RESEARCHERS INFORMATION PACKET

FOR PSY 321/ THESIS PROJECTS

Department of Psychology
California State University, Northridge
Last Updated: 06/25/2018

Website

https://www.csun.edu/social-behavioral-sciences/psychology/psychology-research-area

On the Psychology Research Area site – under either the "Researcher Info." or "Forms" links – you will find all forms and information. The following information is supplemental material located on the website.

- Research Consent Form
- Debriefing Form
- Room Request Form
- Sona Tutorial (video)

The Researcher Information Packet

The Researcher Information Packet can easily be downloaded from the Research Area website.

Every effort has been made to provide ALL information you will need in the packet. If there is something you are unsure how to do, the packet provides step-by-step instructions. In the instance the Researcher Information Packet does not have the information you are looking for please check the Researchers F.A.Q. page before contacting the Research Coordinator's Office.

Concerning the Utilization of Human Subjects in Research

Behavioral research involving human subjects has come under increasing scrutiny by the government, and serious questions of ethics and invasion of privacy have been raised. It is imperative, therefore, that you take your job as a researcher seriously – behaving with dignity, discretion, and a sense of responsibility toward your research – and above all preserve the welfare of your participants. Your conduct will reflect on the entire department, and (to the extent that many student participants base their judgment and attitudes towards psychology on one or two college courses), the field as a whole.

The Research Area, Human Subjects Committee, and faculty all require specific paperwork for you to gain access to the Human Subject Pool. All paperwork must be turned in to the faculty member in charge of your PSY 321 class before research may begin.

PSY 321 research projects requires:

- A completed Room and Participant Request Form.
- A finalized debrief form.
- A completed and finalized Consent Form.
- Any other documents needed to approve your research (i.e. list of materials, surveys used, links used, Power Points, etc.)

All researchers using human subjects for independent studies projects, senior theses, graduate theses projects, or faculty research must submit the following:

- A "Human Subject Protocol Approval Form" to the Office of Research & Sponsored Projects, located in University Hall 265. (818) 677-2901
- All paperwork to the CSU Northridge's Standing Advisory Committee for the Protection of Human Subjects and have project "Approved."
- Submit a copy of your approval page to the Research Area in the Psychology Department.

The process that must be followed to be a researcher in the CSUN Psychology Department is not a complicated one; however the process must be strictly followed. Any missing paperwork or otherwise incomplete portion of the process can result in your study not being approved or even terminated.

The CSUN Research Process

The Research Process includes the following steps:

(Please use this as a checklist for your study)

- ☐ **Make sure your faculty advisor has reserved credits for your class or project.**
- ☐ Create a research group. (Some PSY 321 professors may assign your group for you.)
- ☐ Planning your research experiment to support your hypothesis.
- ☐ Meeting with your faculty advisor to get approval for your research. If you are doing an experiment that requires separate demographics (i.e. men in one study and women in another) you will use one experiment number and title each grouping A and B.
- ☐ Complete the Approval Form.
- ☐ Complete the demographic filter.
- ☐ Complete the debriefing.
- ☐ Complete any other required forms.
- ☐ Turning in the Room & Participant Request Form, Consent Form and your Debrief to your professor
- ☐ Get a room reservation (if needed)
- ☐ Receive study approval from the Research Area
- ☐ Follow up participant questions via email.
- ☐ Run your research.
- ☐ Award credits through Sona Systems.

Some important points are listed below for your convenience.

- You are not allowed to accept participants who are under 18.

- The research subject pool should be released for use near the beginning of the fourth week. Your professors will receive information for announcement if the dates change.

- All experiments require signing up through Sona Systems at http://csun.sona-systems.com/default.asp

- Students are allowed to cancel participation up to 24 hours prior to the specific study without penalty. Researchers are not allowed to cancel studies once the first student signs up for the experiment.

- If you fail to appear for a research study, your professor and the Research Coordinator will decide on an appropriate remedy for the problem, however, the students who showed up to participate will receive full credit, and you will lose access to their data and credits.

- It is your responsibility to copy any materials you need including your study in progress sign. They are available in your Researcher Information Packet.

Moral & Legal Standards:

The psychologist in the practice of his/her profession shows sensible regard for the social codes and moral expectation of the community in which they work

Confidentiality:

No matter what a study is about, the participant's ANNONIMITY MUST BE GUARANTEED. The participant must be assured that no one other than the researcher will know how they performed. A researcher must convey the idea that he/she wants to make a general conclusion about a population of people, not the individual participants. All identifying information should be removed from the data records as soon as possible. (Ex: Absolutely no names should be written on forms and answer sheets. Assign code number instead of names.)

In an instance where the individual's identity must be retained for a short period of time (e.g. pre-post designs), the researcher incurs an additional responsibility to keep the data files in a safe and secure place. When identifying data must be kept for an extended period of time, the researcher must inform the participants of this fact and the reasons for the need. Any participant who objects must be respected and excused from participation.

Harmful After-Effects:

Only when a research study has significant potential of benefiting mankind, can the researcher be justified in giving misinformation or exposing research participants to physical or emotional stress. It is the policy of the department that any student whose research, (1) uses deception (the purposeful giving of misinformation that may reasonably affect the participants willingness to participate), (2) requires the experimenter to physically touch the participant, or (3) in which there is any danger of emotional or physical stress or harm, MUST obtain special written permission from the supervising faculty member. This is in addition to the procedure indicated in this packet.

Participants have been made aware that complaints may be brought to the Research Coordinator, Psychology Department Chairperson, and/or to the CSUN Standing Advisory Committee for the Protection of Human Subjects.

If deception or concealment are used, it is required that the participants be THOUROUGLY DEBRIEFED, at the end of their research session. In no instance should a participant leave the research setting feeling stressed, anxious, or embarrassed as a result of deception or manipulation. Should any participant object to having their data used upon debriefing, this must be honored. When deception is used, the participant has a right to "voluntary and informed consent" after data collection, which he/she may refuse to give.

Client Welfare:

The psychologist respects the integrity and protects the welfare of the person or group with whom he/she is working. Participants should be made aware that they can leave at any time during the study. If the participant does choose to leave, he/she is to be given the same number of credits as participants who complete the study, and is completely debriefed.

If a participant appears to be stressed or uncomfortable during the study session, but does not explicitly request to terminate, the researchers should inquire about their state and again assure the participant that he/she does not have to continue.

Non-explicit signs to consider include:
- Worried or anxious facial expressions, excessive hand or foot "dancing."
- Hand wringing, rubbing of face or forehead, off-task behavior, teary eyes, etc.
- Repeated requests as to when the session will be over.
- Expressions of a desire to be doing something else or be somewhere else.

If a researcher believes that a participant was upset that the researcher was unable to sufficiently handle the situation, the incident should be reported immediately to the Research Coordinator, who may contact the Researcher's Supervisor, and if necessary the Department Chairperson. Additional reformative efforts should be considered and executed if needed.

