

Human Research Ethics Advisory Panel (HREAP-C)

Home Work / Pre-Work Policy

The HREAP is responsible for ensuring ethical obligations are met with specific regard to SONA-1 participants and their interactions with the SONA system.

Home / pre-work refers to tasks that participants are asked to complete either before attending the first study session (pre-work), or tasks that participants are asked to undertake after attending the main study session (homework). Homework tasks may take place after the first study session, or between the first study session and the second study session (in a two-part study). An example of pre-work could be completing a brief questionnaire prior to attending the first study session. Homework might include tasks like completing a brief measure repeatedly over a number of days e.g. sleep quality or intrusive thoughts.

The purpose of this policy is to make sure that home and/or pre-work credit points are awarded to participants in a way that does not unduly pressure participants when they are deciding whether to continue their involvement in a study, and to ensure that points are allocated for time spent participating.

Fair recompense and avoidance of undue pressure can be ensured by:

1. Allocating points for time spent – irrespective of whether all elements in the study are completed.
 - a. For example, a participant who has enrolled in a 2-part study with 30 mins of homework tasks to be completed between the first and second study sessions. A participant who completes the homework tasks, but chooses not to attend the second study session, must still be given 0.5 points for completing the homework tasks

This can be achieved through the allocation of ‘additional points’ for home/pre-work activities in SONA. The closer the correspondence between the time spent and the points allocated, the better
 2. Participants are aware of how points are allocated. This information should be clearly stated in the ‘Brief Description of Study’ section for SONA, as well as in the Participant Information Statement (PIS)
 - a. The 245 characters should be used to communicate the range of tasks, the procedure and the pro-rated recompense participants should expect from their involvement in your study.
 - b. E.g., *You will receive max 1.75 points for your participation: 1pt for face-to-face lab session (1 hr); plus up to 0.75 additional pts for monitoring homework for three days (pro rated).*
 3. Participants are aware of any relevant eligibility criteria that may affect their ability to participate in further components of the study and get all of the advertised credit
 - a. i.e. participants are made aware of the proportion of pre-work or home-work needing to be completed to be eligible to complete other study elements
 - b. For example, the participant in the example above enrolled in a 2-part study with 30 minutes of home-work should be made aware that they must complete at least 15 mins of the home-work tasks in order to be eligible to participate in the second study session.
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