Ethics Check List for Project Supervisors and Students

Ethics form	
1	Have they correctly assigned the study as type A (no significant risk) or B (potential risk)?
2	If they are using Qualtrics or Gorilla, have they provided a live link (i.e. the one participants will see that does not require a password)?
3	Have they described how they intend to recruit participants and how any exclusion criteria will be applied?
4	Is this project directly related to another student project where ethical approval has already been obtained? If so, provide details of the previously approved ethics application (e.g. student and supervisor names, project title, ethics application numbers).
Information sheet	
5	Does the uploaded information sheet match the online version?
6	Have they provided the names and email addresses of a) the researcher, b) the supervisor, c) the Chair of the Ethics Committee?
7	Under 'what will happen to me if I take part' have they provided sufficient information about what participants will have to do (e.g. subject of questions, nature of activities)?
8	Have they considered whether there is any risk of participants being disadvantaged or distressed, and outlined measures to support participants or mitigate distress where necessary?
9	If they want to use the Research Participation SONA scheme, have they mentioned it here?
10	If they are collecting personal data (e.g. via SONA, emails), have they provided a link to the GDPR information, or referred to a hard copy that will be given to participants? If in doubt, add link to GDPR info.
11	Have they given the correct information about who has approved this study (i.e. Goldsmiths Psychology Department Ethics Committee, not REISC)?
Consent form	
12	Have they followed and correctly adapted the template from the VLE (e.g. removed any statements that don't apply)?
13	Have they included a consent statement about being aged 18 or over?
14	For studies with sensitive content, have they included a consent statement that participants are aware that the study will be presenting sensitive questions/content?
15	In online consent forms, have they made the consent questions obligatory (i.e. participants can't proceed to the survey until they have consented to all the statements)?
16	In online consent forms, have they put the consent questions on a separate page so participants have to press 'submit' before they are asked any other questions (including demographic questions)?
17	If participants should be able to withdraw their data post-hoc, have they requested that participants create a unique id, or asked students to provide their ids (e.g. necessary for the SONA scheme)?
Survey	
18	Have they allowed participants to skip questions, including demographic questions (this should be the norm – if some/all questions MUST be answered, then this must be explained in the information sheet)?
Debrief	
19	Have they told participants how to withdraw their data (post-hoc by citing the unique id)? Or have the clarified on the info sheet that withdrawing data post-hoc will not be possible (e.g. in fully anonymously surveys)?
20	Have they told participants who to contact about the study, giving name and email of supervisor and chair of the ethics committee?
21	Have they included links to relevant support organisations or sources of further information, if applicable (particularly important for any health, legal or forensic topics)?