Examples may include:
- Calling of a special session with the participant, student-researcher and instructor for the purpose of discussing the situation.
- Inviting the participant to review the study purpose and design in an informal supportive context.

In the very unlikely event of an extreme reaction during the study, the student researcher should immediately call in the Research Coordinator who will contact the Counseling Center.

Competence:

The maintenance of high standards of professional competence is a responsibility shared by all psychologists, in the interest of the public and of the profession as a whole. It is important to remember that just because you are a student does not mean you are not doing real research. Those who participate in your study possess the exact same rights as those who participate in a study by a researcher doing groundbreaking research at a renowned university.

READ THIS INFORMATION PACKET COMPLETELY BEFORE FILLING OUT ANY PAPERWORK

The basics of research will be discussed in your PSY 321 course. After the researcher has received approval for their research proposal from his/her supervisor the following steps are still required:

- Complete the approval form.
- Complete the debriefing form.
- Complete any other required forms.
- Turn in the Research Approval, consent and your Debrief form to your professor, once approved, your professor will forward all the paperwork to the Research Coordinator
- The Research Coordinator will put your PSY 321 study online.
- Receive study approval from the Research Area
- Follow up student questions via email.
- Run your research.
- Award credits through Sona Systems.

This portion of the Researcher Information Packet will be focusing in on the Forms, Demographic Filter, and the Debrief.

The Approval Form

An Approval Form is required for all researchers running projects in conjunction with the Department of Psychology. This form gives the Research Coordinator's Office all necessary information about each experiment and the items and methods used in said research.

A copy of the Approval Form must be registered at the Research Coordinator's office. Access to the subject pool will not be granted until the Research Area has a copy of the approval form and has had time to process the data, as well as discuss any adjustments that might be necessary.

The Demographic Filter

Sona Systems has a built in demographic filter based on the prescreen questions. This is a great way to filter out participants based on any preset criteria for your study.

A Researcher can now input the questions they will need included in the Demographic Filter in Sona Systems. These questions must be given to the Research Coordinator before the subject pool opens every semester.

Detailed Demographic Filters

When needed, we can run a Prescreen Qualification Analysis to determine if any participants in the subject pool meet your specific criteria. This analysis can only be completed on the

questions from the Demographic Filter. Based on the analysis, the Research Coordinator can send out an email to those participants that qualify letting them know about your experiment.

The Demographic Filter must accompany the rest of your materials (if you wish to use this feature) during study approval.

The Debriefing Form

Please be aware that a Debriefing form is required for all research conducted within the Department of Psychology.

Make sure that before you submit your Protocols to be reviewed that you include a debriefing form and instructions described in the protocol regarding said debriefing. If this is not done ahead of time your experiment cannot be approved by the Research Coordinator until those changes have been made and approved.

A debriefing sheet (approximately one page and typewritten) should describe the study, its purpose, why certain procedures were used, the hypothesis, independent and dependent variables, and **at least one reference** (APA format) which the participant may refer to in order to obtain additional information on the research topic.

Following the session, the participants should be thanked and then told the true nature and purpose for the research study in which they just participated. You may read your debriefing information to them, or you can hand them a copy to take with them.

Your typed debrief sheet should be reviewed and the "Approval Form" initialed by your faculty supervisor. As stated previously, a copy of the Approval Form must be registered at the Research Coordinator's office.

THE APPROVAL PROCESS

Once you have completed the steps outlined previously with your faculty member, a copy of the Research Approval Form and your finalized Consent/Debriefing must be registered with the Research Coordinator's office. All forms will be checked for their completeness. Any forms filled out incorrectly must be resubmitted.

After your Research Approval Form is filed, the Research Coordinator's Office will email you your username and password for Sona Systems. (You are not allowed to change any passwords given by the Department or Sona Systems.)

Once approved by your faculty member and the Research Coordinator, you will be given a Study Number.

Sona Systems E.M.S.

The Psychology Department's on-line research database (currently run on Sona Systems Experiment Management System) can be reached by going to http://csun.sona-systems.com/ .

It is highly suggested that you bookmark the Research Area website.

Logging onto the Database

As soon as the Research Coordinator's Office has approved and filed your experiment paperwork you will receive an email with your username and password for Sona Systems. Once this is done you will be able to log into the Sona Systems database and set up your experiment. You can follow the link received with your username and password, or type in http://csun.sona-systems.com/ to your preferred web browser. Upon correct entry of the Sona Systems website, you will see a site similar to the picture below.

Figure 2: Sona Systems Login page

Enter your User ID and Password into the appropriate fields.

Tips:

Your username and password are NOT the same as your CSUN email username and password. It will be a unique username sent via email from Sona Systems.

You do not need to type in "@my.csun.edu" from your email address. This information is automatically assumed by the login system.

Once you are logged into the system the following screen will appear:
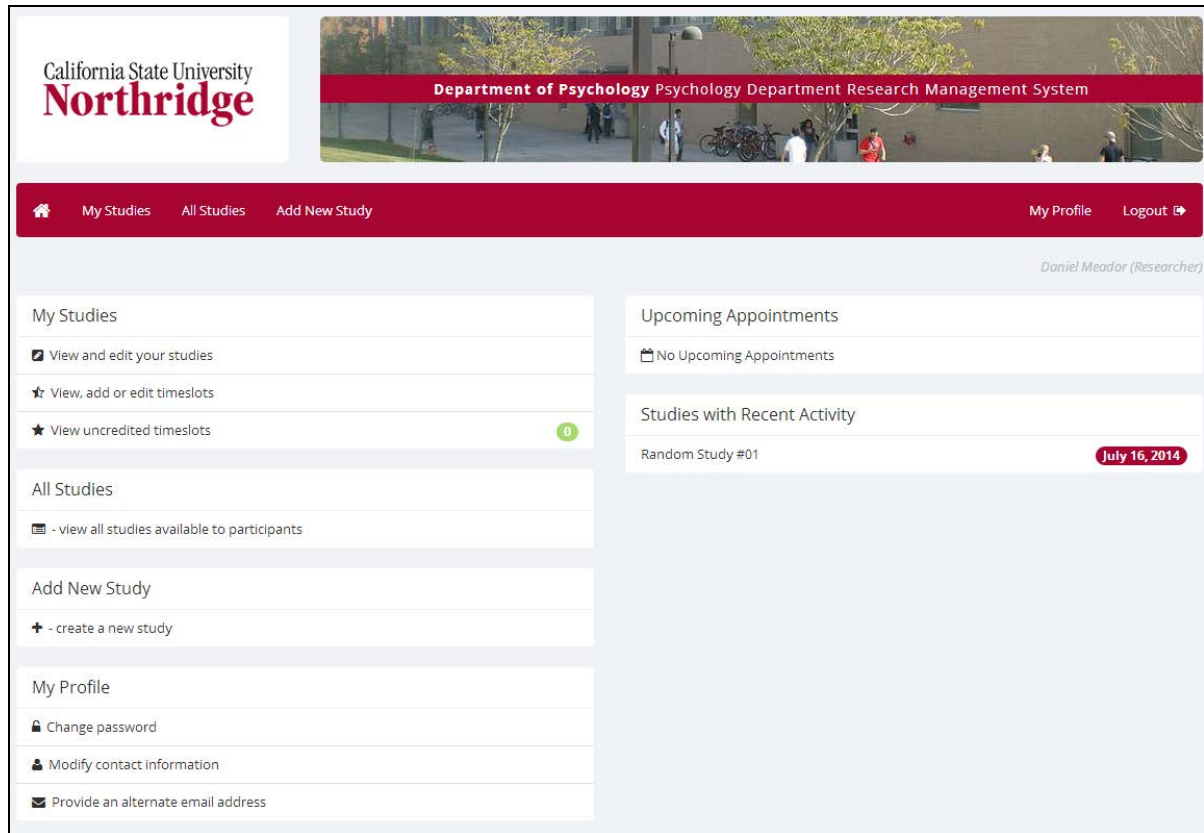
Figure 3: Sona Systems main page

