

To: **Matt Jones**, Ethics Committee Chair
From: **A Person**
Date: May 12th, 2008
Re: **Request for experiment approval**

This memo is a request for approval to perform several experiments involving human participants during May and June this year. All the experiments will take place at a computer in room 123 Faraday Tower, Swansea University.

I have read and understood the Swansea CS Ethics Regulations. This application includes all relevant information necessary for evaluation against these regulations.

Attached to this memo you will find a Research Participant's Bill of Rights and a Research Consent Form. A copy of the Bill of Rights will be given to the participant. Two copies of the Research Consent Form will be read and signed by the researcher and the participant. One copy will be retained by the researcher, the other given to the participant. At the beginning of each interview the researcher will verbally explain these documents, with particular reference to the participant's right to withdraw at any point without explanation, and then ask the participant to read and sign the documents.

A copy of the participant's written instructions are also attached to this memo. The instructions include an introduction, a questionnaire, four problems and a brief explanation of the purpose of the experiment. Participants will be asked to solve two or more of the problems depending on the time available. Some problems are described with two or more variations that restrict the user's behaviour; the user may or may not be asked to perform all the variations depending on the techniques they use to solve the problems.

If you require any further information, I can be found in room 123, phoned at the University on extension 1234, or emailed at a.person@swan.ac.uk

Signed: ***Remember to sign your memo here***

Supervisor's signature:

Date: 12/5/08

Attach:

- Research Participant's Bill of Rights
- Research Consent Form
- Written Instructions