Researcher Guide

Psychology faculty, graduate students, and students conducting independent research (including honor's theses) may use the Research Pool to recruit participants for their studies. Undergraduate students conducting research for class projects (e.g., PSYC 313/314) are not usually allowed to use the Research Pool. Exceptions may be granted by petitioning the Research Pool Coordinator.

The Research Pool is a limited resource. Therefore, the Psychology Department has adopted the following policies (exceptions may be granted by petitioning the Research Pool coordinator):
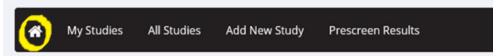
Requesting your study

- Prior the beginning of semester, look out for an e-mail from the Research Pool Coordinator with a link to the **Research Pool Application** (as a Google doc). To guarantee use of the pool, **you must submit the application prior to the specified due date.**
    - These are the current credit rates per hour of participation:
        - **In person study = 2 credits per hour**. So for example:
            - <30 minutes = 1 credit
            - 31 – 60 minutes = 2 credits
            - 61 – 90 minutes = 3 credits…and so on
        - **Online study = 1 credit per hour**. So for example:
            - <30 minutes = .5 credits
            - 31 – 60 minutes = 1 credit
            - 61 – 90 minutes = 1.5 credits….and so on

- Should you decide after that due date that that you need to use the pool, e-mail psychresadmin@towson.edu to request permission, which will be granted if the resources allow.

Note: Because the pool is a limited resource, large credit requests may not fully be accommodated.
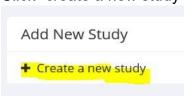
Setting up your study

- If you do not yet have Sona researcher account, email psychresadmin@towson.edu to request one
- Log into Sona: http://towson.sona-systems.com
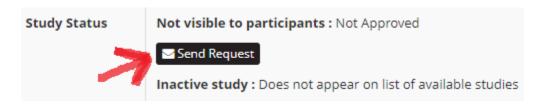- Once logged in, click the house symbol in the top left of the bar:

Psychology Research Pool

- Click "create a new study"

- Choose the appropriate type of study. If you are unsure which to choose, contact the Research Pool coordinator.
    - If you have an online study you may wish to visit https://www.sonasystems.com/help/ to see options for credit granting
- Fill out your study information. The followings field <u>MUST</u> be completed for your study to be approved. Furthermore, fields in blue need to **match the information submitted in the Research Pool Application (Google Form).** If you must change something, be sure to note it in the approval request (details below).
    - Study Name
    - Detailed Description
    - Eligibility Requirements
        - You must include the following: "*Participants must be 18 years of age or older*" (or specify a designated age range that you are testing, with minimum of 18 years)
    - Duration
    - Credits
    - IRB approval code
- Click "add this study".
- Request approval by clicking on the black "Send Request" button (see below):

**Remember if there are ANY changes to your study info from what you submitted in the google doc, you must note it here.

- <u>Studies from previous semesters are still in the system</u>, so you don't need to create them again. However, prior to the start of each semester, all studies are changed back to *Inactive / Not Approved*. Please complete the **Research Pool Application** (see above) to request hours for the semester, and request approval by clicking on the black "Send an approval request" button.
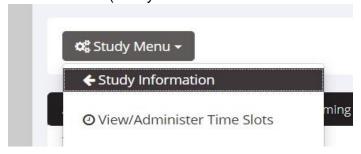
> Note: If you requested more than 100 credits per study you may only receive half of these on initial approval request. After depleting that ½ allocation, email the coordinator to release the other half.

Recruiting Participants

- Make sure your study is "active" before beginning recruitment (Study Menu → change Study Information → toggle this to "yes")

Active Study?   ◉ Yes
                                                  ○ No

- Add timeslots (Study Menu → View/Administer Time Slots)

⚙ Study Menu ▾
    ← Study Information
    ⊙ View/Administer Time Slots

   o Then click "Add a timeslot" on top right, then follow prompts to add timeslots as you'd like.

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➕ Add A Timeslot   🖨 Print

Crediting Participants

- You should credit participants within <u>one week</u> of participation or an online study's due date. (That is when students are expecting credit, so you may receive e-mails from them if you do not meet this deadline).
- You give credit in the "View/Administer Time Slots" by looking at "Recent Timeslots" and choosing the appropriate option.

Psychology Research Pool

Adding/Deleting Items from the Prescreen (This can only be done *prior* to the start of a new semester)

- Prior the beginning of semester, look out for an email from the Research Pool Coordinator asking for any changes to the prescreen, and request all changes via email by the stated deadline.

Should **you** (Researcher or Instructor) have further questions please contact the coordinator psychresadmin@towson.edu.

Should your students have further questions, please direct them to this **website**: https://www.towson.edu/cla/departments/psychology/resources/research.html (it contains information should they need to contact the coordinator).