RP Pool: Guidelines for Researchers

To: All users of the RP Pool and all PSYC 1101, 1030H, and 2101 instructors

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The RP Pool will open for data collection on Monday, August 24th.
The RP Pool officially closes at 5:00 PM on Friday, December 4th. You are prohibited from using the exam period to collect data from RP Pool participants.

Introduction

Research participants may be obtained from students enrolled in Elementary Psychology (PSYC 1101), General Psychology (PSYC 1030H), and Psychology of Adjustment (PSYC 2101). (The particular composition of the RP Pool may vary from semester to semester, but these are the courses that comprise the pool.)

Research participation by these students is intended to be a learning experience for them. The students' research orientation requirement (whether it be participation in research or summarizing research articles) is basically the equivalent of the lab section in, for example, a physics course—it is intended to familiarize the students with current research topics and techniques.

Because many researchers depend on this source for research participants, all users of the system **must** treat research participants with courtesy and consideration. Care should also be taken to ensure that the students' participation is a learning experience. **Investigators who fail to observe the guidelines described in this document may be denied access to the RP Pool.**

Requisition

Prior to running any research participants, prospective investigators must

(a) Receive approval from the Institutional Review Board (IRB). If you need an application for IRB approval, you can obtain one through their web page at: http://www.ovpr.uga.edu/forms/human.html

(b) Complete a Research Pool Number Request Form. You can get one of these from the envelope on my office door (Room 253, Psychology Building).

(c) Submit the request and either submit a hard copy of your IRB approval or forward me an email indicating IRB approval. You will receive verification of your approval from me, along with your study number.

Research Experience Requirement

All students in Psychology 1101, 1030H, and 2101 are required to participate in 6.5 hours of orientation to receive a class grade.
(Students are NOT required to participate in psychology studies. Alternatively, they may choose to summarize research articles. Each article summary is worth 1 hour of credit, and should be at least 2

pages in length. A student may also turn in only one 1-page summary if a 1/2 credit is needed. If a student chooses to do such a summary, he or she must clearly indicate on the top of the article that it is for 1/2 credit.)

Information about the RP web site

Both researchers and students will access the RP Pool through the following site:
http://www.experimetrix.com/uga

What students must do

Students will be asked to register themselves into the RP web site at the beginning of the Fall Semester. Once registered, they will be able to sign up for studies and view their credit listings at any time. Students will sign up for experimental sessions exclusively on this site. When logged on, RPs will first see a list of active studies. Each study listing appears on a separate line containing the study number, the supervisor, the experimenter, phone number, eligibility restrictions, and study title. An icon on the far right of the line indicates if times are available for sign-ups. By clicking this icon, the student sees a list of sessions for the given experiment. The student signs up by simply choosing a time and clicking the icon for that time. The student then receives immediate confirmation of their appointment via e-mail and an e-mail reminder 24 hours before the appointment. RPs can only sign up for a particular study once, unless multiple sessions are required.

Cancellations follow the same procedure as sign-ups: a RP finds his or her individual session in the list of sessions for a specific study, and cancels by clicking the "Cancel" icon. The system will not allow a RP to cancel within 24 hours of his or her session.

What researchers must do

To post an experiment, check the schedule, or award credits, researchers should enter the web site listed above and select "experimenter area" from the menu at the left. You will be asked for a logon and password. The RP Coordinator will provide the password after ensuring you have IRB approval and receiving a completed study number request form (located on the RP office door). For simplicity, the logon for your experiment will be the number of your experiment. The RP Coordinator will also enter a default credit limit for each session, e.g. 1.5 hours.

Getting an experiment posted

The first thing to do is pick the "Edit Header" option. The header contains the vital information about your experiment that is displayed to potential participants when they are searching the list of experiments. Complete all of the required information. "Supervisor" should be either the faculty member or grad student who applied for the study number. "Experimenter" contains the person conducting the session. "Location" is the location of the experimental session.
NOTE: Be sure to indicate the building a study is located in EVEN IF that study is in the psychology building (many students do not simply assume a study takes place in the psychology building.)