Links on the "Welcome" page

MY STUDIES LINK

To check the progress of your study select the My Studies icon at the top of the page or use the pull down menu at the very top of the screen. If a copy of your Approval Form was sent to the Research Area AND you have reserved your room from the Research Coordinator's Office your study should be marked as being approved.

Tip:

When you first log into Sona Systems, your study will not be approved. Your study will be approved and visible to student participants only after all information is correct in Sona Systems and the Research Area has had time to confirm your room reservation and experiment information.

ALL STUDIES LINK

Clicking this icon will allow you to view all of the other experiments being conducted in the department.

Tip:

This link will not be necessary in your use of Sona Systems.

ADD NEW STUDY LINK

Click on this tab to start putting your experiment into the database if it is not already listed. You will be able to input the information from your Research Approval Form at this time. (See Figure 4 on the next page.)

MY PROFILE LINK

This link will allow you to update any information you would like in the system. Typically, adding a phone number is the only item necessary in this link.

Tip:

After the Research Coordinator has approved your experiment and given you a password; you may NOT change the password. *In addition the system will not allow you to input an alternate email address.*

Adding a New Study

To add your study click on the Add New Study icon and the following screen will appear (If you are in PSY 321, this will be done for you by the Research Coordinator):

Figure 4: Study Type screen

You will be asked to select your Study Type. For 95% of studies you will select "Standard Study," then hit continue. Doing so will bring up the Study Information screen as it appears in Figure 5.

Tip:

Two-Part studies are not available for PSY 321 students at this time.

For online studies, select either "Online Survey Study" for a Sona Systems hosted study, or "Online External Study" for a survey hosted offsite.

An online survey inside Sona Systems will take a while to set up, so it is only recommended for students who have an understanding of typical survey forms and functions.

After you have selected your study type you will be brought to the following screen:

The Study Information Page (Basic Information)

Below you will find the descriptions of the links on the Basic Information screen. You will find a screenshot of this page below the descriptions in Figure 6.

STUDY NAME:

This is the title of your experiment. Your study name will be "Experiment #___." You should have received your experiment number from your faculty advisor at your research study meeting.

BRIEF ABSTRACT:

Put in your condensed study title. (Figure 6 shows the abstract title for a study on Memory Recall)

DETAILED DESCRIPTION:

Place a description of your experiment for participants to read before they sign up to participate in your experiment. Do not give your experiment away but be very careful not to cross the line into deception.

Tip:

Participants don't want to read too much information. Keep the description under 50 words if at all possible.

If you are running an experiment over a few semesters, make sure you use the same wording in order to make sure your data is as consistent as possible.

ELIGIBILITY REQUIREMENTS:

List any participant restrictions/qualifications for your experiment. For example if you wish those students participating in your experiment to be females who are left handed and have ADHD you would put, "To participate in this study you MUST be: female, left handed, and have ADHD." If your study has no specific population request please leave the field blank.

In the example, Figure 6, shown below the field contains "Participants MUST have normal vision and hearing."

DURATION:

This is the amount of time it takes to run your experiment for each participant. (Remember credits are given in 10 minute increments or any portion of. If your experiment is supposed to be 15 minutes and be worth 2 credits, please round it 20 minutes to fit the way the department awards credits.)

CREDITS/PAY:

The number of credits your experiment is worth for participants.

PREPARATION:

Only use if you need subjects to bring something specific with them. For instance if you are doing a computer related study and need them to bring their laptop with them. You would put: "Must bring working laptop with power cord to appointment."

RESEARCHER:

You are the Researcher. Use the pull-down menu to select the name of the lead researcher.

PRINCIPAL INVESTIGATOR:

The PI is your professor. Use the pull-down menu to select whoever signed off on your Research Approval form.

IRB APPROVAL CODE:

Write your IRB number on here.

ACTIVE STUDY:

Yes/No – Select No. Studies will be made active by the Research Area once all information is correct in Sona Systems. If you select yes, it will be harder for the Research Coordinator's Office to notice your study, and could affect the speed of your approval.

Immediately below is a screenshot of the Basic Information page.

Study Information

Please enter information below about the study. The study name may not be the same as any other studies, to avoid confusion. All fields are required unless otherwise marked. Only the administrator may approve a new study so that it is visible to participants.

If you are creating a simple study, you only need to complete the Basic Study Information section. More advanced options, including pre-requisites and email notification options available in the other sections of the form.

Basic Study Information

Study Name	
Brief Abstract (Up to 255 characters, optional)	
Detailed Description (Up to 15,000 characters, optional)	
Eligibility Requirements	None
Duration	10 Minutes
Credits (Credits must be evenly divisible by 1)	1
Timeslot Usage Limit	30 hours (only the administrator may change this value) hours already used or scheduled
Preparation	None
Researcher	Meador, Daniel
Principal Investigator	Abara, Jose

Figure 6: Basic Information Screen

Advanced Settings

The screen shot for the Advanced Settings are Figures 7 and 8. They are located on the next page.

STUDY URL:

Do not use this field. Online Studies will be created at the "Study Type" page.

SHOULD THE RESEARCHER RECEIVE AN EMAIL NOTIFICATION WHEN A PARTICIPANT …?:

You have three options to choose from: 1) No, 2) Yes – for sign-ups and cancellations or 3) Yes – for cancellations only. If your experiment is going to take place in a faculty lab or specialty lab area you may choose to set this option to number 3. This will allow you to be updated on a constant basis on how your experiment is running.

PRIVATE COMMENTS:

It is unnecessary to enter any info in this area.

If you are doing multiple experiments then you may wish to have specific notes about this specific experiment. You can use the Private Comments box for detailed information about this experiment.

This box is not viewed by participants.

