Participant Pool Guide for Researchers 2015

Access to recruiting participants from the participant pool is open to all academic staff (including fixed-term academic staff and post-doctoral fellows) and research students. This will be on a first come-first served basis.

Participants can be recruited from the participant pool for projects that have been approved by the relevant ethics committee provided that:

- Participation in the project (including the introduction and debriefing) takes between 30 and 60 minutes
- The project is carried out on campus in the presence of the researcher. So the participant pool cannot be used to recruit participants for “take-home” questionnaires or assignments. Participants can, however, be run in groups by a researcher.
- Participants receive debriefing after they have completed the project – at least to the extent that they are able to answer the assessment questions relevant to the project (the research participation exercise). If such debriefing cannot be provided immediately after participation then recruitment should not take place via the participant pool. If additional debriefing is to be available after completion of the project, participants should be informed of this at the time of their debriefing and informed as to how they can gain access to that information.
- Researchers are also asked to attempt to keep to a minimum the inclusion/exclusion criteria (e.g., male or female only) for projects such that as many students as possible are eligible to sign up for each project. Where there are specific inclusion/exclusion criteria please ensure that these are clearly stated in the project description on the website.

Please note that the existence of the participant pool does not preclude researchers recruiting stage 1 students for projects using e-mails/advertisements as in previous years. In order to avoid any confusion for students, however, it would be good if any such advertisements directed to PSYC105/106 students made it clear that completion of that project would not contribute to the participant pool requirements for the course.

For 2015 the Participant Pool will be coordinated jointly between the Research Committee and Psyc105/106 TACs. For issues concerning item # 1 below, please contact Dr. Ewald Neumann (ewald.neumann@canterbury.ac.nz). (during 1/7/15 – 17/8/15 – Dr Kyle Nash – kyle.nash@canterbury.ac.nz). For issues concerning items # 2- 4 below, please contact the TACs (psyc100tutors@canterbury.ac.nz).

In order to use the participant pool:

1. Submit an application form to the Participant Pool pigeon hole in the main office. Students must have their application form and other documents signed off by their senior supervisor prior to submission. On the Application Form you are asked to provide details regarding various aspects of your project:
   a. A title and brief description of the project – as they are to appear on the sign-up website. The project description should include the location of the research and the researcher’s contact details.
   b. Approximate length of the project and any participant restrictions.
   c. Details of ethics approval for the project.
   d. You are asked to attach details of the debriefing to be given to students when they have completed participation. Note that this should be in language that a 100 level student can understand and should enable them to complete the assessment questions associated with the project. See debriefing template.
   e. You are also asked to attach the marking schedule for the research participation exercise. See template.
2. After review and approval (within a few days you will be notified), you will be provided with a User ID and password in order for you to advertise your study via the participant pool website.
   b. Login on using the login ID and password given to you by the Participant Pool Coordinators.
   c. Click on “Add New Study”
   d. Choose your study type (likely it will be “Standard Study”
   e. Enter title under “Study Name” and type your description of your project as they were specified on the application to use the participant pool under “Detailed Description”.
   f. Enter specific eligibility requirements under “Eligibility requirements” (e.g., males only)
   g. Duration should be no longer than 60 minutes
   h. The number of credits should be 1
   i. “Preparation” Allows you to specify if the participant needs to do something before the experiment (e.g., abstain from alcohol or caffeine).
   j. Make sure to select “yes” if your research has been approved by Human Ethics.
   k. Select “yes” for active study.
   l. Under “Advanced Settings” select Psych 105 under “Course Restrictions”.
   m. Under “Advanced Settings” select “Yes—for sign-ups and cancellations”.
   n. Click on the “Add this Study” button
   o. Only recruit participants from the 105/106 participant pool through the experimental management system website (e.g., do not email students to recruit them up for studies). If you want participants to fill out a questionnaire before showing up for a study, explain to participants on the website study description that they should email you their responses to the particular questionnaire before signing up for a time slot.
   p. Do not offer additional incentives for participating (e.g., money in addition to the course credit). (If you are offering money for participating, then do not offer course credit to participants.)
   q. In the interest of evenly allocating the participant pool hours, limit recruitment to 100 people per study initially. If at that point you still need more, see Andy.

3. Adding timeslots:
   a. Once your experiment is approved your study will become visible to students.
   b. To schedule times please login using your password and user ID provided to you.
   c. Under the heading “View” click on “Timeslots”. Here you can add or delete Timeslots.
   d. Choose “Add a Timeslot” or “Add Multiple Timeslots”
   e. You can either manually type the date or choose it from the calendars
   f. Please type the location of your study in the box below “Location”
   g. Click the “Add This Timeslot” button.
   h. You can manually add participants to your study once you have added timeslots. This can be accomplished by selecting the “Modify” button then either typing the participant’s last name under “Username Manual Sign-up” (e.g., jrg432) or typing their last name under “Last Name Manual Sign-up”. Once you typed in either last name or user code click “Sign up >>”. Experimental management system will search for the participant in the system.
   i. To delete or modify timeslots choose “My Studies” from the menu then select your study under “Active Studies”. Click on “View/Administer Time Slots” link. Here you can modify or delete your study.
4. Running the study:
   a. After debriefing, the participants will complete their research participation exercise based on the debriefing. Please allow ample time after the study for the students to ask questions and to complete this assignment. They will submit this to you before they leave. You should give participants a “credit slip” (see attached) in order that they have a record of having completed the assignment. You should have blank copies of both the research participation exercise and credit slip on hand to give to students.
   b. Keep a record of those students (name and ID number) who participated and of no shows.
   c. Completed assignments are to be given a mark of 0, 1, 1.5, or 2. Once you have marked them, you should keep the marks on an excel spreadsheet with the students’ first name, last name, student ID and mark. This excel spreadsheet should then be passed on to Sharyn Gordon, Administrator - Psyc Office, within 2 weeks. Sharyn will enter the marks onto Learn. The marked assignments can be left with Sharyn in the office, so that if they wish, students will be able to collect their marked exercise sheets from her.
   d. Please make sure you contact participants if you need to cancel. This should be kept to an absolute minimum. Please note that students will be signing up for participation in studies using their university ID number which is the beginning of their email addresses (i.e., student ID@uclive.ac.nz) so you will be able to e-mail students who have signed-up if you need to do so. If a participant shows up for your study but you do not, you should give them the full 2%.
   e. If for any reason a testing session is terminated early (e.g., equipment malfunction, a participant feels uncomfortable participating or continuing to participate), the student should still be given the oral and written debriefing and should complete their research exercise questionnaire as if they had completed the study.
   f. The last day for running participants is the last day of classes.
   g. When the project has finished please inform the TACs. Note that any students who signed-up in available timeslots should be run through the project.