

Research Participation Pool: Experimenter Guidelines

***As an experimenter, you have a responsibility to follow the participant pool guidelines carefully. Be sure to read them over and ask your research supervisor any questions that you may have before you begin running participants.

1. Register & Setup Your Online Experiment:

You will need to register your experiment with the Research Participant Pool (RPP) (<http://psubehrend-researchpool.sona-systems.com/>). Before you can register your experiment you will need to have an experimenter account setup by the Student Lab Coordinator (Danielle Wilson).

Once you have a researcher account setup you will be able to access the system and add your research project. Students will be required to create an experiment profile on the online RPP system and manage their participants and credits from that site only. Tutorials will be provided for guidance to setup and run your experiments through this system.

You will need the following information to setup your Experiment:

- Experimenter names and contact information
- IRB Approval #
- Full name of the experiment
- A Brief Abstract (1 sentence description)
- A Detailed Description
- Research supervisor name and contact information
- Duration of the Experiment
- How many credits the experiment is going to be worth
- Approximate start and end dates

All researchers will also be required to have a copy of their experiment information at the psychology lab reception desk. Once your experiment is posted on the RPP you should print off the basic information and leave a copy at the front desk in the white Lab Attendant Binder. This will allow our lab attendants to be able to lookup basic information about a study even if they do not have an RRP account.

2. Cancellations or Experiment Changes:

Student: A participant may cancel an experiment in two ways. First, they can cancel their timeslot online, no later than 2 hours before the scheduled experiment time. The RPP system will log this information for you. This is why it is imperative to check your experiment online everyday for cancellations. They may also call the Psych Lab voice mail or the experimenter contact phone to cancel. If a participant calls to cancel it will be recorded on Angel in the Psychology Lab Group and there should be a note for the researcher in the lab binder. Under the Participant Cancellation message board all lab attendants will log the following information if a participant calls to cancel their experiment: Name of the participant, the participant's instructor and class time, the name of the experiment, the time of experiment and the time of the cancellation.

Experimenter: If you need to cancel an experiment time, you must contact your participant in advance (**at least 2 hours**) and reschedule the experiment. You must also go the Psychology Lab Group on Angel and enter the information into the Experiment Cancellation message board. It is the researcher's responsibility to post here. You need to record the following information: the name of the experiment, the researchers name and contact information, how many participants were scheduled, and what time the experiment was scheduled for.

All cancellations must be sent through SONA systems using the cancellation feature. You should also contact your participants to notify them separately and to offer to reschedule your study.

If your cancellations become regular, the participant pool intern/coordinator will be required to notify your research supervisor. If you fail to show up for an experiment, your participant is entitled to receive 1/2 credits and your research supervisor will be notified.

Experiment Changes: If you experience a room change or any other change after participants' signup for your experiment you must do the following:

1. Update the RPP system,
2. CALL YOUR PARTICIPANT!

4. **Research Credit.**

How much credit: The participant will be given at least .5 credit hours for each experiment they participate in. If an experiment should take more than 35 minutes, they will receive 1 credit hour. If the experiment should take more than 65 minutes, they will receive 1.5 credit hours, etc. The participant has 5 minutes after the scheduled time to show up. If the participant does not show up for the experiment and does not cancel within 24 hours, you must **dock them .5 credits**. You will do this by filling out a normal credit slip and writing "No Show -.5 credits" at the bottom where you would normally write how many credits the experiment was worth. Then you will keep the slip and put -0.5 credits into the Research Participation Pool system.

Credit Slips: The credit slip formats are available on the Psych Lab Share Drive (S Drive) in the Human Subject Pool Database folder. Two credit slips will be filled out for each participant. One half will be given to the participant for his/her own records, and you keep the other half for your records. Remind the participant to keep their copy of the slip in case they have credit discrepancies at the end of the semester. **You must use credit slips even with the use of the Research Participation Pool system, and tell your participants to keep the credit slips until the end of the semester.**

Research Participation Pool Database: You need to enter your participant's credits into the RPP system **within 48hrs**. Fill out all of the information asked for (i.e. student id, student name, experiment, experimenter, credit hours, date, and time). Be sure all information is correct before you submit the participant's credit, there is a built in question to make sure you have all information correct, please remember to check before you submit something.

Subject/Participant Log: You will need to keep a subject log that lists each participant that you run. It should include all of the information that you type into the database and should also include the name of the researcher that ran the participant as well as the date and person that recorded the credits into the database. This is our backup system in case something should happen to the database.

5. **Psychology Lab:**

It is your responsibility to make sure that the Psych Lab is open at the times that you require it. You are also responsible for contacting your research supervisor to schedule in advance any rooms that you require. If a lab attendant will not be present when you need to run a participant, make arrangements with your research supervisor to have someone open and close the Psych Lab. If it is necessary for you to be in the lab after hours, you need to arrange it with your research supervisor.

***You have a responsibility to treat your participants with the utmost dignity and respect. Remember that your participants are doing you a great deed by participating in your research, and you should attempt to make their research experience as interesting and enjoyable as possible. Remember that it should be a learning experience for them, and try to answer all their questions as candidly as you can, given the constraints of your research. Your attitude and dress should be professional at all times. If you have any problems, report to your supervisor immediately.

If you have any questions, please contact Danielle Wilson (djw5069@psu.edu), or call her at (814)965-0953 (cell) or 898-6036 (Psychology lab).