"Selection Criteria"
Refers to any eligibility restrictions you wish to impose (e.g. MALES ONLY).

"Credit"
Is the credits awarded for completion of the session.

"Cancellation contact, phone and e-mail"
Students are instructed to contact the experimenter if they have problems canceling prior to the 24hour advance deadline. For cancellations taking place after the deadline, please enter the RP Coordinator information: 542-3046 and rp@uga.edu (see emergency cancellation section on page 6).

"<u>Description</u>"

Normally please list ONLY THE RP TITLE THAT WAS APPROVED BY THE RP COORDINATOR. IF NECESSARY, you may list additional information such as a special procedure for signing up (e.g., call this number and answer some questions). Once you enter all of this information, you can hit "<u>Apply Changes</u>" and your study will appear in the listings.

Managing your study

The following sections will describe how to use the options provided to the experimenter.

"<u>View Schedule</u>"

This option displays the schedule for your experiment and is where most of the action takes place. **THIS IS WHERE YOU TAKE CARE OF CREDIT ASSIGNMENT.** You will see all sessions, including past sessions that have already been completed, future sessions for which a participant has signed up, and any available future sessions. For any past sessions you have the option of awarding credit, applying the penalty for a no-show, or canceling the session and removing it from the schedule (with no credit or penalty). Each of these options has help associated with it which you can access by clicking the "?" symbol.

******IT IS THE RESEARCHER'S RESPONSIBILITY TO AWARD CREDIT FOR PAST SESSIONS******

<u>Awarding credit & penalizing no-shows</u>

Within the "View Schedule" screen you must click the credit button for the participant to receive any credit; the system will not award credit automatically. The same goes for applying penalties for no-shows, which are administered by clicking "Penalty". The "Pending" action refers to sessions that have expired where the researcher has taken no action. When a participant is "Pending" either award the participant credit or give the participant a no-show penalty. Clicking the "Cancel" button will cancel the session and send an e-mail message to the participant informing them of the cancellation. Note that on this screen the participant names are links that permit you to send an email to them (if you are using a browser that is properly configured to do so). Experimenters can withdraw an unoccupied session by hitting the "Remove" button, and it will be taken off the schedule.
WARNING: It is possible to cancel a past session where you have already given someone credit. If you try to delete an already-run participant from the Schedule list, a warning will pop up. Failure to heed this warning will result in the participant losing credit, DO NOT use the "Cancel" option on a participant who has already been awarded credit.

It's a good idea to print the experiment schedule before an experimental session. This will allow you to determine who showed up to your study (when assigning credit) by having participants check off their name and id # from your printed list. Alternatively, participants could put their name & id # on an index card that the experimenter collects (in addition to you signing their white card).

"<u>Display Experiment to Students</u>"

IMPORTANT: The check box "<u>Display Experiment to Students</u>" at the top of this page can be used to either display (when checked) or hide the experiment from the listings for participants. If the box is checked the experiment will be visible to students only if there are future sessions in the schedule. <u>If the box is not checked, subjects looking for available experiments will NOT see your experiment</u>.

"<u>Add New Times</u>"

This is the option you choose if you want to create new sessions in your experiment. Pick a time and date for the session(s) you wish to add. After picking the time and date, indicate how many sessions for the chosen time and date you want to add by putting a number in the box. "Open appointment" is the default setting and refers to sessions that are available for any participant to view in the list. You also have the option of creating a session for a specific participant, e.g. someone returning for a follow-up

session. To do this, specify the date and time, and in the "participant" box, select the name of the participant you would like to schedule.
CAUTION: Selecting a specific participant will automatically schedule them for a session, so make sure that the participant has agreed on the date and time.

"Set Eligibility"

This option allows you to control who is eligible for your study based on previous studies participants have taken part in. You can restrict participation in your experiment to students who have NOT been in certain other experiments. To do this, find the other experiment on the list, and click the button "Never participated." Participants who completed the other experiment will then be barred from your experiment. On the other hand, if you want to ensure that participants completed a prerequisite study, then select "Participated" for the other study. "Does not matter" is the default setting for all experiments other than yours. Participants are not allowed to sign up for your experiment more than once if the "Never participated" (default setting) is chosen for your experiment.
NOTE: If you want to set eligibility requirements based on obtaining an equal number of men and women in your study (e.g., 10 Male & 10 Female participants) please consult the RP coordinator.

