**Guidelines for the Giving of Prizes as Incentives for Research Participation in a Research Activity**

The [*National Statement on Ethical Conduct in Human Research*](https://www.nhmrc.gov.au/guidelines-publications/e72) *(2007)* allows for fair payment and the giving of prizes as incentives for taking part in research. However, researchers must take care to ensure that such payment would not be significant enough to be considered to be an inducement to participate in their research by encouraging a participant to take risks and/or potentially impairing voluntary participation in the research. Specifically the National Statement states that:

*It is generally appropriate to reimburse the costs to participants of taking part in research, including costs such as travel, accommodation and parking. Sometimes participants may also be paid for time involved. However, payment that is disproportionate to the time involved, or any other inducement that is likely to encourage participants to take risks is ethically unacceptable. (NS 2.2.10)*

A ‘prize draw’ is considered under Queensland law to be where a prize is offered ‘whether or not tickets are sold or distributed’, and where the winners are decided entirely or partly by chance. A reference to chance includes deciding a winner by lot or drawing (section 11(1) [Charitable and Non-Profit Gaming Act 1999](https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/C/ChariNonProA99.pdf) (Qld)).

For the purposes of a prize draw associated with a Research Activity conducted by a USQ Research Worker, USQ considers itself as the entity responsible for conducting the competition. As such, USQ requires all USQ Research Workers to adhere to these Guidelines when planning to conduct, and in the conduct of, prize draws associated with the nominated Research Activity.

These Guidelines apply to prize draws where the draw is free to enter and the prize is:

1. less than $5,000 in value
2. not perishable
3. not a prize for money
4. not a prohibited prize (these include volumes of alcohol worth over $1,000, tobacco product/s, gaming products (i.e. lottery tickets), surgery, weapons, or ammunition)
5. given within Australia.

If you deviate from the above criteria, these Guidelines do not apply.

**Management Requirements of Prize Draws**

All USQ Research Workers must ensure that prize draws are managed appropriately, with due regard to participant confidentiality, transparency, equity, and fairness.

* Participant confidentiality must be maintained at all stages. If a participant’s names and contact information is obtained for the purposes of a prize draw, it is essential that these details are stored securely. If an anonymous survey is to be utilised, a form separate to the survey should be provided to serve as the entry into the prize draw. In any event the method of entering any type of prize draw must be set out in the prize draw terms and conditions.
* Failure by a participant to fully complete the participation requirements (for example, but not limited to, completion of a survey, interview, or focus group session) and/or withdraw from the Research Activity should not disqualify a respondent from entry into the prize draw. A USQ Research Worker must clearly inform a participant if they may be entered into the prize draw even if they don’t fully participate in the Research Activity or if they choose to withdraw from the Research Activity early.
* Suitable terms and conditions must be offered and disclosed to potential participants. Where possible, it is recommended that a USQ Research Worker use the USQ Standard Terms and Conditions of Entry into a Prize Draw for Participation in a Research Activity.
* When using the USQ Standard Terms and Conditions of Entry into a Prize Draw for Participation in a Research Activity, a USQ Researcher Worker must ensure that the project name, prize/s, the opening and closing dates of the draw (period for participation in the competition) and the prize draw date are stated on the participant information sheet together with a copy of or if on-line, link to the full terms and conditions of the prize draw, including how to enter the prize draw and other relevant criteria. Depending on the terms and conditions, closing dates for prize draws may be extended but it is not preferred practice and should not be simply because the desired number of responses have not been achieved. The USQ Standard Terms and Conditions of Entry into a Prize Draw for Participation in a Research Activity must also be attached to the participant information sheet.
* The prize draw must be conducted at the time and location specified in the prize draw terms and conditions.
* If more than one prize is being offered the major prize must be drawn first and the other prizes then drawn in descending order of value.
* The USQ Research Worker nominated as the Principal Investigator for the Research Activity is responsible for ensuring delivery of the prize/s within one month or other stated period in the prize draw terms and conditions after the prize draw. If it cannot be delivered then records must be kept of all reasonable efforts which were made to locate the winner.
* If there is no winner for a prize, another winner for the prize must be drawn again. Bear in mind the number of prizes and order of drawing winners from the entries may impact on who goes into this “redraw”, so consider this issue in drafting the prize draw terms and conditions.
* Similar to Research Data, records relating to the management and conduct of the prize draw, including the prize winner,/s must be retained securely for a period of five years from completion of the Research Activity.. Refer USQ’s Research Data Management Policy available at <http://policy.usq.edu.au/documents/151987PL>.
* Private, personally identifiable information collected in relation to the prize draw must be stored separately to the Research Data, and in accordance with the Research Data Management Policy and Procedure and *Information Privacy Act 2009* (Qld).
* Appropriate translations of the participant information sheet, consent forms and the prize draw terms and conditions may be required for participants who are from non-English speaking backgrounds.