ADD THIS STUDY (PUSH-BUTTON):

Clicking on Add This Study will insert your study into the database and bring up the synopsis of your study similar to what participants can view. See Figure 9 for a sample Study Added Screen.
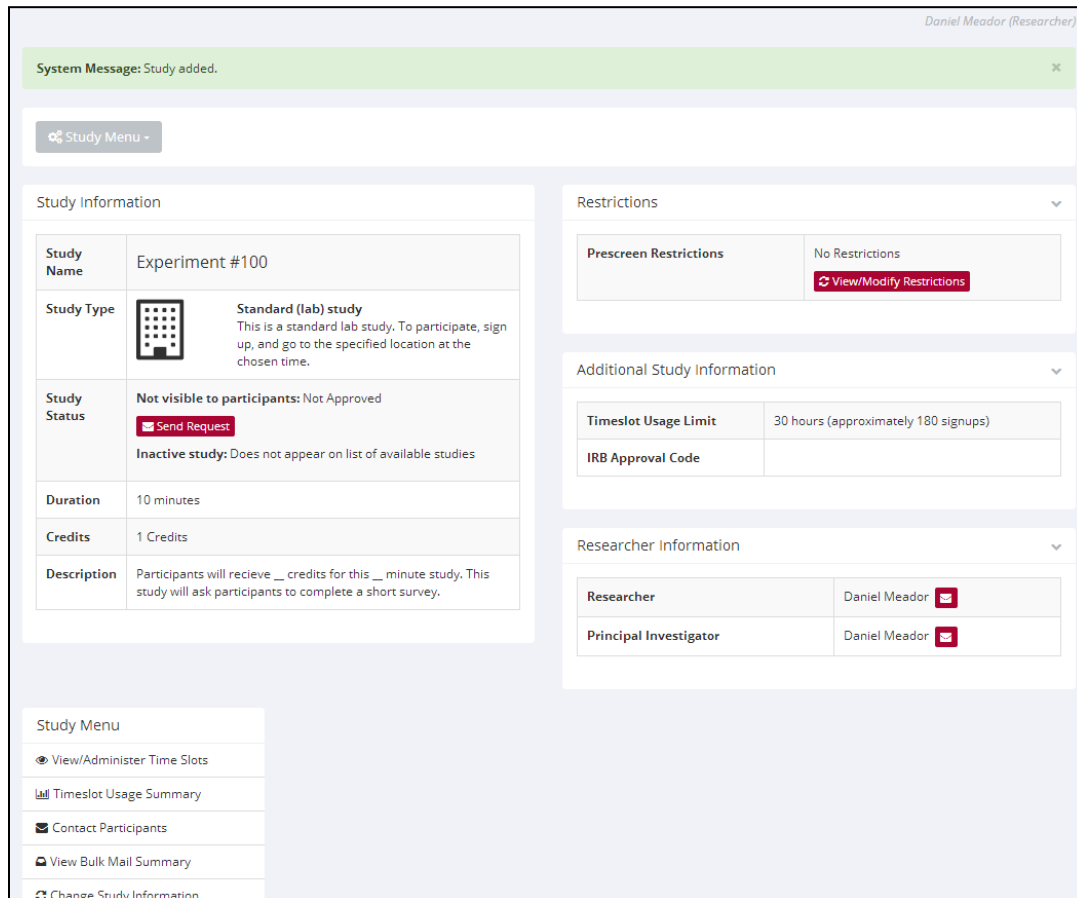
Figure 9: Study Added Screen

Study Added Page

The Study Added Page shows you that you have successfully added your study; however there is one important task that needs to be completed at this point. From this page you can add the Demographic Filter settings to your study.

Tip:

It is possible to make a mistake under the restrictions and alter your study so be careful and make sure you are clicking on the correct links and boxes. If you do not wish to complete this portion the Research Coordinator's Office can take care of this for you.

VIEW/MODIFY RESTRICTIONS LINK

The View Modify Restrictions link will allow for the setting of your Demographic Filter. By clicking on the link, you will be allowed to set you requirements for your study. You may click on more than one item at a time to speed up the process. Figure 10 shows a sample.

Study Prescreen Restrictions

Current Prescreen Restrictions: NONE

Participation restrictions may be placed on a study based on a participant's prescreen responses. Participants will be unaware that the study has such restrictions placed on it. They will see only the studies for which they qualify, and none of the studies for which they do not qualify.

Prescreen questions that may be used as part of a study participation restriction must be multiple-choice questions (where only one choice may be selected), so only eligible questions are listed below. In addition, the prescreen may have been configured such that a sum or average score was computed for an entire section (for each participant). Those will also be listed if there are any.

Listed below are all questions that are eligible for participation restrictions. Check the items that you would like to based the study's restrictions upon, and on the subsequent page there will be the option to define these restrictions down to specific responses for each question.

Section 1

Below is a list of Demographic questions. Please answer them to the best of your ability. If you should make a mistake in answering any of the questions in the Demographic Filter please contact the Research Coordinator so he can reset your filter. Remember, your answers to these questions will determine what studies you are eligible for.

- ☐ (What age range) What age range do you fall under?
- ☐ (What is your Ra) What is your Race/Ethnicity?
- ☐ (What is your Ge) What is your Gender?
- ☐ (What is your CS) What is your CSUN Classification?
- ☐ (Is English your) Is English your first language?
- ☐ (Are you right-h) Are you right-handed?
- ☑ (Do you have nor) Do you have normal to corrected-to-normal vision? (Corrected-to-normal vision means that you need g...
- ☑ (Do you have nor) Do you have normal to corrected-to-normal hearing? (Corrected-to-normal hearing means that you need...
- ☐ (Your total year) Your total years of education completed?

Figure 10: Demographic Filter page

Once you have clicked on the questions you will use to filter your participants click on "Set Restrictions" at the bottom of the page. This will bring you to a page that shows you the complete questions and the answers that participants can select.

Make sure to select the choices that you need for your study and then click on "Save Changes." Below, Figure 11 shows the question page. Afterword you will be brought, again, to your study information page.

Figure 11: Prescreen Questions Page

VIEW/ADMINISTER TIMESLOTS

PSY 321 researchers should NOT complete this portion of the experiment information.

Clicking this tab will allow you to view all of the timeslots you have for your experiment. If you are running over multiple days and times or using research assistants you may wish to use the "View Timeslots on" feature by putting in a specific date and clicking the "Go" button. By default the system will bring up the most recent appointments.

When you are ready to put timeslots up for your experiment click either "Add a Timeslot" or "Add Multiple Timeslots."

After the Experiment is created in Sona Systems.

The following steps show what is left in the required CSUN Research Process:

- Receiving study approval from the Research Area
- Follow up student questions via email.
- Running your research.
- Awarding credits through Sona Systems.

YOU MUST HAVE A ROOM RESERVATION THROUGH THE RESEARCH AREA BEFORE TIMESLOTS ARE ENTERED INTO SONA SYSTEMS. In order to request a reservation you can email the Research Area at psychpool@csun.edu as long as your Research Approval form is complete.

Before gaining access to the subject pool, the Research Coordinator will determine what size cubicle will best fit your research needs and reserve a cubicle accordingly.

