To: All Psychology Post-docs, Graduate Students, Lab Managers and Faculty
From: Erin Kendall Braun
Re: Fall 2016 Participant Pool deadlines, procedures and application

Part I: Getting Started

1. Schedule of Important Dates

First day students may participate in experiments for credit: **Tuesday, September 6** (the first day of classes)

Last day students may participate in experiments for credit: **Monday, December 12** (the last day of classes)

Final day to post credit or make changes to credit for completed participation: **Wednesday, December 14** (two days after the last day of classes)

2. Guidelines for requesting use of the participant pool

- Your debriefing form must be written clearly and simply enough for a student with no background in psychology to understand. If it is not written this way, it will be returned to you for revisions and your application will be delayed. Debriefing guidelines and an example of an effective debriefing form are attached to this email.
- Studies using the participant pool must be open to all students without restriction. If your study involves restrictions on anything (language, handedness, gender, age, etc.), you must still run any student who signs up for your study and allocate him/her credit for his/her participation. You are then free to do what you like with their data (e.g. eliminate it).
- Studies cannot run longer than 1.5 hours (3 credits).
- You cannot "combine" credit and payment; a student may receive credit OR payment, but not both. This means students earning credit cannot also be given monetary bonuses. After students have completed your study through the Participant Pool, you are free to give them information about doing further experiments for pay. It must be clear that future participation is not tied to them receiving credit for their participation in the Participant Pool.

Applications should include:

1. A debriefing handout;
2. A certificate of IRB approval[1];
3. The attached application form, which includes a paragraph describing how the study will be educational (beyond the debriefing process).

Email these files to Kendall (subjectpool@psych.columbia.edu). You must 'cc your faculty advisor on this email in order for your application to be approved.

See Part III of this document for more details about the application materials.

[1] You can get this by going to the Print Menu for your protocol (in the left-hand navigation bar when you're on your protocol's page) and downloading the "Protocol Approval Letter."

Part II: Managing Your Study

3. Procedure for using the Participant Pool website

After the application has been processed, you will receive an email with the login and password that you will need to sign into http://columbia.sona-systems.com/. Once the semester starts, experiments can start as soon as you receive an account from Kendall. (If you ran any studies through the Participant Pool last semester, use the same login information.) On the Sona site, you will be able to set up your experiment details and manage participant appointments.

Here's how to get started:

- **Log in.** Enter the login and password that have been emailed to you (or that you used last semester). You may change your password at any time under Update My Profile.
- **Set up the experiment.** Click on My Studies and find your study. If this is the first time you're editing it, it will appear in a list of "Inactive Studies." Click on the study number, then on Change Study Information option near the bottom of the list at the bottom of the screen.
    - To make the study visible to students, you must activate it by toggling the yes/no options under Active Study? Do not toggle this option to yes until you're sure that all of the other details of the study (including any advanced settings you may be changing) are correct.
- **Confirm Experiment Information.** First, check that everything under the yellow Basic Information header is correct.
- **Study Name.** Please don't change this. All studies are identified by number only.
- **Eligibility Requirements.** Please leave this as "none." If you would like to include an instruction that students should come to the study hungry, or bring corrective lenses, please check with Kendall before making this change.
- **Advanced Settings.** If you're unsure about any of these settings, just leave them at their defaults or check out the FAQs on the site for more info.
    - Pre-Requisites and Disqualifiers: Generally, every study should be open to all participants, so you won't be using these settings. If you have more than one study, however, you may need to add a disqualifier, since participants typically may only participate in one experiment per experimenter. (A student participating in more than one study per PI is okay.) This will give participants a more diverse experience and benefit you by preventing boredom and carry-over effects between studies. If you have multiple studies, please list your other studies as Disqualifiers here (and make sure this study is listed as a Disqualifier for your other studies).
    - Participant Sign-up Deadline and Participant Cancellation Deadlines: The default is 24-hours, but you may lower that if you'd like (e.g., if you don't care about having less than 24-hours notice about new signups or cancellations).
    - Researcher Notifications: If you would like to receive an email whenever a new participant signs up and/or cancels, you may opt in to those notifications here.
- **Creating Timeslots.** On the Study Information page, click on View/Administer Timeslots. (Or, on the My Studies page, click Timeslots under the list item for the

study in question.) There are options to add a single timeslot, or to add multiple slots at once. Make sure that the location is correct for each timeslot. To encourage greater participation in your study, offer a wider range of times, especially evening hours (after 5pm) and on weekends.

