Application for the Use of Human Participants in Research by Students

Any student or group of students planning to conduct research of any kind, with or without involvement of human participants must complete this application and submit it for approval to the Ethics Committee of the Division of Linguistics and Multilingual Studies.

NOTE: All materials associated with the proposed study (this application, all consent forms, debriefing forms, questions, and stimuli) must be reviewed and approved by your supervisor prior to submitting this application. (See checklist on Page 3.)

Under no circumstances may data collection begin before your application has been reviewed and approved by the LMS Ethics Committee. Failure to follow this important step may result in a grade penalty or disciplinary action.

Submission Instructions

Once you have obtained the approval of your supervisor, send a completed and scanned pdf copy of this application form along with all accompanying documents in a single email to Assistant Professor Luca Onnis (LucaO@ntu.edu.sg) with the subject line “Student Ethics Application”. Be sure to cc your supervisor on the email.

Further instructions for obtaining signatures and submitting the final hardcopy of the application will be sent to you subsequently.
Part I. Details of the proposed study

In a separate document, please address each of the following sections separately:

i. Purpose of the study (100 words or less)

ii. Estimated number of participants to be involved in the study

iii. How do you plan to recruit or otherwise make contact with prospective participants for your study?

iv. Briefly describe who your participants will be and how you will identify them. In other words, is there a particular group or profile that you are targeting for your study, and if so, what are its characteristics (e.g., age, ethnicity, language background, etc.)?

v. All student research must be conducted in a way that maintains the confidentiality of participants. This means that data must be recorded in such a manner that participants cannot be identified from it, either directly or through identifiers linked to the participants. Briefly explain how you will maintain the confidentiality of the information you obtain from participants in your study.

vi. Does this study entail possible risk of harm or stress to the participants? If so, briefly explain the risks and the steps you will take to minimize them.

vii. What is the location or setting for the study (e.g., a speech laboratory, an interview room, a shopping mall or other public space, etc.)?

viii. Sound ethical procedure requires that informed consent is obtained from participants prior to their participation. Briefly describe how informed consent will be obtained and by whom. Be sure to include with this application a copy of the consent form you will use.

ix. Provide a detailed description of the procedure you will use with your participants. Be sure to mention how instructions will be given, what tasks the participants will be expected to perform, and how their responses or behaviours will be documented or recorded (i.e., by audio/video recording, computer input, use of notes, paper survey, etc.).

x. Describe your study materials, including interview questions, survey questions, stimuli, as well as any devices (e.g., computers, field recorders, video recorders) or software that you will use when in contact with your participants.

xi. Whenever practical, it is a good idea to provide participants with a brief explanation of the study following their participation. If you plan to “debrief” your participants, briefly explain how this will be carried out?
**Part II. Documents Checklist**

- Application form (this document)
- Consent form(s)
- Debriefing form(s)
- Flyer/advertisement/other publicity document(s)
- Study materials:
  - Survey questions/fields
  - Interview questions
  - Stimuli (if textual, otherwise, provide representative samples)
  - Other (describe):

**Part III. Declarations**

Name of Supervisor: ____________________________

Title of the study: ____________________________

- I confirm that all information submitted in this application is correct, and that all accompanying documents are comprehensive of those to be used in the proposed study. I further agree to report to my faculty supervisor any substantive changes in procedures, materials, participants, and/or other aspects of the study that may be considered relevant to ethical concerns.

- My supervisor has reviewed and approved this application form and the use of all listed documents and any other materials associated with this study before they were submitted to the LMS Ethics Committee.

**Note:** Failure to answer the above questions truthfully could result in disciplinary action taken against the applicant for ethics violation.

Name of Student Investigator: ____________________________

Signature of Student Investigator and Date: ____________________________