Guide to Using the Department of Psychology Research Participation Pool

A. Obtaining Departmental and University IRB Approval

1. Submit one (1) copy of your university IRB application (http://www.compliance.iastate.edu/) to the Department of Psychology Research Ethics Committee chair (Kevin Blankenship) for departmental approval before submission of the IRB application to the Office for Responsible Research.

2. The IRB proposal packet should include:

   a) The completed university IRB application, as well as a departmental posting form that can be obtained at: https://www.psychology.iastate.edu/research/participation/human-subjects-forms/

   b) All relevant appendices, including the informed consent forms, copies of all recruitment materials (letters, e-mails, and any other materials), debriefing statements, all questionnaires or measures, and descriptions of stimulus materials with examples of stimuli if possible. Movie clips and web-based video game demos are very useful for studies that involve such stimuli.

   c) If the participants in the study will be students who receive credits in 101, 230, or 280, (REGARDESS OF WHETHER THEY WILL BE RECRUITED THROUGH THE SONA SYSTEM), then the posting form must include one of the following phrases describing the time commitment and credit earned for the study:

      - “This experiment is worth 1 credit and should take 30 minutes or less”
      - “This experiment is worth 2 credits and should take between 31 and 60 minutes.”
      - “This experiment is worth 3 credits and should take between 61 and 90 minutes.”

No other mention of time or any other inducements for participation may be included on the posting form. (Note: Students may earn additional credits if they complete all the sessions in a multi-session study; see “Multi-session Studies”.)

3. IRB proposals must be signed by the principal investigator (PI). If the PI is a graduate or undergraduate student, this form must also be signed by a faculty supervisor. The signed original copy of the proposal should be submitted to Kevin Blankenship for approval by the Psychology Department Research Ethics Committee. Submission by noon on Friday will normally result in feedback in time for your submission of the IRB packet to the university Office for Responsible Research by the following Tuesday.

4. When your proposal is approved by the Psychology Department Research Ethics Committee, the chair of the committee or the designated representative will sign and return the original to the PI. The PI should then submit the signed original copy of the proposal to the Office for Responsible Research at 1138 Pearson Hall.

5. Proposals submitted by 9 am Tuesday are reviewed in the order that they are received. Review time may vary depending upon the number of submitted proposals and may be as soon as 2 weeks from receipt by the Office for Responsible Research. When your proposal is approved by the Office for Responsible Research, they will return a signed and stamped copy to you.
B. Obtaining a Department Study Number

1. New studies
   a. Once your proposal for a new study has been approved by the university IRB, you will receive a stamped copy of the proposal with a signed cover letter. We must have a copy of the IRB approval in the department records. The IRB office should forward a copy to the Graduate Secretary (Sarah Kallsen). She will assign a department number to your study. However, you may have to provide a copy if this does not happen.
   b. All studies, REGARDLESS OF THE SOURCE OF THE PARTICIPANTS (e.g., community members, students not in the participant pool), must have a department study number and description on file with Sarah in the main office.

2. Continuing projects from one academic year to the next
   a. All studies become inactive on SONA at the end of the summer session regardless of their university IRB end date.
   b. If you want to continue a previously approved study from one academic year (spring or summer) to the next, and your university IRB approval is still valid (i.e., your university IRB end date has not passed), e-mail Sarah Kallsen (kallsen@iastate.edu) by mid-August requesting that she renew the study on SONA and her records.

3. Continuing project from one semester to the next
   a. All studies become inactive on SONA at the end of the fall and spring semesters regardless of their university IRB end date.
   b. No notification is necessary if you want to continue a previously approved study from fall to spring or spring to summer, and your university IRB is still valid.
   c. Note: The SONA system is reset at the end of each semester so it will not track participants’ names and credits across semesters.

C. Posting Your Study Information on SONA

1. All studies that use the participant pool MUST BE POSTED ON SONA and visible when participants are being recruited and while data collection is in progress.
2. Any failure to follow departmental procedures in using the participant pool will result in probation or suspension of an investigator's privilege to use the pool. Faculty members are responsible for enforcing their students' use of the pool, and therefore can have their own privileges suspended if their student(s) fail to follow procedures.
3. Posting on SONA is required ONLY for studies recruiting from the participant pool. Other research participants do not have access to the SONA system, but may still contact the main office to confirm that research opportunities advertised in other media are legitimately associated with the Psychology Department at ISU, so we must have a record of your study.
4. All information in the SONA description must be identical (word for word) to that approved by the university Office for Responsible Research.
5. Studies may only be run between 7 am and 9 pm.
6. No studies using the participant pool are conducted during finals week.
7. All credits must be entered on the SONA system before 5 pm. on Friday of finals week.

D. Providing Receipts for Participation

1. Participants should be given a yellow “Receipt for Research Participation” card. This card can be given to the participant during the session. (NOTE: IT IS NO LONGER NECESSARY TO GIVE THE CREDIT TO THE PARTICIPANT AT THE BEGINNING OF THE SESSION.)
2. It is the experimenter’s responsibility to complete the following information on this card before giving it to the participant:
   a. number of credits earned
   b. experiment number
   c. experimenter’s initials, date, time and location.
3. Receipt cards can be obtained from Sarah Kallsen in Lago W112 by graduate students or faculty members only. DO NOT send an undergraduate research assistant to pick these cards up.

E. Assigning Research Credits

1. Research credits and No Shows should be entered into the SONA system as soon as possible following the session.
2. If a participant shows up for a scheduled appointment and is turned away for any reason, they MUST be given one credit.