Any advance booking of equipment and/or test materials from the Psychology Department's Check-out Facility will take place now. The second page of the Research Approval Form will let the Research Area know what items you need for your study. A sample of the Form is shown on page 55 of the Researcher Information Packet.

SPECIAL CONSIDERATIONS:

The Research Area can provide cubicles that already have one computer.

Tip:

If you need more computers, you will need to bring your own laptops and mention it in the fill in section under the "computer" resource. The only other option is if your professor is allowing you to use any personal lab space with their permission. In this instance, the faculty member will need to write down the reservation you have on your Research Approval Form.

Important Note: You must reserve a room from the Research Area by emailing psychpool@csun.edu before you enter your timeslot into Sona Systems.

TIMESLOT USAGE:

The Timeslot Usage box shows each researcher how many hours have been used or scheduled as well as the amount of hours that are still available for use.

TIMESLOT INFORMATION:

The Timeslot Information box will allow each researcher to schedule the date, time, number of participants, and the location of each experiment. There is a useful calendar on the right side that can assist you in selecting your experiment dates.

VIEW SCHEDULE:

The View Schedule link will open a window that will allow you to see what experiments are happening in the selected room on the selected day.

OF PARTICIPANTS:

This box allows you to input the number of subjects you would like to test in each specific experiment time. All research cubicles have a maximum occupancy of 4 individuals (4 subjects and 2 researchers) and these limits are not to be exceeded.

You must contact the Research Coordinator if you need other arrangements and we will try to meet your suggested requirements.

LOCATION:

You MUST have a room reservation before inputting anything in this menu.

This pull down menu allows you to choose from available department research cubicles. Make sure to check the View Schedule link for available times.

Tips:

Be careful when selecting your start date and times. All experiments must be run on weekdays in between open Research Area hours. The department office will no longer be opening rooms for students during hours when the Research Area is open.

If your study is scheduled for a Saturday or Sunday, even if by mistake, the offices and Research Area will not be open. In this event, you will not be allowed to use the participants and your subjects will receive full credit for the study.

Once the first student subject signs up for a study, the study is locked and you will NOT be able to adjust it.

Once you have selected your room and times, you can click the Add This Timeslot button. (All times are subject to approval by the Research Coordinator's office.)
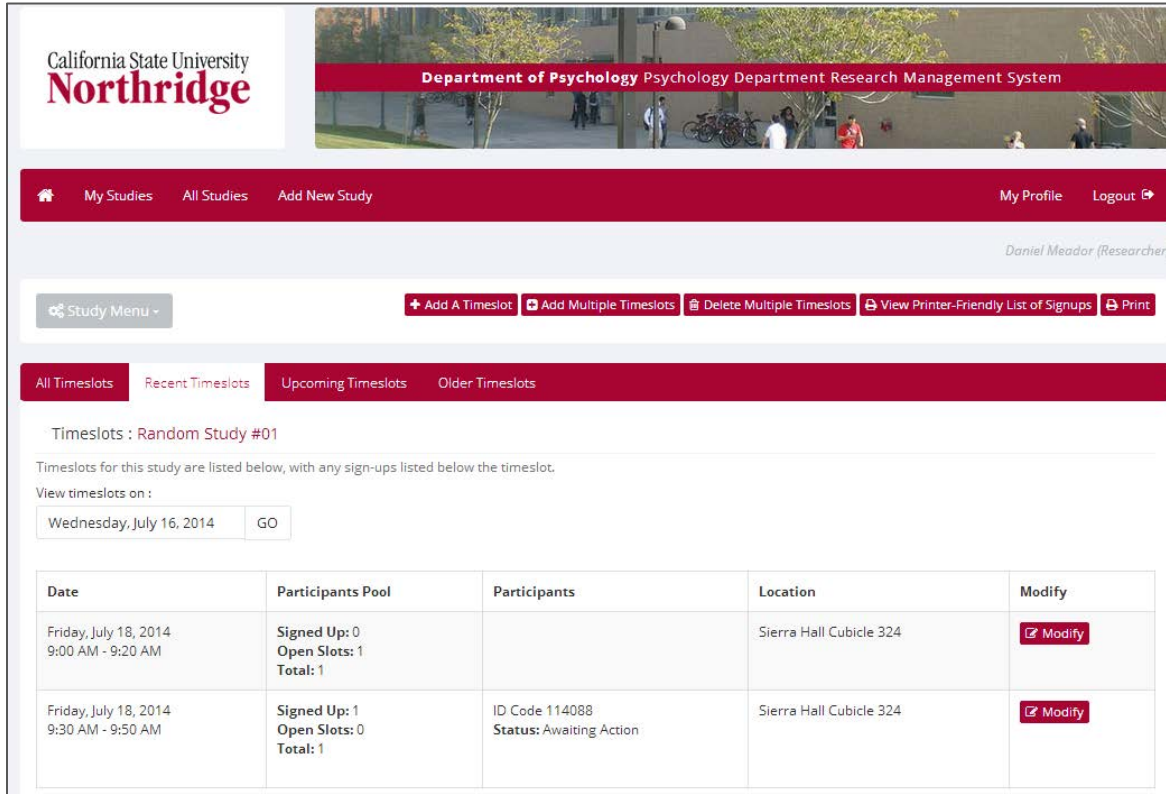

Figure 12: Add a Timeslot screen

Adding Multiple Timeslots

NUMBER OF SLOTS:

This is one of the few differences between the "Add a Slot" and the "Add Multiple Timeslots" page. The Number of Slots drop down bar allows you to select how many times you will run the test in succession on the given day. (Selecting 3 allows you to run three different experiments at your allotted time interval. For example, selecting 3, a start time of 9:15am, and 0 minutes of free time between slots will schedule studies for 9:15-9:29, 9:30-9:44, and 9:45-9:59am.)

OF PARTICIPANTS:

This box allows you to input the number of subjects you would like to test in each specific experiment time. All research cubicles have a maximum occupancy of 6 individuals (4 subjects and 2 researchers) and these limits are not to be exceeded.

LOCATION:

You MUST have a room reservation before inputting anything in this menu.

This pull down menu allows you to choose from available department research cubicles. Make sure to check the View Schedule link for available times.

Figure 13 (below) shows a screenshot of the Adding Multiple Timeslots section.

Figure 13: Change when Adding Multiple Timeslots

Once you have selected your room and times, you can click the Add This Timeslot button. (All times are subject to approval by the Research Coordinator's office.)

