

### **Background**

1. It is common practice in Malaysia for participants in research projects to be given “token of appreciation” for their contributions.
2. This Policy and the embedded guidelines govern the practice of giving tokens of appreciation, and apply to all research carried out under the auspices of Sunway University and/or by any Sunway University staff.

### **Policy and Guidelines**

3. Tokens of appreciation may, subject to approval by the ethics committee, be given to participants of research projects.
4. The tokens of appreciation must be of minimal financial (or other, non-monetary) value and must not in any circumstances be sufficient to act as an inducement to participate in the research.
5. Where children are involved, any tokens of appreciation should normally, and unless otherwise approved by the ethics committee, be given to the parent(s) or legal guardian(s) of the child. In any case, approval for any token of appreciation given to a minor must be granted by the parent/guardian.
6. Careful consideration should be given to both the nature and value (see paragraph 4) of the token. For example, tokens that encourage, support or facilitate unhealthy or inappropriate behaviours should not be given. Particular consideration as to the appropriateness of any token of appreciation given to minors or vulnerable adults.
7. Participants, or their parents/guardians, must sign to acknowledge receipt of any tokens of appreciation.
8. All tokens of appreciation must be accounted for by the research team. Any unused tokens, must be returned to the REO, which shall retain them for future use.
9. Further guidance on the type of token to be given, the value of such tokens, and the appropriateness of the use of tokens of appreciation may be sought from the University Research Ethics Committee