F. Multiple Session Guidelines

1. Participants in each session of a multi-session study earn the standard amount of research credit based on the time required for that session.
2. If data from later sessions are critical to the ability to use data from earlier sessions, researchers are permitted to offer one additional credit for participation in the final session of the study (but only for studies that are not administered online, see below). There are currently no limits on the number of participants that can be recruited for multi-credit studies that are administered in person, but the Participant Pool committee reserves the right to limit enrollment in any study with high enrollment that is adversely impacting other studies.
3. Alternatively, researchers may offer payment for the completion of subsequent sessions after the initial session. Participants who are paid cannot also receive credit. The informed consent form should clearly indicate that the participant is choosing between payment or credit.

G. Online Research Policy

1. Researchers may only recruit 50 participants for an online study per week, and may only recruit 500 participants per semester for each study. Depending on the availability of research opportunities, however, these limits may be lifted at the end of the semester.
2. Faculty are limited to recruiting participants for one (1) online research project each semester themselves, and sponsoring one (1) online graduate student project per semester. As above, these limitations may be lifted at the end of the semester.
3. Additional research credits cannot be given for completing a multi-phase online study (e.g., participants cannot earn 3 credits for completing 2 phases of an online study).
4. Faculty and graduate students can apply to the chair of the participant pool committee for exceptions to these rules. For example, if a faculty member has two graduate students needing to collect dissertation data online, both projects could be approved.
5. Students are only allowed to participate in 2 online studies per class per semester (e.g., participants registered for 230 and 280 in the same semester are allowed to participate in 4 online studies). This total does not include Mass Testing or scale Validation. The participant pool committee, however, will monitor use of the system, and may increase this number to 3 or 4 at the end of the semester if there are too few studies available to meet students’ needs for research credits. Because of this late semester increase, it may be more difficult to recruit participants for other types of studies in the final weeks of the semester.
H. What Are “Mass testing” and “Scale Val”?  
1. There is one mass-testing sessions per semester. This is a large data collection efforts coordinated by the department for the following types of data collection (in order of priority):  
   a. Prescreening participants for specific characteristics required for participation in a study, e.g., a study designed to study romantic relationships may screen potential participants in order to recruit only students who are in dating relationships.
   b. Collection of brief wave 1 data for a multi-wave study, e.g., a study designed to examine changes in alcohol consumption during students’ first semester on campus may use mass-testing to assess consumption at the beginning of the semester.
   c. Questions for studies requiring large numbers of participants.
2. There is one scale validation session per semester designed primarily to accommodate studies that require large numbers of participants to complete paper and pencil measures on a one time basis.
3. Mass testing and scale validation are coordinated by the department. These data collections are currently scheduled to be administered online (as of Fall 2008).
4. All measures included in these sessions must be approved by IRB prior to the session.
5. Researchers submitting items to mass testing and scale validation must provide research assistants to help with the process of questionnaire preparation and data collection if needed. See “Policy on Data Collection during Psychology 101 Class Periods” of the Psychology Department Handbook for more information.

I. Recruitment by Phone or Email of Mass Testing Participants

1. Only students granting permission to be contacted by phone or e-mail during the mass testing can be recruited by phone or e-mail.
2. The script for telephone recruiting, or copy of the recruitment e-mail must be approved by IRB.
3. Recruitment materials must not reveal selection criteria to mass testing participants.
4. Mass e-mailing may not be used to recruit participants from the subject pool.
5. The caller and/or e-mailer must identify himself/herself and provide the following information
   a. the name of the study
   b. the name of the caller or e-mailer
   c. the experiment number
   d. the day, time and location of the experiment
   e. a phone number to contact the experimenter.
   f. You MUST inform the students that they are free to decline participation.
   g. The complete protocol to be followed by callers is shown in the section, “Experiment Calling Procedures.”

J. When Data Collection Has Been Completed:

1. Make your study non-visible to students on SONA.
2. Notify Sarah Kallsen that data collection has been completed.
3. Complete a Project Closure Form (http://www.compliance.iastate.edu/irb/forms/), and submit to university IRB if, and only if:
   a. You are not enrolling any more participants in the study,
   b. You will have no further contact with any of the participants who have been enrolled, and
   c. You do not foresee any circumstances under which you will have contact with the participants in the future.
4. If you will enroll new participants in the study in the future, will have more contact with the participants in the study, or think that you may need to have further contact with the participants, you must apply for continuation of the study before your IRB end date expires.

K. Participant and Experimenter No-Shows

1. Experimenters and participants should wait 10 minutes from the scheduled starting time before assigning or claiming a no-show.
2. If an experimenter attempts to reach a participant to cancel an appointment, but the participant does not get the message and shows up for the appointment, they must be given a credit.
3. When an experimenter is unable to conduct a scheduled research session, it is his or her responsibility to have a note posted on the lab door indicating that the session has been cancelled, but that the participant(s) will receive credit. The experimenter must then enter the scheduled students’ credit on SONA as soon as possible.
4. In the event that an experimenter fails to show up for a session and does not notify scheduled participants that they will receive credit, the participants should go to the main office in Lago W112 and complete a "No Show Report." This report will be forwarded to the graduate student and the faculty supervisor for the study to determine whether the student should be given credit.
5. Repeated experimenter no shows will result in suspension of the privilege of using the participant pool.

L. Questions?

- Contact the members of the Research Participation Pool with any questions regarding the interpretation of these guidelines.
- Any questions regarding technical issues with the online study posting system may be addressed directly to the graduate student responsible for managing the SONA system.
- Sarah Kallsen is available for general administrative/procedural information.

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