Figure 14: Adding Multiple Timeslots Screen

After you have selected the Add timeslots button, you will see a secondary page allowing you to double-check your multiple entries. This page spells out the date, time, room, and number of participants in each blocked experiment. (See Figure 15)

Figure 15: Adding Multiple Timeslots Screen 2

Deleting Timeslots

In the event of a mistake upon entering timeslots, a researcher can delete timeslots. Use the Delete Multiple Timeslots tab to remove any unwanted timeslots.
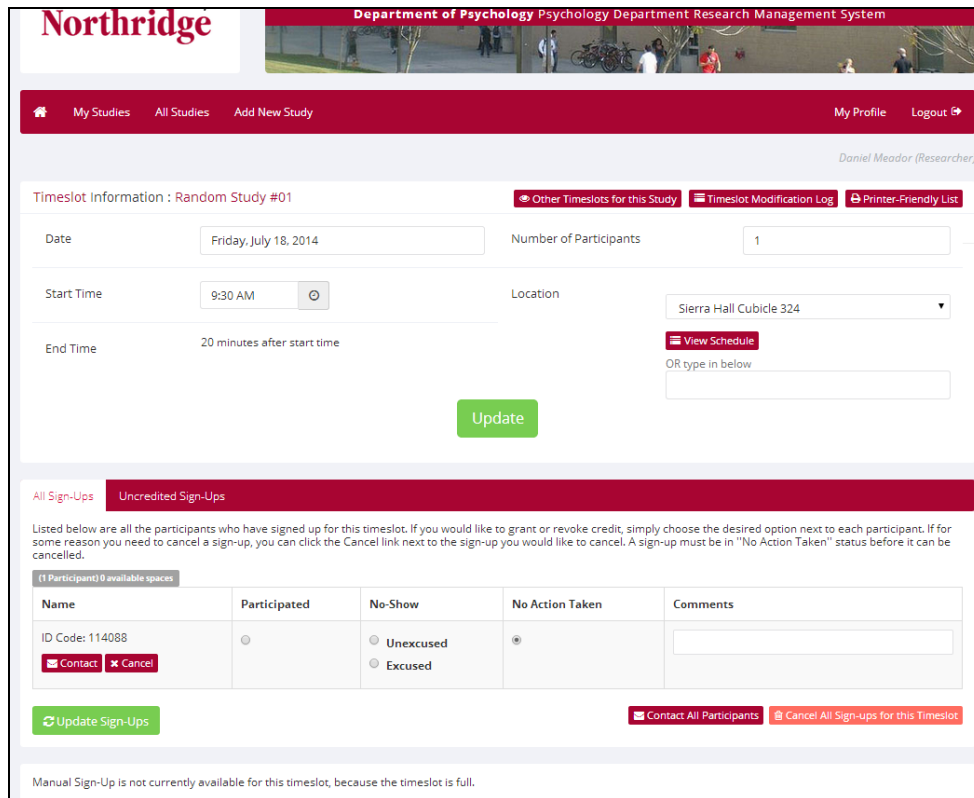
Figure 16: Delete Multiple Timeslots Screen

OTHER LINKS AND RESOURCES

CONTACT PARTICIPANTS: By design the system allows researchers to mass email participants.

VIEW BULK MAIL SUMMARY:

This is the log of emails sent out via bulk email. (The Research Area can see EVERYTHING you do in Sona Systems.)

CHANGE STUDY INFORMATION:

Once your study has been approved and made visible, any changes you make will be known by the Research Coordinator.

 STUDY VIEW:

Will bring up a window of exactly what the participant sees when they view your studies information.

DELETE STUDY:

UNDER NO CIRCUMSTANCES ARE YOU ALLOWED TO DELETE STUDIES THAT HAVE ALREADY BEEN APPROVED BY THE RESEARCH COORDAINTOR AND RECEIVED A STUDY NUMBER.

The Day of Your Experiment

You should arrive a minimum of 10 minutes before you are to begin your experiment to allow for the following:

- Check-out any testing equipment that you have requested for your experiment.
- Set-up your research cubicle or faculty lab so that you can start your experiment on time.
- Make sure you have enough copies of any forms or debriefs.
- Make sure that you have printed out a list of participants for that day or have written them out on a piece of paper. You will need this list to verify that the participants waiting for your study are in fact those that signed up for it.

If for some reason a participant comes to you and says they signed up for your experiment but are not listed on your print out then you should ask them to wait while you check online. If after checking online they are not listed then you MAY NOT use them. Most likely it means that they are either signed up for someone else's experiment or they are here on the wrong day. However, if a student comes to you trying to add your experiment and you have an opening, you may manually add them to your experiment later. To do so you will need the Participants FULL NAME, the date and time they are taking the experiment and their Psychology 150/250 professor's name. Manual credits are discussed in later. No copies will be provided by the Psychology Department or the Research Area.

- Don't forget to post your DO NOT DISTURB SIGN, it must be up each and every time your run your experiment. Not only does it let participants know your study number but it also lets them know that when the door is closed that you are in the middle of an experiment.
- If you were using a research cubicle or classroom please make sure to take out any garbage your participants or you brought in, turn off any computers used, turn off lights and shut the door. The Research Coordinator's office will be checking cubicles for cleanliness and any carelessness will be reported to your professors for appropriate follow-ups or penalties, including the possible loss of access to the research subject pool.

If You Need Equipment or need a Room Opened

The student assistants in the Research Area are your primary source for checking out equipment and getting rooms opened.

If no student assistant is present please look for the Research Coordinator. If they are busy dealing with other students and researchers you will have to wait to have your issues handled. In the rare event that both the student assistants and the area coordinator are not in, please go to the Psychology Main office in room SH 376.

The Psychology Department Main Office

If the Research Area student assistants or Research Coordinator are in, you will have to wait to speak to them.

The Psychology Department office is a resource for the department students and faculty. Each member of the staff has a unique job and schedule of duties and they are to be treated with respect by all researchers. The office staff is a last resort for you, the researcher.

Staff in the department's main office will not be able to aid you in some ways that the Research Area can. Services the Psychology Office will not provide include:

- Neither office will print schedule sheets for you.
- The office will not have a list of study times.
- The office will not have a listing of Research Area rooms and scheduling.

The office will only be able to open cubicles and assist in checking out needed equipment. It is your responsibility to print all forms needed for your experiment, so please print them out before you arrive. If you forget, you will have to go find an open computer lab and print one out. If no lab is open, the library will be your closest printing station.

Once you have finished for the day don't forget to return any checked out equipment to the Psychology Department Office.

Contacting the Research Area for approval

Send an email to psychpool@csun.edu. In the email, request a meeting to get your study approved and make sure to CC your Instructor or Thesis Chair. (The same email is used if you already have your study approved and require on-line approval.)

Crediting Basics

Each participant is given one credit for each 10 minutes (or portion of 10 minutes) for their time. They receive credits for the time they actually participate in your study, not the "extra

time" you must schedule between subjects. (For example, if you are running a participant every 45 minutes, but you have estimated that your study only takes 30 minutes, then the participant will only get 3 credits. However, if an individual happens to go over the 30 minutes, they would personally receive 1 additional credit for staying longer than anticipated. If such a case happens to you make sure you note this on your Schedule Sheet so the participant is awarded the correct number of credits.)

Verifying Students

BE SURE THAT YOU VERIFY THE PARTICIPANT IS YOURS AND SIGNED UP FOR YOUR STUDY.

