approval Number: (if any)
Address: McMaster University	
Phone: _____	Email: _____

(YES / NO)

Is this a renewal request? √

For Ethics Committee only:	
Course:	Instructor:
Course Protocol Approval number:	
Signature of Psychology Ethical Committee Chair _____	

In submitting this application, I certify that the information accurately describes how the class projects will be conducted.

SIGNATURE: _____
Instructor

Please Note

It is not necessary to prepare a separate protocol for projects with similar risks to subjects and similar methodology (e.g. recruitment, consent procedures, research tools and protocols).

Instructors must provide a written statement of instructions that will be given to student researchers for each type of project (or set of projects) that the students will be conducting.

These instructions should include the following information:

1. the purpose of the project
2. recruitment method including relationship of subjects to student researchers;
3. procedure for obtaining subjects' consent (append model consent form);
4. procedure for dealing with subjects who wish to withdraw from research project;
5. the research protocol;
6. the debriefing procedure (append any debriefing statement);
7. description of possible risks (physical, psychological or social) to subjects and ways to minimize them;
8. provisions to guarantee data confidentiality;

Describe the procedures that will be followed to promote compliance with these instructions (e.g., lecture on ethical issues, instructor's approval of each student protocol, sanctions for noncompliance).

If relevant, Instructor must also provide written evidence granting approval to carry out student research projects involving agencies other than those within McMaster University (e.g. a school, daycare center).

		(YES / NO)	
1.	Do any of the procedures involve contact of the body (e.g. touching, attachment to instruments, collection of bodily substances)?	<input type="checkbox"/>	√
2.	Do the procedures involve the administration of any substance?	<input type="checkbox"/>	√
3.	Is there any physical risk?	<input type="checkbox"/>	√
4.	Is there any psychological risk? (Might a subject feel demeaned, embarrassed, worried or upset?) Could the subject become fatigued or distressed?	<input type="checkbox"/> √	√ <input type="checkbox"/>
		Mildly fatigued	
5.	Is there any social risk? (Possible loss of status, privacy, and/or reputation?)	<input type="checkbox"/>	√
6.	Are the risks similar to those encountered by the subjects in every day life?	√	<input type="checkbox"/>
7.	Are the subjects competent adults freely-living in the community-at-large?	√	<input type="checkbox"/>
8.	Are the research methods non-invasive?	√	<input type="checkbox"/>
9.	Is any deception involved?	<input type="checkbox"/>	√
10.	Are subjects informed of the right to withdraw at any time during the research project?	√	<input type="checkbox"/>
11.	Are the data anonymous? If not, will the data be treated as confidential?	<input type="checkbox"/> √	√ <input type="checkbox"/>
12.	Will subjects be fully debriefed at the end of the procedure?	√	<input type="checkbox"/>

Application for Review of Course Projects by
Psychology Committee on Ethics of Undergraduate Research
on Human Subjects

Part I

One of the purposes of the research projects conducted during our course is to provide you with first-hand experience in testing subjects in human memory experiments. For each of the three projects, the list of assigned readings provides the background necessary for you to place a particular experiment in the appropriate context. Before testing your subjects you should have a firm grasp of why the experiment is being conducted. If you are in doubt, please see either Jason or myself before testing your subjects. The experience will be much more educational if you understand why the experiment is conducted while you are testing your subjects. Furthermore, you have an obligation to “debrief” your subjects following the experimental session. Debriefing refers to your description to the subjects of the purpose of the experiment. This description should make reference to (1) the context for the project provided by the readings, (2) the experimental hypothesis being tested, (3) the independent variables that are manipulated, (4) the dependent variables that are used to measure performance, (5) the predicted results, and (6) the significance of the predicted results to the advancement of knowledge. Clearly, to do an effective job of debriefing your subjects, you must have a clear idea yourself of the purpose of the project. Your debriefing should be provided to the subjects in written form, but you should be prepared to answer questions from your subjects orally as well.

