

SUNY Fredonia Psychology Department Research Participation - Procedures for Researchers -

Overview

All research in which psychology course credit is granted for participation is administered with the online research participation system. Participants view study information, sign up to participate, and receive credit through the system. Researchers post study information, administer study times and locations, contact participants, and assign credit through the system.

The steps for first using the research participation system are to (a) obtain IRB approval for the study, (b) set up a Researcher account within the system, (c) create and gain administrator approval for a study within the system, and (d) post timeslots for participants to sign up. This document is not intended as a guide for use of the research participation system. For help in using the system please consult the user guide which is posted on the Psychology Department Research Participation website and/or the system administrator (Guy Boysen; guy.boysen@fredonia.edu).

Obtaining a Researcher Account

- A Researcher account must be obtained before using the research participation system.
 - Psychology Faculty
 - All psychology faculty have a Researcher account.
 - Researcher usernames consist of first and last names separated by a period (e.g., `firstname.lastname`)
 - Student Researchers
 - Psychology faculty can request a Researcher account for students by sending an email to the research participation system administrator (guy.boysen@fredonia.edu) with the student's last name, first name, and email address.

Posting a New Study

- Create new studies using the *Ad New Study* tab on the research participation website.
 - Give the study a general but descriptive name the *Study Name* field (e.g., Attitudes about social groups, Memory for words and numbers, Spiritual beliefs).
 - List the title the project was approved under by the IRB and the date of the approval in the *Private Comments* field.
 - Online studies only – Select yes for *Should survey participants be identified only by a random, unique ID code?*
- Email the research participation system administrator (guy.boysen@fredonia.edu) with the title of the study in order to have it approved and made visible to participants.

Recruiting Participants

- A study is visible to participants when (a) it is approved by the administrator, (b) the researcher marks it as active under *Study Information*, and (c) timeslots are scheduled and available.
- The *Course Restrictions* on the research website must be set to include psychology courses only. The exception is if you have recruited a nonpsychology course for your study.
- The administrator can send mass emails to participants.
 - Send requests for mass emails to the research participation system administrator (guy.boysen@fredonia.edu). Indicate (a) the percentage of participants to be contacted (i.e., 10%-100%), (b) courses to be included, (c) exclusions based on participation in

- previous studies (e.g., no one who has previously participated, no one who has participated in study x), and (d) the text of the email.
- Please try to limit requests to announcements of new studies and major releases of new timeslots in order to avoid email saturation.

Conducting the Study

- Be sure to record the names and User IDs (i.e., Fredonia email user name) for all students who show up to participate in the study so that credit can be assigned to the correct person.

Submitting Extra Credit

- All research credit is assigned by researchers in the research participation system.
- Credit timeslots soon after participation or no shows so that students, instructors, and administrator have up to date information on credits.
- All timeslots must be credited before the last week of regular classes (i.e., the Friday before “dead week”).
- Please note that credit can still be assigned to groups of participants through the research participation system even if they do not sign up for the study using the system (see “Batch Credit Granting” on page 71 of the *Experiment Management System Master Documentation Set*).

Psychology Courses Outside of Introductory Psychology

All psychology extra credit offered for participation in psychology research must be administered through the subject pool. Offering research credit in a psychology course automatically makes it part of the subject pool and subject to department research policy. In order for their course to be added to the subject pool, instructors must provide the Subject Pool Coordinator with an electronic copy of their roster that includes students’ first names, last names, and login IDs; rosters can be downloaded from Angel.

Courses Outside of Psychology

Researchers may utilize the research participation website to administer extra credit offered through nonpsychology courses. Nonpsychology courses are not part of the general subject pool. Although instructors can choose to allow their course to be in the general subject pool, the default policy is for students in nonpsychology courses to only be able to see and sign up for the studies of the researcher who recruited that course.

Procedures for Including Nonpsychology Courses

- Provide the instructor with the *Research Participation Guide for Nonpsychology Instructors*, and forward the signed document to the Subject Pool Coordinator.
- Provide the instructor with the *Research Participation Guide for Students in Courses Outside of Psychology* so that it can be distributed to students.
- Coordinate the sharing of electronic copies of course rosters with the Subject Pool Coordinator.
- Provide the Subject Pool Coordinator with the message that students should receive when they are emailed their account information and a time for that email to be sent.

Direct any questions to the research participation system administrator (Guy Boysen; guy.boysen@fredonia.edu; 673-3891).