Using Sona Systems to Award Credits and Penalties

To award credits and/or penalties, log into the system and click on the My Studies.

Once you reach the screen in Figure 17, you can click on your study title. This will bring you to the Study Information screen. It should look similar to Figure 18.

Figure 18: Study Information page

Once you are at your Study Information screen, you can click on the View/Administer Timeslots link. If you have already run an experiment, your timeslot screen should show a previously

completed timeslot with student names under the specific timeslot information. Next to the students name will be a marking that says, "Awaiting Action." (See Figure 19)
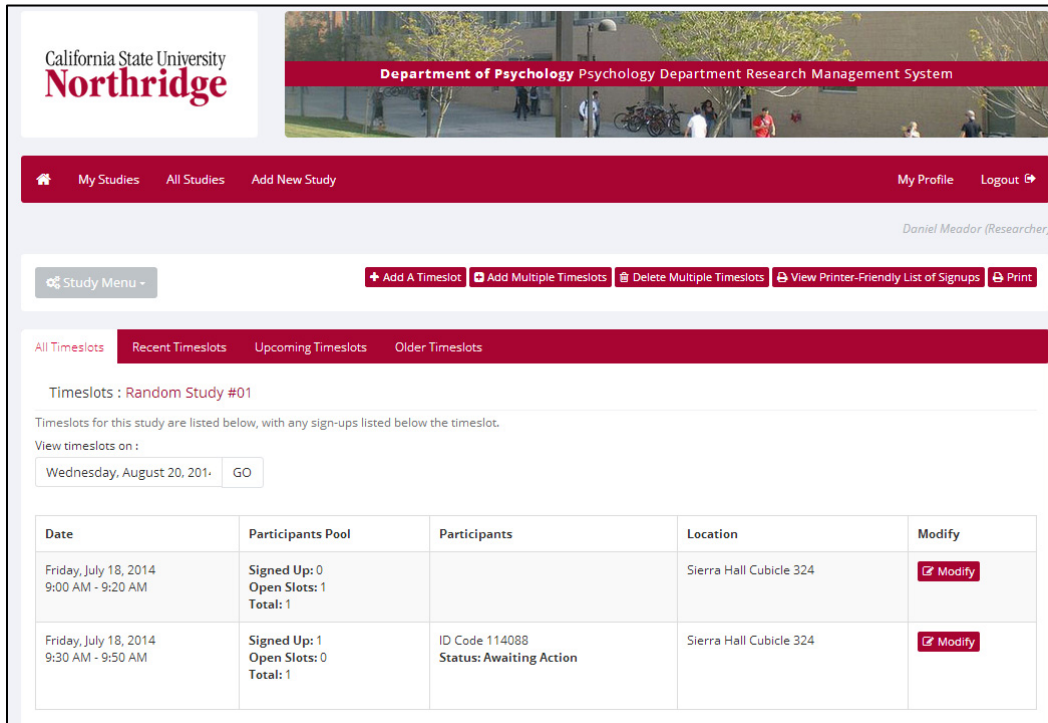
Figure 19: Administering Timeslots screen

Click on "Modify" in each previously run experiment timeslot. You will see a full page of information titled "Administer This Timeslot." You will see something that looks like Figure 20 first. You will most likely need to scroll down to the section titled "Sign-Ups." This section will look like Figure 21.

Figure 21 shows the Sign-Ups section that will assist you in awarding credit to participants.

Figure 21: Giving credits under the Sign-Ups Header

Click the radio button (round button) under "Participated." You may enter comments in the box to the right if you wish, but this is not necessary. (If the student was uncomfortable and did not finish, you may mark it here.) Do this for as many students as participated in the experiment timeslot.

Tip:

If the student did not show up you can check the radio button under "No-Show (Penalty Assessed)."   You must assess the penalty if you have not heard from the participant.

Once you have double checked to make sure you have all information correct, you can press the "Update Sign-Ups" button. This will take you to a screen that shows that you have taken action on some, or all of your, student participants. You will find the action taken next to the students name as in Figure 23, where the example student "Moses Jones" is commented to have "Credit Granted."

An Important Note about No-Shows

Remember that Participants can email and cancel their participation up until their scheduled appointment time.

PARTICPANT'S FAILURE TO APPEAR

Participants can cancel their participation up to 24 hours prior to the start time through the Sona Systems website. However, a new participant can sign-up until two hours before your projects start time, so be sure to ask your subject their name, and if it does not match your original print-out ask your participant if they have signed up at the last minute on Sona Systems.

Remember to arrive early so you can check the system for an updated list of research participants. (This can be done in an open lab or at the Library.)

RESEARCHER FAILURE TO APPEAR

A researcher's failure to appear at the proper time and place is a serious offense which should be avoided at all costs.

If the researcher is unable to attend (due to illness or emergency) he/she must contact their Principal Investigator, the professor, and the Research Coordinator's office. The Coordinator will give full credit to all participants who show up for your study if nobody is available to run your subjects.

Any unexplained absence will result in your immediate termination of research subject pool privileges and will be reported to your professor or supervisor. In the case of research assistants, until they meet with the Research Coordinator their privileges to use the subject pool are on hold. Regardless of whom a student is doing research for, unexcused absences and wasting departmental resources is not acceptable.

If for any reason a researcher should decide to leave his/her study early, remember: participants can sign up until one hour before and still receive full credit, even if you are not there. You must cancel any open available time slots before leaving. You cannot leave early if you still have subjects coming to your study, unless you have a health or personal emergency. See the Research Coordinator immediately if this is the case.

THE RESEARCH SYMPOSIUM

The Research Symposium is a bi-annual event co-managed by Psi-Chi and the Research Area. Psi Chi/Research Coordinator will announce when the symposium is taking place. In order to be allowed to participate in the Research Symposium your study must have collected data in the current semester or fulfilled all other requirements and forms.

RESEARCH CHECKOUT POLICIES

STUDENT CHECKOUT

Department of Psychology
California State University, Northridge

The Research Area is a great resource for student and faculty research. The area houses a large collection of tests, kits, and forms that can enhance your ability to do effective research. Items stored by the Research Area are valuable and belong solely to the Psychology Department, and thus are University property.

The Research Coordinator's Office – which includes the region known as the Research Area, the Research Coordinator and any student assistants – are responsible for maintaining accurate records regarding Department property among other duties.

Due to the financial and organizational aspects associated with assisting in item checkout, the information found in this document should be carefully read and understood. Access to the Research Area tests is not automatically given to any student. Checkouts only happen once all requirements stated in this document are met.

Student Checkout Information

The Research Coordinator's Office will keep a copy of your information in order to track your checked out items. This will contain enough of your information for us to contact you, should the need arise. Our office records will contain the following information:

- Your Full Name
- Your Student ID Number
- Your Phone Number
- Your Email Address

This is kept purely for our records. We will have information on all tests that you have checked out from the office.

