

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 to 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.
 - 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, preferred Used ID, and full email.

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.
 - Select only Psychology classes in the *Course Restrictions* field on the *Study Information* page.
- 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 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.
- Students who earn extra credit are given a participation receipt. The receipts are used to settle any discrepancy between the credits students are assigned and the number of credits they believe they have earned.

Submitting Extra Credit

- All research credit is assigned by researchers in the research participation system.
- All timeslots must be credited before the last week of regular classes. However, please credit timeslots soon after participation or no shows so that students, instructors, and administrator have up to date information on credits.
- 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*).

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