For each of the research projects, you will be asked to test two subjects. We recommend that you ask two of your friends or acquaintances to be the subjects. To keep reasonable the time commitment that you will be asking your friends to make, the experimental sessions will be no more than 45 minutes in duration. Because it is important not to coerce people to participate in research, you must give your friends or acquaintances ways to refuse to participate that are not socially awkward. For example, you might suggest that they may be too busy and, if so, it’s not a problem because you have other options. If you have any difficulties gaining access to volunteer subjects, please let Jason or me know.

Before beginning the experimental session, you must obtain informed consent of your subjects to participate in the experiment. You should do so by having the subjects fill out the attached consent form. Note that this consent form outlines several important pieces of information for the subjects. First, subjects are informed that they may withdraw from the study at any time. In other words, regardless of the portion of the experimental session that has been completed subjects retain the right to end their participation without concern for the implications of their withdrawal for the success of the study. Subjects who choose to withdraw from the experimental session should be thanked for their participation, and offered the same debriefing as other subjects. Second, the consent form describes briefly what subjects will be asked to do during the experimental session. In the case of our research projects, we will be asking subjects to study material in a first phase of the experiment, and then to perform some type of memory test, such as recall or recognition, in a second phase of the experiment. Alternatively, we may present subjects with study material and then follow that presentation with an implicit memory task, in which subjects are asked to perform a specified task for stimuli that either are or are not related to the studied items. Third, the consent form warns the subjects of any possible risks associated with their participation in the experiment. Although our experiments are relatively simple, and might be considered risk—free, it is worthwhile warning your subjects that they will have to concentrate over an extended period of time, perhaps making as many as several hundred simple decisions during an experimental session. Fourth, the consent form also lets subjects know that care will be taken to ensure the confidentiality of their data, and the only person able to link the data with their identity will be the experimenter.

Part II

To ensure that student experimenters comply with the above instructions, the first lecture in the course will be devoted to ethical issues in human research. Because each of the projects in the course requires students to test two subjects in the same experiment, it is important for the procedure to be as consistent as possible across the student experimenters. Consequently, a single set of written instructions to subjects will be created by the instructor, and then distributed to each of the student experimenters. However, each student will be responsible for providing their own written debriefing to the subjects. To ensure that these debriefings meet a consistent and acceptable set of criteria, students will be required to submit the debriefing to the instructor or teaching assistant before being allowed to test subjects.

**Informed Consent by Subjects to Participate
in a Research Project or Experiment**

**Researcher: Dr. Bruce Milliken
Psychology Complex Room 414
Phone 525-9140 x24361**

Note: McMaster University and those conducting this project subscribe to the ethical conduct of research and to the protection at all times of the interests, comfort, and safety of subjects. This form and the information that it provides are given to you for your own protection, and are intended to give you a full understanding of the procedures, risks, and benefits involved. Your signature of this form will signify that you have received an adequate opportunity to consider this information and that you voluntarily agree to participate in the project.

I understand that this research project is being conducted by _____ under the supervision of Dr. Bruce Milliken of the Department of Psychology at McMaster University. The general purpose of the study is to further our understanding of perception and memory processes. I have been told that I will be asked *to study a set of approximately 60 words, which should take about 10 minutes, and then I will be asked to perform a recognition memory task for approximately 120 words, which will take about 20 minutes. I will be asked to record my decisions in the recognition memory phase by pressing one of two keys on the a keyboard as quickly and accurately as possible.* Allowing some time for instructions and debriefing, I have been informed that the entire experimental session should take approximately 45 minutes.

I have been informed that the only potential known risk of my participation in the study is that I may have to concentrate on a relatively simple task for an extended period of time, which could lead to mild symptoms of fatigue. You will not benefit directly from participation in this research. **I understand that I may withdraw from the study at any time, that I may refuse to answer any questions posed by the experimenter, and that I may register any complaint I have about the experiment either with the course instructor, Dr. Milliken, or with Dr. Betty Ann Levy, the Chair of the Department of Psychology.**

Although the data that I provide will not be anonymous, appropriate care will be taken to ensure that the data can be linked with my identity only by the experimenter. Should I wish to learn more about the results of the experiment, or about the general area of research, I may approach either the experimenter or Dr. Milliken (PC 414, ext. 24361) for more details. A copy of this form will be mine to keep.

Name (please print) _____

Signature _____

Date _____