Over the semester many, if not all, of the tests will be entered into a database that will track the tests and any student checkouts.

We are trying to make the checking out process as easy as possible for you. Once you have completed the initial setup (the Research Area has your information) all procedures should go relatively quickly. It's as simple as arriving at SH 362, asking for a test, allowing the Research Coordinator's office to write down what you are checking in or out and you will be on your way to completing your research.

In the event that your test was received and was missing an item (pencil, eraser, scale, etc.) someone from the Research Area will contact you to inform you of the missing item. If you do not find the item, or bring a <u>suitable</u> replacement to the Research Area, we will have to mark your card – or account with the Research Area – with a penalty based on the severity of the issue. (The Research Coordinator has every right to decide whether your replacement is suitable or not.)

For penalties and penalty assessment, please see the section marked "Penalties."

All tests must be returned by the due date given to you without exception.

If a test is returned by you and it is not in the same shape it was when it left the Research Area then you will be responsible for replacing the test. (Do not take notes in the manuals. Do not put sticky tabs in the manuals. Keep the tests in a safe and secure area.) You are solely responsible for any test that you check out.

Sharing tests must be done at your own risk. If a test is checked out under your name – regardless of who you may have loaned it to – it is your responsibility and you, the person who checked it out, will be held financially responsible for the test if it is damaged.

If you no longer need a test and know someone who does, return the test and once we have confirmed it is complete, we can check it out to your classmate.

All items also must be returned by the last official day of instruction.

The Research Area has the ability to:

- Cancel your checkout privileges and the use of the Research Area tests and equipment.
- Charge your student account for any non-returned, or damaged, item or test.
- Place a hold on your grade reports and transcripts.

In addition to the above penalties if you return a test that must be replaced do to your mishandling you may lose the ability to checkout any other test material until you have paid for the replacement.

Damaged items

In the event an item checked out from the Research Area is returned with damage that occurred while you had it, the Research Coordinator's Office will make a record of the damage and assess the fiscal cost of the devastation.

If the damage is resultant of normal wear and tear you will not be charged, however any destruction will be noted and attributed to the researcher who checked out the item.

Any new dents, scratches, or desecration that impairs the specific articles use in the future will be charged to your student account. If further damage is found on subsequent items for your account, additional reprimands or marks will be assessed and the recklessness will be noted for future recourse.

A researcher who has shown a record of neglecting University and/or Psychology Department property will be marked for supplementary action. Upon review of your disregard for University property, the Research Area can have your access to test checkout revoked, student account charged for the damages, and your grades held.

Non-returned items

It is unlawful to steal University property. If an item checked out from the Research Area is not returned after repeated attempts to contact you the Research Area will be forced to treat each issue for direct action. Direct action by the Department for stealing can include your student account charged for the damages AND your grades held.

The Demographic Filter asks some specific questions of the participants, which ultimately allow access to smaller groups of students for researchers. Listed below is "Section 1" of the prescreen questions that the subject pool will have answered.

Section 1 (from the demographic filter)

Below is a list of Demographic questions.

- What age range do you fall under?
- What is your Race/Ethnicity?
- What is your Gender?
- What is your CSUN Classification?
- Is English your first language?
- Are you right-handed?
- Do you have normal to corrected-to-normal vision?
- Do you have normal to corrected-to-normal hearing?
- Your total years of education completed?

The Study In Progress display MUST be posted outside the door when running experiments.
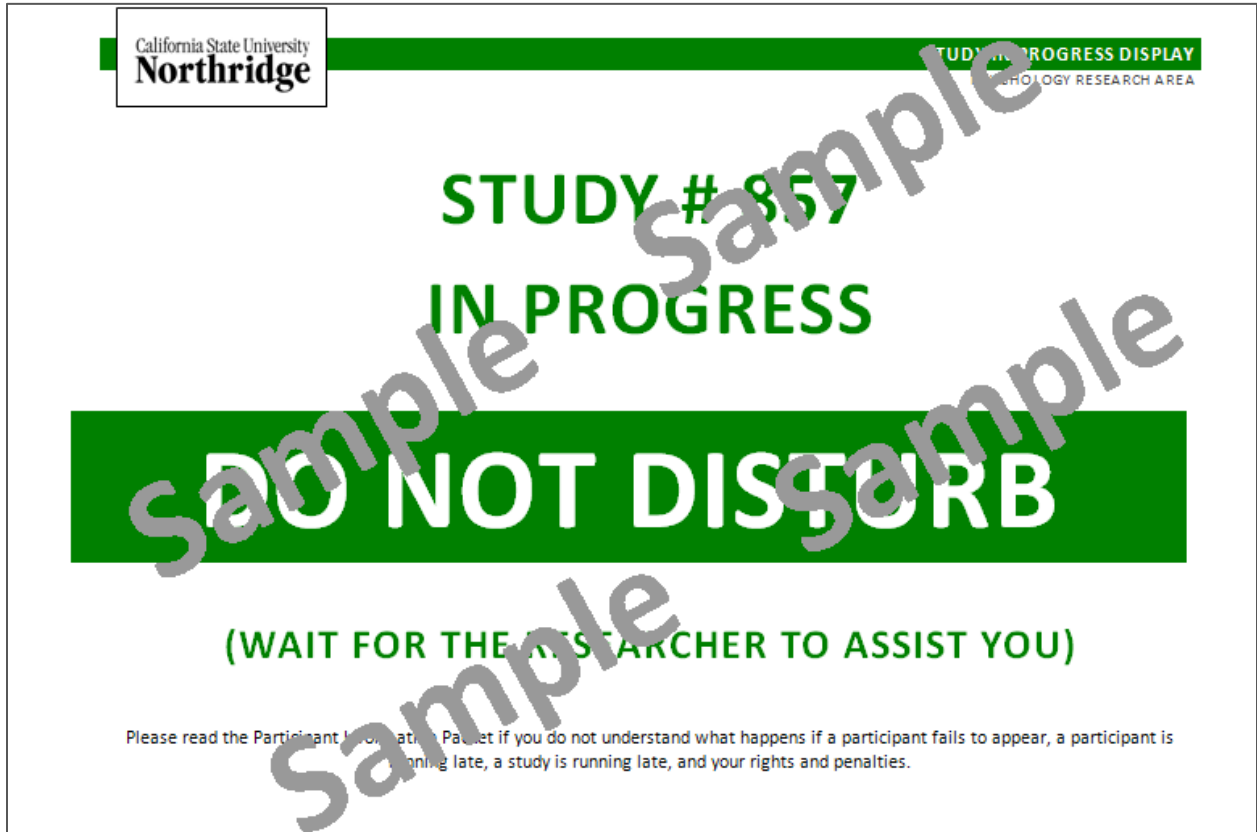

Figure 30: Study In Progress sample

Research Area
at Cal State Northridge

STUDY

_ _ _ _

In Progress

DO NOT DISTURB

(WAIT FOR THE RESEARCHER TO ASSIST YOU)