

INSTRUCTIONS FOR USING GENERAL PSYCHOLOGY PARTICIPANT POOL

Steps required to recruit participants:

1) Complete the Record of Experiment form (next page) which requires the following:

- an IRB approval number
- Preliminarily posting experiment information, including the name of the advisor/instructor as a listed researcher, on the Gustavus Experiment Management System (SONA) website at [<http://gustavus.sona-systems.com>].
- Receiving approval of a faculty advisor/instructor who has reviewed the on-line posting and who has signed the Record of Experiment form.

2) Turn in the completed and signed Record of Experiment form (attached to a copy of the IRB e-mail authorization that you received) to Lee Sande, administrative assistant, Beck 252. (Plan to make this contact before 3:30 p.m. Monday through Thursday.)

3) Experiment classroom reservation location and time can be arranged with Lee once the Record of Experiment form has been completed and turn in.

4) Researcher then adds the date(s)/time(s)/classroom information to the Experiment posted on SONA.

5) Researcher signs on to the system the following day to confirm that the experiment posting is active and able to receive participant sign-ups.

Awarding Experiment Points:

At the end of each experiment day, the Researcher must post to the Experiment site a positive or negative attendance response for each participant who was registered for that day. Failure to do this in a timely, accurate manner may jeopardize one's use of the General Psychology Participant Pool.

Consent Form for General Psychology Student Participants:

Researchers must obtain a signed consent form for each Research Experiment Participant. **BOTH THE NAME OF THE RESEARCHER AND PARTICIPANT NEED TO BE PRINTED LEGIBLY ON THIS FORM. All signed consent forms must be retained by the researcher and turned in to the Department Administrative Assistant (Lee Sande, Beck 252) at the conclusion of the Experiment (and in all cases, prior to May 1, 2012).**

A sample of the consent form is attached (and available online). Researchers are encouraged to use the language in this form with modifications necessary to fit their experiment.

Room Reservations:

Reserving a location to run an experiment is the responsibility of the researcher. **Check with Lee Sande (Beck 252) to learn what rooms/dates/times are available and to make the reservation.**

- Campus Safety requires that Researchers have in their possession a Beck Hall_building admittance pass (issued by Lee in Beck 252) if the Experiment is run during the evenings or on weekends. **Request the pass when you are making the room reservation.**

Record of Experiment Form - This form must be completed and turned in to the Administrative Assistant prior to reserving a room for the Experiment.

SONA Experiment Management – Spring 2012

The website for Gustavus Psychology research submission is: <http://gustavus.sona-systems.com/>

Several steps will need to be completed by the Experimenter prior to the experiment being accessible for participant sign up. This **Record of Experiment form** will need to be:

1. **completed** by the Experimenter **and attached as the cover to a copy of the IRB Approval e-mail you received**
2. **signed by the Methods Instructor** or other Faculty Supervisor **after he/she has reviewed the experiment on-line** and then
3. **turned in** (in person) to the Administrative Assistant in Beck 252 (Lee Sande).
 - Lee will assist with Beck Hall room reservations at this time. *Please confer with your fellow researchers about possible dates/times prior to coming in to make the room reservations. Having some idea of how many participants you'll run at a time, the approximate length of each session, as well as how many reservation dates you may require will greatly speed up the reservation process.*

IRB Number _____ Tracking Number _____ (this number will be assigned by Lee)

Experiment Title: _____

Brief description of what participants will be asked to do:

- On-line experiment -- award of .5 points _____(yes or no)
- Standard experiment -- award of 1 point _____(yes or no)
- Has an additional point value been authorized by the Instructor?
_____ (yes or no)

Experimenter Name _____ e-mail _____

Experimenter Name: _____ e-mail: _____

Experimenter Name: _____ e-mail: _____

Estimated total # of participants: _____

Signature needed: _____

Methods Instructor or Faculty Supervisor (after reviewing on-line)

Sample

CONSENT FORM

Experiment Title

(This form is to be retained by Experimenter and submitted to the administrative assistant in Psychology, Beck 252 at the conclusion of experiment – an in all cases prior to May 1, 2012.)

I am interested in learning about the factors that influence college student's memory for complex events. For this reason I am asking you to participate in this experiment where you will first watch a video and then answer some questions. The entire procedure should take no more than 60 minutes and you will earn one credit point for your participation. Your involvement in this study is entirely up to you. You will not be penalized in any way if you decide not to participate. If you do decide to participate you are free to stop at any time. This project has been approved by the Gustavus Adolphus College Institutional Review Board, IRB# _____.

If you have any questions about this work you may contact Gus Davis by phone (933-xxxx) or by e-mail (xxxx@gac.edu).

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I would like to participate in this project and understand what my participation involves. I realize that I may stop at any time without penalty.

Participant's Signature Date

Printed Name: _____

Experimenter's Signature Date

Printed Name : _____