

**Research Experience Program Application**

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

**REP-psych@unimelb.edu.au** **along with a copy of ethics approval letter.**

**Section 1: Researcher/s Information**

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| **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 StudyAn 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 StudyA 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 StudyA 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 applicationHave 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: |