  - Please give participants 24-hours notice if you are canceling their appointments. If you do not show up for an experiment or cancel an experiment on short notice (typically 24-hours) please assign 1 credit to the students whose timeslots were canceled.

- Note: our system allows you to easily link to online experiments and even to create a new online experiment within the system. However, participants may only participate in one internet-based experiment for credit, so be aware that you may be limited in the number of participants you're able to recruit for online studies.

4. Awarding Credit.

- To assign credit, go to the View/Administer Time Slots link under your study's info page. Find the timeslot you want to assign credit for (it should say the student's name and Awaiting Action). Click the Modify button for that timeslot, and then under Sign-Ups, check the radial button for Participated and confirm the number of credits. If a student does not show up for their experiment slot, please select either Unexcused or Excused No- Show. Students will not have credits deducted for unexcused no-shows, but any participant who racks up enough of them will be flagged in the system so that Kendall or Trisha can check in with them to make sure everything's okay.
- Students can only be credited with participation in ½-hour units. Students who participate for 30-minutes or less should receive 1 credit; 60-minutes or less (but more than 30-minutes) of participation entitles the student to 2 credits; etc. This is true no matter how many credits the study was intended to count for. If the experimental session takes more time than anticipated, the student is entitled to the additional credits. Also, all participants are free to leave at any time, per informed consent. If a student declines to complete your study for any reason, he or she is still entitled to credit (1 credit for every half hour or portion of a half hour).
- The maximum allowable number of credits per experiment is 3 (1.5 hours). Participants cannot be asked to commit to more than 3 units (whether from a one-part or a two-part study) by any single sign-up. This is so students will experience a variety of experiments.
- Please assign credit directly after you run each participant if possible or, at the latest, within one week of participation.

Part III: Details About the Application Materials

5. IRB Approval

All research using human participants must be approved each year by the IRB. This is a legal requirement for the University. Before you can begin running participants, you are required to provide evidence of a valid, current approval in the form of the Certificate of Approval that can be printed from the Rascal website. The dates on the certificate must cover the period of the semester during which participants can run in studies, and the protocol must include compensation in the form of experimental credit.

To obtain the necessary forms and information about IRB approvals:
https://www.rascal.columbia.edu/

6. Educational Purpose of Research Participation

Students in introductory psychology courses like Science of Psychology and Mind, Brain and Behavior are voluntarily participating in the participant pool for its educational benefit. To justify their participation in your experiment, it must fulfill an educational goal related to the course. While paid participants are being reimbursed for doing a job, participant pool students are essentially paying for the privilege of participating in your study. Their "reimbursement" is not the credit that you assign; rather it is the educational opportunity you provide that the student could not have gotten otherwise.

Include in your study time 10-minutes at the end for debriefing/discussion by a knowledgeable experimenter (i.e. not an RA with limited understanding of the study). The experimenter should discuss the study with the student, explaining aspects of the study such as the study's goals, hypotheses and design. In addition, the experimenter must provide a written handout describing the experiment, its rationale, and its theoretical background in terms that Introductory Psychology students can understand. This handout can include complete references for one to three published papers that students can consult if they are interested in exploring the topic of the experiment further.

It may be that you do not want to reveal substantial details of the study while it is running. This is fine, as long as you still provide a serious educational experience for the students. There are many ways to use the laboratory experience to expand the student/participant's understanding of, and respect for, the science of psychology without revealing the study details. In addition to the typical question-and-answer period, these might include a tour of the lab, a demonstration of data scoring and analysis techniques, a group presentation (at study end) of preliminary results, a poster presentation outside 501, etc. Whatever you decide, keep in mind the educational goal of the research participation requirement. Also, if you elect not to reveal critical study details at the time of the debriefing, you must include contact information that interested students may use to learn about results at the end of the term.

It is up to you (the experimenter) to make sure that the students feel that their time was spent in an educational experience. Please help to make sure that this does not become a "dehumanizing" experience for our students.