"Set Authorization Code"

You can use this option to restrict sign-ups for your experiment. If you enter a value on this page participants will be required to provide the code when they sign up for your experiment. This can be useful if you want to restrict potential participants based on some known criterion. Participants with the code can sign up for the times posted, but no one else will see the times.

"Set Lead Time"

With this option you can prevent participants from signing up at the last minute. On this page you can specify a lead-time in days, hours, and minutes. Any open appointments that are not taken within that lead-time of the scheduled start time will be automatically removed from the schedule viewed by participants. For example, if you specify a lead-time of 2 hours, any open session(s) will automatically disappear from the schedule exactly 2 hours before the sessions(s) are scheduled to begin.

If a subject cancels within the lead-time, their time slot will disappear from the schedule (as long as it is not within the 24-hour cancellation window).
NOTE: Lead-time is not the same thing as the minimum time needed for a participant to cancel. That time is 24 hours, regardless of the lead-time you set for your own experiment.

"Batch Credit" & "Direct Credit"

Researchers rarely use these two options. This is a way to award credit to students who have participated in your experiment **but who did so without having signed up for an appointment.** (If the participant signed up for an appointment, award credit to them through the **View Schedule** page as described above). If you happen to run a participant(s) who did not sign up, then you must use this option to award credit. **However, these occasions should be rare, so you should NOT use these options to award credit on a regular basis.**

"View Reports"

Experimenters can use this feature to produce lists of past and future participants with email addresses and appointment times. The lists can be sorted by participant name, email address, or appointment time.

"Change Password"

Use this option to change your logon password. **Your logon ID will always be your experiment #**.

Please observe the following guidelines:

1. Inducements may **not** be posted on the experimental listing (e.g., "This experiment takes only 15 MINUTES" or "Fun, Fun, Fun"). In addition, the RP Committee has decided that students may not receive both course credit and monetary compensation for participation in the same study. In addition, lotteries are not permitted (see below). This is seen as an extra inducement, and would give unfair advantage to one study over all the others. The RP Pool was established to give all researchers equal access to research participants.

2. Post sessions 4-5 days in advance of when you require research participants. Research participants are often willing to participate in studies scheduled for evenings or weekends. The **back** door of the Psychology Building is open until 7:00 PM on weekdays. If you plan to run later than 7:00 PM or on weekends, you or your assistant must meet the research participants at the door and let them in. **Departmental policy forbids propping the doors open.**

3. If you wish to limit participation in your study (based on gender, handedness, etc.), list eligibility requirements in the “Selection Criteria”. If you wish to limit participation based on pre-screening from group testing or other pre-tests, either find some way to contact them in the future or give them an authorization code that will allow them to access your potential sessions. **Telephoning research participants is not permitted without prior approval of the RP Committee.**

4. If for any reason you cannot keep your appointment with a research participant, it is your responsibility to contact him or her **at least 24 hours in advance**. If you are unable to contact the research participant, have someone keep the appointment for you to sign the research participants white Experiment Record Card and award him or her credit on the schedule. The research participant is still eligible to participate in your study and receive another credit, which you would then award through the **<u>Direct Credit</u>** option.

5. A few weeks in to the semester, a list of study titles, numbers, and locations will be posted around the building, and will be updated every few weeks. Students can consult this list if they have lost the information about their appointment (e.g., location).

6. Researchers using the RP Pool are **not** allowed to go into PSYC 1101, 1030H, or 2101 classes to recruit participants for research projects, even if the instructor has agreed to let you do so. The **only** form of recruitment allowed is the sign-up procedure on the web site. This ensures that everyone has equal access to the RP Pool.

