

THE UNIVERSITY OF HONG KONG
FACULTY OF SOCIAL SCIENCES

Application Form for Departmental Ethics Review of Taught Postgraduate Dissertation/Thesis

1. Programme Name: _____
2. Department: _____
3. Title of Project: _____
4. Name of Student Investigator: _____
(University No: _____; e-mail address: _____)
5. Name of Research Supervisor: _____
(e-mail address: _____)
6. Anticipated commencement date for this project*: _____
Anticipated completion date for this project: _____
7. Please attach a one-page **summary of the proposed research**. In this summary, briefly describe the purpose(s) or objective(s) of the proposed project and include any hypothesis(es)/research questions to be investigated. Also, provide a brief, sequential description of the procedures to be used in this study.
8. What process will be used to inform the potential participants about the study details and to obtain their consent for participation?

 Informed consent form (please provide a copy)**
 Other (please specify: _____)
 _____)
 Note: If written informed consent cannot be obtained from the potential participants, please provide a detailed justification. (Attach additional sheets if necessary).
9. Will this study involve the use of deception? Yes No
 - If **Yes**, describe the deception(s) to be used in this study **AND** provide a justification for its use (attach additional sheets if necessary).
 - If **Yes**, outline the process to be used to debrief participants. Attach a copy of the **written debriefing sheet** and the materials used to obtain consent following debriefing.

Notes:

* Your proposed study may not begin until ethics approval has been received from the research ethics committee.

** Read and use the checklist for informed consent form.

Checklist for Informed Consent Form

Please check below all the information that has been included in your consent form:

- A statement indicating that this is a research study and who the principal investigator is¹
- Your study purpose described in simple, non-technical language
- Main points of the procedure
- Duration of participation
- Potential risks/discomforts and their minimization²
- Compensation for participation (if any)
- Potential benefits³
- Assurance of confidentiality
- Personnel who can access to the data/records
- Participants' rights to withdraw from the study
- Contact information for the principal investigator⁴
- Contact information for the Human Research Ethics Committee for Non-Clinical Faculties, HKU
- Space for participant's signature

Please make sure you have provided full information in your consent form.

Omission of any information mentioned above may cause delay in the approval process of your application.

Please remember to attach the **full set of questionnaires** for evaluation.

Notes:

¹ For students, please include the phrase "under the supervision of Prof./Dr. XXX"

² Even the risks/discomforts are mild or minimal, please state so. Here are some examples:

- *This procedure has no known risks*
- *You may find expressing your personal experience during the procedure somewhat uncomfortable and upsetting. Such discomforts, however, should be no greater than what we experience in everyday life.*

³ If there are no benefits to the participants, please say so. (For instance, "There are no direct benefits to you. However, the research project can provide valuable information on ...")

⁴ For students, please include the contact information of your supervisor.

Researchers must ensure that all requested materials are submitted. The submission of incomplete application packages will delay the ethics review process.

Please check below all materials that are included in your application package to the **Faculty Panel Representative of your Department**:

- Application Form for Departmental Ethics Review of Taught Postgraduate Dissertation/Thesis
- A one-page summary of the proposed study
- Informed consent form
- Checklist for the informed consent form
- Full set of questionnaire(s)
- Debriefing sheet, if applicable

Signature of Student Investigator

Date

Endorsed by:

Signature of Research Supervisor

Date

FOR USE BY FACULTY ETHICS PANEL ONLY:

Faculty Ethics Panel Representative
Department of _____, HKU

Date

Notes:

1. List of Faculty Ethics Panel Representative is provided in Annex I.
2. Applications for ethics approval can be submitted at any time during the academic year to the Department. Please note that researchers may be asked by the reviewer to revise and re-submit their ethics application. It may take up to a month (from the date of first submission) to obtain ethics approval during semester time, and up to two months between the semesters.
3. For each approved ethics application, the Faculty Panel Representative will send email to indicate that the study has been approved. Approval is valid for one year for the purpose of application to the participant pool.
4. Check the latest information at the Human Research Ethics Committee for Non-Clinical Faculties (<http://www.hku.hk/rss/HREC.htm>).
5. This form was adapted from the Department of Psychology.

July 1, 2013