

HREAP-C Request for Additional Participants Compliance Checklist

Y/N		Action if 'No'
	1. Is the application form submitted as one Word document?	Save as one Word document.
	2. Is the request on the most current version of the HREAP-C Application for Participants form? (available at https://www.psychology.unsw.edu.au/research/research-resources/ethics-and-sona-resources)	Use the most current version of the form.
	3. Does the HREAP-C Application for Participants form contain <u>all</u> of the following information: <ul style="list-style-type: none"> a. HREAP File Number (four digits, found on the original approval letter from the DVC-R) or HREC approval number (HCXXXXXX) b. Approval Date (found on the original approval letter from the DVC-R) c. Previous SONA Number (if known) or a request for a new SONA Number d. Project title e. Name and email address of Researcher and f. Name and email address of Supervisor (if applicable) 	Answer all non-optional questions on the Request for Additional Participants Form.
	4. Does the Duration listed match with the Requested Credit Per Participant listed?	Resolve the inconsistency.
	5. Does the Total Requested Hours equal the Requested Credit Per Participant multiplied by Requested Number of Participants ?	Resolve the inconsistency.
	6. Have the Human Testing and Electronic Consent items been answered?	Answer all non-optional questions.
	7. Does the Brief Description of the Study really contain fewer than 245 <i>characters</i> (including spaces and punctuation)?	<p>If your project was approved by the HREAP-C: restate the final <i>approved</i> Brief Description.</p> <p>If your project was approved by the HREC: SONA cannot accommodate more than 245 characters. You may need to request a modification of your advertisement description from HREC (not HREAP) before you can proceed.</p>
	8. Is the character count provided?	Add the character count.

	9. Have the declarations about character count and approved wording been completed?	Complete the declarations.
	10. Are the answers to the Mandatory Debriefing Questions provided?	Provide the answers to the Mandatory Debriefing Questions.
FOR HREC-APPROVED PROJECTS		
	11. Is a copy of the HREC approval letter attached?	Attach a copy of the HREC approval letter.

Once you are satisfied that the request is compliant, please forward the request in a single Word file (plus HREC approval if relevant) to Kristy k.martire@unsw.edu.au , Kate k.faasse@unsw.edu.au, and Brooke b.brady@unsw.edu.au cc'ing the Chief Investigator with "HREAP-C Request for Additional Participants" as the email subject line.