7. Participants have the option of not participating in a study or terminating participation at any point during the session. If a participant refuses to participate, give the participants the full amount of credit for participating in the study (or for participating in the first session for multi-part studies). Participants should not be penalized in any way for deciding not to participate in a study. For example, if a student shows up for a 1.0 credit study, reads the consent form, and subsequently decides that he or she does not want to participate or signs the consent form and later changes his or her mind (e.g. because the student is apprehensive about taking a pill), the student still should receive the full amount of 1.0 credits anyway.

8. Regarding the number of credits that participants receive for participating in a study, participants should always receive at least the amount they signed up for. It is the responsibility of the researcher to provide a reasonably accurate estimate of how long studies will take for participants to complete on average. If participants end up taking longer than what they signed up for, the credit should be adjusted accordingly. For example, if a study is worth 2.0 credits, but a participant takes 2 hours and 15 minutes to complete the study, he or she should receive 2.5 credits. This adjustment can be easily for each individual on your schedule (changing it for 1 person will not affect the entire list).

Use of Lotteries

Although IRB sometimes approves the use of lotteries in experimental research, users of the RP Pool may not use lotteries because the RP Committee believes that such use violates the notion of equal access to research participants by all users of the RP Pool. You may not allow your participants to "gamble" with their RP credits.

Record of Participation

1. If a research participant fails to show up, this is called a "no-show". Turning in no-shows is **not** left to the discretion of the researcher; it is **required**. A research participant who fails to keep an appointment has credit deducted from his or her total.

   Research participants who arrive late are generally not given a no-show, but they are not given credit either.

2. Each research participant is entitled to one half-credit (0.5) for each half-hour or part of a half-hour of participation. For example, if your study takes 20 minutes, the research participant receives one half-credit. If your study takes 75 minutes, the research participant receives 1.5 credits. **You may not give extra credits (e.g., 3 credits for 2 hours) as an inducement to get students to participate in a study.**

3. Award your credits on a regular basis, preferably at least once a week (or every time you view your schedule). **All credit submissions are due by 5:00 PM on the last day of the pool. Researchers who turn in credit submissions late or run studies while the RP pool is closed <u>may lose their RP pool privileges for the next semester</u>.**

Consent Forms

Each research participant must sign a legally effective informed consent statement that has been approved by IRB **before** participating in a study.

Experiment Record Card (the "White Card")

This is the student's receipt, or proof of participation. Be sure to sign it before the research participant leaves. Put your study number, followed by the number of credits in parentheses. For example, for study number 13 that took 85 minutes write 13 (1.5) in the appropriate column. You should have spare white cards on hand in case the student has forgotten his or hers.

Debriefing

All research participants are to be provided with a clear post-study debriefing. This must constitute a learning experience for the research participant. This usually consists of a full explanation of everything that happened during the session, what was being studied, and a summary of your hypotheses. Phrasing of the presentation must be in the manner understandable to the student, and questions should be encouraged and answered.

If deception was used in the study, you must explain three things to the participants: 1) what you did not tell them, 2) why you did not tell it to them, and 3) what your hypotheses/predictions are.

Experimental Evaluation Form

This is the student's chance to evaluate us. After you have debriefed and thanked the research participants for participating in your study, ask them to fill out an evaluation form and deposit it in one of the envelopes posted on the wall by each exit from the Psychology Building. Please have your name and study number already filled in for the student's convenience. Please have students complete this form after leaving the experimental session.

Cancellation

Students may cancel their appointments without penalty by logging onto the web site at least 24 hours in advance of the appointment. In cases where the cancellation is received less than 24 hours in advance, the system will not allow the participant to cancel. For such emergencies, the participant should be instructed to contact the RP Coordinator to explain the emergency. The RP Coordinator will then decide whether a no-show is appropriate and subsequently contact the investigator.

Complaint Forms

Research Participant Complaint Forms are available from an envelope on my office door (Room 253) for students to use when they have a complaint concerning the RP Pool. Generally, these complaints involve researcher no-shows or discrepancies in the number of credits listed on the periodic reports.

Note: If a researcher receives more than 3 separate complaints during a 1-month period, the study will be suspended until the researcher appears before the RP Committee and is granted permission to continue the study.