

# Committee guidance for completing an ethical application

Before you submit your ethical application, we would like to draw your attention to some aspects that can render the process smoother and, potentially, quicker.

- The application should be written so it can be understood by an intelligent reader who is not an expert in your field. This may require illustrations to clarify the interactions between participants and equipment.
- Have you indicated how long your experimental sessions will take? Ensure the time indication is accurate and captures precisely how long it will take. Avoid a generic time range and add a defined timeline for who will do what and when. This will help the participants evaluate whether they want to participate and organise themselves. Please describe the work in sufficient detail to enable the panel members to visualise what the participants will do.
- Have you considered rewarding the participants for their time? Even a small, symbolic token of appreciation can go a long way.
- Is your participant information form/invitation as clear as possible? Avoid technical acronyms and jargon; be as straightforward as possible. These files do not need to be very long but, instead, extremely clear.
- Have you reflected on the withdrawal procedure? The procedure and the timing of withdrawing from the study need to be as simple as possible and, ideally, not linked to contacting the principal investigator. If you will allow withdrawal of data define a precise time window (i.e., participants can withdraw at any time but only until N days/weeks/months after data collection).

If invited to the panel, be as constructive as possible. Embrace the questions we will have for you: our interest is to strengthen your application. The discussion can bring new perspectives, clarify unclear aspects, and improve research practices. Consider the ethical issues raised and indicate how they are addressed.