

**Research Experience Program Application**

**Please download this form, complete it, save it and submit it electronically via email to**

[**REP-psych@unimelb.edu.au**](mailto:REP-psych@unimelb.edu.au) **along with a copy of ethics approval letter.**

**Section 1: Researcher/s Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Principal Investigator Details** | | | | **Researcher 1 Details** | |
| Name: | |  | | Name: |  |
| Family Name: | |  | | Family Name: |  |
| Student or Staff ID: | |  | | Student or Staff ID: |  |
| Email Address: | |  | | Email Address: |  |
| Phone: | |  | | Phone: |  |
| Office: | |  | | Office: |  |
|  | | | | | |
| **Researcher 2 Details** | | | | **Researcher 3 Details** | |
| Name: | |  | | Name: |  |
| Family Name: | |  | | Family Name: |  |
| Student or Staff ID: | |  | | Student or Staff ID: |  |
| Email Address: | |  | | Email Address: |  |
| Phone: | |  | | Phone: |  |
| Office: | |  | | Office: |  |
| **Section 2 Study Information**  **Select Study Type**: | | | | | |
|  | Online External Study.  An online study that is set up outside the system (i.e. on another website, like Qualtrics).  This option requires URL to be provided. | | | | |
| **URL**: | | | | | |
|  | Online Survey Study  An online survey study that is set up in SONA system, and administered by SONA   * + - * Online survey studies must be configured & updated online before they can be made active.       * The ability to change the online survey after some participants have participated in the survey is limited.       * There is no support for conditional branching, question timing, matrix choice layouts, or free-form text responses more than 250 characters per question.       * The order of questions within a section cannot be changed.       * You should routinely download the data and then delete it from the system to ensure the best system performance. **Be sure to routinely download a copy of your data as a backup.** While backups of the entire system are generally kept for a few days, there is no guarantee that a back-up of your data will be available if required.   The online survey feature meets the needs of most researchers, but if you need more advanced features, there are hundreds of survey-specific products out there, and you can link those to the system by setting up an online external study. | | | | |
|  | Multi-Part Standard Study  A study that is scheduled to take place at a specific place (i.e. not online), in two or more parts. The different parts may be scheduled to take place a specified number of days apart, and a participant must sign up for both parts of the study at one time.  Two-Part Study  Three-Part Study  Four-Part Study | | | | |
|  | Standard Study  A study that is scheduled to take place at a specific place (i.e. not online), and where there is only one part to the study. | | | | |
| **Study Name:** | | | | | |
| **Category of study:** Off LineOn Line | | | | | |
| **Advertisement: (15000 characters Maximum)** | | | | | |
| **Eligibility Requirements:** | | | | | |
| **Duration of sessions in minutes:** | | | | | |
| **Credit:** | | | **Total Total Number of hours requested:** | | |
| **HREC Number:** | | | | | |
|  | | | | | |

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| **Section 3: Ethics Information** | | |
| Date of Submission: | | **Initial** |
| Are you a member of Melbourne School of Psychological Sciences Academic Staff?  Yes No | |  |
| If a student is requesting REP pool access, what is the relationship between student and supervisor for this research project *(e.g. honours supervisee,*  *PhD supervisee)?* | |  |
| Is the student enrolled in a Melbourne School of Psychological Sciences degree program?  Yes No | |  |
| Has ethics approval via MSPS been obtained?  Yes No | |  |
| Did your ethics approval letter specify use of REP? Which page # is stated in the ethics application? | |  |
| Are the title and investigators on the REP and ethics application consistent?  *If different scientific and advertising titles were approved in your ethics application, you may list the advertising title in your advert.* | |  |
| Are numbers of REP participants consistent in REP & Ethics applications?  Page # where REP recruitment was specified in the ethics application  Have you obtained permission to include underage (18 years) participants?  Yes No | |  |
| Was ethics approval obtained for online recruitment? Page # | |  |
| Do you affirm that you will not post your advert for participants until you have received official REP approval? | |  |
| Do you affirm that you will not recruit more than the number of participants that has been approved by REP? | |  |
| Do you affirm that a member of the research team will be present for all REP appointments for which participants have signed up? | |  |
| Do you affirm that if the researcher fails to show for an REP appointment, they will grant credit to the student for the research hours? | |  |
| Are you using some of your REP hours for another project this semester?  Yes No | |  |
| Name of person submitting this form: | Signature of person submitting this form: | |
| Name of Principal Investigator: | Signature of Principal Investigator: | |